

1. Call Meeting to Order –The Regular Meeting of the Town of Plymouth Board of Finance was called to order on **Thursday, March 25, 2010 at 7:00 p.m.** by Chairman Ralph Zovich in the Senior Lounge, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray and Ralph Zovich. Also present Dave Bernagel, Director of Finance; Mayor Vin Festa; Robin Gudeczauskas, Recoding Secretary. Also present, Councilman John Wunsch

2. Pledge of Allegiance

MOTION: To change the order of business moving Item 3 to after Item 4, by Peter Cook; second Dan Murray and the vote unanimous

3. Review of Proposed General Fund Budget for FY 2010 – 2011

Public Works: Tony Lorenzetti, Jim Schultz, Pam Pelletier

Dept 026; Facilities – no updates

Dept 030

Fire Hydrant Rentals

Street Lights, 183,000 to 178,000

Cell Phones, to \$5000 and reduced by \$9,000. Ralph Zovich stated they need to collect all cell phones and get 14 pocket phones at \$30 per month totaling \$5000. Discussion held on phones, who used by including police department, all administrative town hall i.e. bldg official, Khara, 2 land use; fire marshals, human services, dog warden, recreation dept and their price is less than \$30. Ralph stated a few for Public Works will be kept, charged and distributed and turned in at end of day and we are not paying to have other people use our cell phones during off hour. Tony stated radios are not on all equipment and when 14 guys working how do we communicate; Ralph, some phones will be available to them; Pam cell phones are used as on call pagers, reviewed plan noting pooled and cost for phones is \$25.47. Discussion held noting costs keep going up and something to be managed and \$16,000 per year is a lot and need to know where phones are and if 14 people in one department are working, they are not all out alone. Discussion held on surrounding towns who do not have cell phones. Jim Schultz can they get prices on radios for equipment. Dave Bernagel to get a list of every person currently with a cell phone.

Dept 040 – Snow Removal

Sand and salt, current \$275,320 spent to date and \$36,251 encumbered and in deficit \$35,000 if use no more overtime. Have some stockpiled about 300 tons; Ralph stated \$32,000 to the bad and should cancel \$15,000 outstanding. 2010-2011 shows \$5,000 increase to \$255,000.

Overtime account for current year is good.

Dept 041, Highway Services

Regular Wages – additional person last year and vacancy not yet filled and Ralph will eliminate vacancy and revisit next year and to \$580,000. Discussion held. Tony stated they have one person retiring in July and will be filling that and person at transfer station is a highway person. Peter Cook, are we leaving it to the mayor's discretion and not hire until October 1st. Right now have only one crew leader and needed to promote but will not be doing so in upcoming budget. There is public works guy at transfer station and if he stays there than they are down two employees. Ralph stated 14 people on payroll in 041 but one is on loan to transfer and crew

consists of 13.

Part time seasonal wage, \$6500 – deleted. Tony did not hire because position freeze.

Ralph stated that was zeroed out.

Contract Services – over budget; street sweeping was minimized from new chemicals; \$110,000. Tony stated some costs were equipment rental and noted each catch basin needs to be cleaned and streets swept.

Repairs/Supplies – Question how many miles of road on track to pave this fiscal year and next will get us; Tony, 250 tons of patch is about enough to do an intersection and used for potholes and nothing to do with capitals or town aid to roads.

Street signs – when will project be done, \$15000. Jim just about done and includes Police Commission/Traffic Authority signs, barricades, replacement of stop signs. Tony we should not approve any new ones and if defaced will not replace. Dave Bertnagel, Traffic Authority, who Public Works has no control over, does authorize new signs. Also to consider is new standards for 2012 for signs and reflectivity standard. Vicky stated she would rather leave as is and there are state standards you need to comply and noted signs just replaced on Greystone for speed increase, stolen and need to replace again.

Dept 044 – Transfer Station

Last year suggested cutting ½ hour off every day and trim down to 44 hours; still running 48 hours. Overtime over budget; as of today have \$5464 left in account and 14 weeks of payroll left.

Overtime budget is threatening to exceed regular time budget. Tony now in process of closing landfill site which is also leaf and brush facility. 2 people at transfer on Saturday and one person at leaf/brush facility and one capital project is looking at upgrade at one of the sites. Also have Xmas tree drop off to staff. Wednesday person at leaf facility is taken off highway and no overtime. Discussion on upgrade at landfill to include transfer station. Ralph, open 7.5 hours per day Monday thru Friday and 6 on Saturday; Jim than have to renegotiate contract through union. Discussion on closing transfer station one day per week to get down to 42.5 hours and keep overtime at \$34,000. Question having someone work Tuesday thru Saturday. Tony, fees need to be discussed. Replacing transfer station position to fill would be Tuesday thru Saturday and close on Monday and he works 42.5 hours. Jim noted transfer station operator in contract is offered all the time at that facility.

Tire Disposal, \$6,000 reduced to \$5000 – Tony based on truck load and we have amnesty drop off for two weeks

Public Works, 046

Advertising – legal ads and other paid advertising. Have bids to go out this year
Conferences/memberships – International conference in Boston and will drive to and would like some of his people to go.

Part Time Wages – new line item with \$2000 request and zeroed out. Dave, when floaters here this is where charged and they are no longer here.

Maintenance Garage, 047

Education & training – nothing used to date; did attend alternative fuel; mechanics training for new mechanic increase line item to \$500

Office supplies, \$700 – printer cartridges, daily worksheets, fax machine; lower to \$200

Repairs & Supplies – leave at \$98,000

Electricity – ok at \$12,000

Telephone - \$2700; radio circuit/dedicated phone circuit and maintenance garage is hub
Gas & Oil - \$155,000 current budget and requested \$168,300 and have at \$168,000
Jim Schultz, have two lifts, one repaired and one in back, original unit is leaking and to
fix is about \$9000

Dept 051, Building Inspector

Blight Official – zeroed out

Capital Outlay – Vicky no increases; have all lease payments for trucks 20, 25, 27; rubber
excavator, mowing tractor and truck. Road overlay, \$350,000 and grant funded
\$140,000 and Locip \$100,000 and tax base is \$110,000. Garber’s Corner, pavement
analysis program. Ralph asked if Seymour Road engineering is done; Tony selected
consultant and need to get design started, only base survey is done – will get design
put together that will give construction numbers and trying to pull together with Lake
Winfield. Existing ground survey done and may need easements from people and
more surveying, drainage verification. \$600,000 for various equipment and
unfortunately emergency things have to go out to bid and next year a few lease
payments come off and can revisit. Need to do something with mowing equipment
and have landfill and need to cut and maintain. With landfill being closed have to
apply for proper permits on state standards and do need facility up there and have
looked at used trailer and did not have trailer as part of construction part at \$5000
plus set up costs to bring in and level; need facility and need to record everything
going in and out of there and accurate field records have to be kept.

Capitals:

Police vest replacement amount is \$16,400 total and tax funded \$8200; grant \$8200
Police vehicles, \$50,00

Assessor reval moved back in here

Pager replacement program start giving \$9000

Engine 3 replacement cash, \$25,000 and lease \$300,000 and adding to lease program

Fire department headquarters and Plymouth roof totaling \$110,000 and needed this year
and hopefully can wait until July.

Various equipment \$600,000 includes (Ralph wants landfill clipped a few times a year)

Road overlay \$350,000 and tax funded is \$110,000

Garber’s corner - \$50,000; under grant and formula changed and we have to make 10%
match and have been funding as going along; funded \$55,000 last year and now
\$50,000 this year and next.

Pavement analysis program – to use to calculate road and how much to fix and road
grades and needed

Parks Department requesting truck replacement and can come out; pickup truck that is 6-
7 years old is truck used for maintenance and parks and safety issue. Peter
recommended used, good condition truck purchase; total appropriation \$17,500 and
trade in old truck

Discussion held. Need estimate of how much getting for fire truck replacing.

Vicky reviewed Public Works original capital requests.

Ralph suggested defer engine 3 for one year; Dave this is lease dollars, reviewed.

Snow plow of school property held. Mayor Festa stated the town will do school yards
this coming season and if school delayed will take care of as plow roads in vicinity; if
school cancelled can go back after route. Equipment to handle ball fields as schools
get turned over to town and we need equipment to take care of those fields and Parks

and Recreation do not have equipment to maintain; would like to address pick up truck for Parks and Recreation potential to make sure equipped to handle plow.

Dave reviewed revenues and where and debt service and capital outlay recommendations and at \$35 million with mil increase of .50mills and under this it would be .75 mills and giving BOE additional \$120,000 what Mayor recommended.

Peter Cook, revisit \$31,000 for consultant and would like it out or in contingency and need to come to us to justify. Khara is Director of Planning and Economic Development per Ralph and Craig was to sell lots at new industrial park and he has become economic development consultant in all areas. Mayor Festa stated everything and anything he can do to bring business into this community; if eliminated position of consultant, if Khara had to she would had to do it but bottom line is overall projection noting several factories who have closed and he reports to EDC. Melanie Church, 328 Main Street, believe when Craig Stevenson was hired for the park there was limitation on how much money he can make per lot as he sells it. Ralph he was to market the lots; reviewed. Discussion held and Board asked the Mayor to ask Dave Philbrick to come in on Monday.

BOE – Vicky had gone through and figure \$350,000 increase; \$350,000 is 1.55 and \$300,000 is 1.32%; Dan is at 1% of \$225,000; Peter 1.6% and live with \$350,000; Ralph Zovich, feel they should cut 1 special ed teacher and 1 para and are now saving as we will do the snow plowing; Mike, would cut increase in half \$526,000 to \$263,000; Pat, \$250,000 to \$300,000 as they should have cost savings from stimulus money expending, oil savings, snow plowing and other positions they can look at to merge areas. Discussion held. Grant monies coming in reviewed; Dave noted 15 year history with BOE of all grants received and they have a separate fund, Special Ed grant funds where they go and get expended and supplements BOE accounts. Went from 2005 at \$958,000; \$977,000 in 2007; 2009 \$964,000 and not include what is in 2010 and distributed supplemental sheet of what was paid to date in grants, reviewed. Discussion held. BOF asked for funding of each grant to determine number of employees funded off budget and would like him to allocate dollars to people. Ralph noted we are cutting town aid to roads.

MOTION: For the Board of Education increase to be \$282,150 or 1.25% by Pat Budnick; second Mike Drozdick. Discussion: none. Roll call vote: Pat Budnick, yes; Mike Drozdick, yes; Peter Cook, no; Dan Murray, yes and the motion carries. Ralph Zovich stated he will notify the Superintendent.

BOF recommended line items in proposed budget to be reviewed and email any changes or corrections to Dave. Contingency put in \$39,000 so far. Peter would like contingency higher than in past and feels it should be near \$75,000. Discussion held. Pat would like a lawnmower in the budget and if need a plow for public works pick up truck to assist with schools to be added. Mayor Festa, outsourcing landscaping, pruning, mulching, lawn mowing and was being done piecemeal. He is trying hardest to keep things down in budget and know that it is a bottom line figure for BOE and suggestion that if any new positions, and thought one created in power point, that we make overture if making new position please consider not doing so. The town side cannot keep consolidating and infrastructure on town side is falling apart. He does have special interest in education and grant money brings on person and 3-5 years later have on roll as employee when grant money is dried up and concerned about that side of issue and need to get message across that any positions being looked at to

expand or create new to hold off in BOE. Public works concern is if looking to put additional money in roads that anticipate plan and know exactly what roads are being done and costs. Believer in needing plan in place because watching pennies. Ralph Zovich stated on BOE side that is management and executive decisions and we can state what we can afford.

Monday – invite Mr. Philbrick on EDC; finalize capitals. Public Hearing date for April 20, 2010. Ralph read into record a letter to the Plymouth Community News he would like to submit regarding the public hearing, discussed.

4. To Review and Approve Requests From the Acting Fire Marshal for acceptance of a grant in the amount of \$2,500 from FM Global fire prevention. In addition, transfer \$1,165 from the General Fund Contingency account as the Town match for the purchase of a handheld computer with accessories for prefire planning for a total cost of \$3,665. Dave Bertnagel reviewed stating this is for investigation and inspection is prefire planning; did apply for a grant and letter received March 4, 2010 read into record for funding of \$2500 toward purchase. Do not currently have one of these; Ralph asked if anyone knew he was applying. Mayor Festa stated no; not even the commission. Dave, the item is \$3300 and he does have \$2500 but concern is if we reject grant we close the door for future grants. Ralph stated we take \$1165 out of next years budget; reviewed to take out of training and trim other line items. It is proactive part on this individual to apply and getting equipment for fire safety purposes. Ralph he needs to understand advance communication goes a long way and he cannot take initiative and make commitment to approve after the fact. Verbally the commission knew about it. Discussion held and Mayor Festa asked if the Board could hold off on a decision until Monday.

MOTION: To table by Pat Budnick; second Mike Drozdick and the vote unanimous.

5. Public Comment

a. Melanie Church, 328 Main Street, looking at Public Works with 14 people that actually work directly as workers for Public Works; you have 2 that work indirectly for the Public Works Director who is Parks and Rec. Looking at 3 supervisor positions with it being Jim's, the tech and Tony Lorenzetti. Look at the town of Plymouth and look at Thomaston who has a Public Works Director and a total of 6 workers that includes Parks and Rec and roads. Think that we are getting grandiose in this town and time to look outside the box and combine some of this. Needs to be done in negotiations and the BOF can set a budget and up to Public Works how to make it work not just go over. See consistently every year they go over budget for overtime and employees. They will say for salt and sand or plowing. With this number of people you have a problem and need to look at to cut back. The town hall side is cut yet Public Works keeps growing. The town did not grow any more streets or if did, minimal. We put a lot out to bid to subcontractors and question her husband works for construction company total is 10 guys and you are talking about doing 2 miles of road and doing 5 projects at over 6 million in construction and we have all these people. There can be cuts and they may not like it and need to double up and a lot of people looking for jobs. That can be negotiated to lay off and whoever is negotiating and say find cost savings. Like 2.5 hours overtime maybe they can give back or work shifts and run on 7 day operation and cost savings. Need to turn around, cut and this is the amount

there is. From understanding there was a truck sold and Parks Rec needs a truck and one sold, why not put it to them and sell his old truck but transferring and making departments mesh together and if start changing way of thinking it will change.

6. Adjournment

MOTION: To adjourn by Dan Murray; second Peter Cook and the vote unanimous.
Meeting adjourned at 10:10 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary