

1. Call Meeting to Order – The Regular Meeting of the Town of Plymouth Board of Finance was called to order on **Monday, March 29, 2010 at 7:02 p.m.** in the Assembly Room, Plymouth Town Hall by Chairman Ralph Zovich. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: Dave Bertnagel, Director of Finance; Robin Gudczauskas, Recording Secretary.

2. Pledge of Allegiance

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

Dave Philbrick, EDC Chairman – (a) Consultant fee to Mr. Stevenson - funds from lot sales are not used for salary. (b) Scope of responsibilities - Khara is relatively new and has learned a great deal of things and understands responsibilities for the town. Consultant job description of how many hours per week, etc - Bill Kuehn had a good handle on it and managing amount of time being spent in town hall and in field at both new park and current park. With economic climate one of the things that came about was spending time with existing owners and a lot of time meeting on behalf of the EDC and town and their issues in our park with i.e. power, telephone service interruptions. Craig is instrumental for applying for a great many grants and every existing business that moved or sold, he has resources and we fill building within a month and has a buyer for Iseli's and has outstanding ability in that respect. Also his capabilities in state level government as far as funding, associations, grant writing awareness; numerous intangibles you cannot put finger on; tangible accomplishments are new business in town, instrumental in Joel Kuczenski building his incubator building. Ralph, seems like Khara spends time on land use and little on economic development and need someone to shepard the path the park is taking. Dave stated 3 lots are under deposit and a difficult economic time; he and EDC are satisfied with services from Craig. It is intangibles that he brings that people do not see, almost a million dollars in the bank for grants for sidewalks and this is thanks to work of Craig. Khara should review contract and stipulations and how time gets spent in service. Discussion held on grants, waterwheel, Main Street improvement, sidewalk, STEAP. Managing waterwheel project is EDC and new Historic Property Commission has requested accounting for all funds. Two engineering firms under contract, Malone and McBroom on streetscape improvement and will tie into the waterwheel. Waterwheel is doing sidewalks and BL in engineering park for phase 1 and portion of phase 2 of Waterwheel Park with sidewalks. Dan Murray stated he would like to hear on a more frequent basis on what is going on.

Tony Lorenzetti and Jim Schultz – Tony provided cell phone list, email read into record on list of cell phone assignments – 8 administrative; 16 highway, 3 public works, 7 police, 4 dog warden, 3 fire marshal and 1 unassigned with total number is 42. Tony and Dave will have to meet to cut number of phones to 14. Hours to reduce on transfer station to meet budget this year and cut down on costs for next. Tony stated hours have to be negotiated and he does not negotiate contracts. Dan asked if contract for individual and department in force and with retiree does that expire contract and open for negotiation. Jim, contract does not expire until 2011 and applies to next person on board; Ralph stated filling vacancies and backfilling is management; read paragraph from article iv, hours of work overtime and holiday pay from transfer station contract into record. Discussion held. What happens if close one day a week; tony, the person would end up working at highway; availability not to pay for Saturday is terminate service of transfer station and that individual would go into highway. Tony, there is a vacant position at transfer station but we still have to cover, operator is grade 4 and lowest labor grade that can drive trucks; first right of refusal language does not help with overtime as the transfer

station has to stay open based upon contract. Ralph stated they should open contract and renegotiate. Tony stated they have discussed closing brush and leaf facility except for a few weeks in April and a few in November. Project at leaf facility is not finished and currently only opening Saturday starting April 17th. He noted they generate money at transfer station which is equivalent of one person and can again look at fees. Jim noted garbage collection has gone to referendum and failed 3 times and here we are. Ralph noted revenue from transfer station \$220,000 and permits \$16,000. Need to reopen contract, cut hours and save money; discussion on charging fee for transfer station permit. Ralph Zovich, the BOF approved a request that the school department put in for, had \$37,000 in budget for snow plowing and have agreement and need to work out schedule for delayed opening and Public Works is going to plow the school. Jim Schultz, issue is money and for what they were paying for contract service to plow we could not compete with. Ralph on days when they call out and no school you do not have to be there right away and only days need to plow is light snowfall and you are out anyway. The superintendent makes decision by 5 am. Peter, \$37,000 should come out of school budget and put that money into contract services public works line item and they can contract it out noting public works is free to hire contractors for plowing. Jim, they also do all sidewalks except in front of new high school. Tony, it is all timing and leaving man free if they have snowstorm and want to open on Thursday and we are out plowing we do not have a man assigned to do sidewalks. Discussion held. Dan stated the only red flag is point if there is some destroyed property in the process the BOE calls the town and says you have a problem vs. picking up phone and discuss with vendor and in this case tend to agree with public works and if not broken don't fix it. Discussion held on a hired contractor being responsible but we are putting another layer on town public work side. Ralph asked if Tony had on paper an estimate on number of hours to do the high school, middle school, both elementary schools and central office. Jim stated at the high school it took Richards Corp with 2 guys it takes 4 hours. Dan, if the BOF wants to control the \$37,000 take it and have the billing go through public works. Ralph Zovich stated we will deduct \$37,000 from the school bottom line and it gets in public works and if they do not spend it, it can be encumbered or accrued as surplus. Update on capital non recurring and a bit more money on town aid for roads and a good thing and proposing for town aid, road overlay reviewed. Discussion held on paving in the current year and the year coming 1700 feet of North Street will take \$125,000 not including drainage; crack seal. Heaves are caused from cracks in road and if seal you will not get water in sub base. Vicky reviewed capitals stating as much as she wanted to put in more, could not and noted last year with big equipment purchases there would not be anything big this year; lease payments are over \$200,000 from truck and machines and did put in \$30,000 pavement analysis program as that is a small item. Next year will be different story depending on what comes off. Jim asked to reconsider small mower for industrial park and landfill and need to maintain. Ralph stated he did not feel they should mow capped landfill; discussion held on new line item as capital outlay contingency. Vicky, questioned surplus vehicles and who is responsible; Dave Bertnagel stated they are traded in. Tony stated his appreciation on everything the BOF did and gave breakdown on last 20 years of town aid road requests and allocations; reviewed. Vicky stated Capital Improvements will look for plan from Tony on roads and priorities. Ralph told Tony to go ahead and do preliminary work for pavement analysis to be ready to approve on July 1st. Technical analysis will give rating on which roads should be worked on and a base

line that can be maintained.

Central office: Pat questioned tech support, are we hiring and why \$52,500; Dave Bertnagel stated prepared rfp, might be lower; and currently pay individual on consultant basis to make sure computers running and this would go out to bid as never formal contract.

BOF Contingency – Vicky would like to increase by \$20,000. Pat, questioned Wage Benefit of \$35,000; Dave stated if retirement mid year this would pay accrued time or we would have to go for additional appropriation. Ralph suggested \$10,000 from wage adjustment and back to \$50,000 on contingency.

Dept 20, Wage Adjustment – Vicky, budget is lean and do not want to cut any more; Peter does not want to take money out and leave at \$35,000 and not \$25,000.

No salary increase for any department head. Dave will take salary increase for tax collector and town clerk out.

Special Services

BCO – division being evaluated and not utilizing service and may be eliminated.

Fire Marshal

Salary – Dave it is not salaries but increase in hours of inspection; lower by \$2500 to \$45,000

Police Department

Commission has 12 meetings per year and back to \$1500

Vests is one time expenditure

BOF meeting secretary – add \$300 to \$3300 line item

Fire Department

Radio Replacement – Dave, \$1900 is for radios and ones looking for are pagers and in capital improvements.

Discussion on pagers, radios and costs.

Facilities – adjustment made to heat

Electricity should be \$66,000

Snow Removal

Overtime – cut \$10,940 to \$90,000

Contract Services, add \$37,000

Highway Service

Street signs, lower to \$10,000

Other Public buildings (VNA building and PSS)

Heat, lower by \$5000 to \$10,800

Transfer Station – Town Council needs to set hours of operation. Melanie Church, suggestion to take overtime on positions and figure percentage and take percentage of one person out of there; Dave stated Human Resources if looking into position; can save on regular wages.

Overtime – cut \$5000 to \$35,000

Discussion on new line item for Brush Dump Operation

Maintenance Garage

Education & Training – \$500

Office Supplies - \$200

Gas & Motor Oil – Pat would like Dave to compute numbers

Public Health

Dues & Fees cut \$500 to \$1000

Ambulance Corps – have requested budget

Parks & Recreation

Rentals, \$1950 had questioned public works equipment to be used; zeroed out

Economic Development

Contractual Services – leave in and see that rfq goes out and expectation of job description; Dave will stay on top of bid.

Debt Service – Dave recommendation on actual expenditure and \$61,000 for reserve and in account for level department service reserve (new line item), debt service going down and saved with refinancing. Resolution will need to be made to refinance and use this money as long as no penalty to refinance bonds.

Board of Education – Ralph sent email on decision for 1.25% or \$282,150 which includes \$37,000 out of budget for snowplowing. They are not happy. Vicky, she did not get a chance to vote on that and was not there; parents are upset who had thought we would come up with at least money to cover raises. Ralph, we gave more than half; do not have to finalize this budget because need revenues from the State; discussion held and will come back. Dave will update and email spreadsheet. At April 15th regular meeting will have final vote on budget.

(Vicky left at 9:25)

A special meeting will be held April 8th with Linda and Ted; regular meeting on the 15th. Chairman Zovich asked for the following:

MOTION: 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.

Chairman Zovich stated for lack of motion this item dies. Ralph Zovich stated Dave Bertnagel will have to notify the Acting Fire Marshal that the request has died due to lack of action.

4. Public Comment

- a. Melanie Church, 328 Main Street, think you can look deeper with public works and as spoke earlier about ways of cutting another person and accountability; hear 14 cell phones for public workers which means every person working on highway department has. Overtime, there are some departments over and spent money and there has to be more accountability to stay within budget and if go over; Administrative office and Human Services is \$10,000-\$12,000 over for part time worker (Bill Bellotti) not human service but personnel director. Think high and still not accountability for that. Another thing, suggestion, believes Parks and Recreation has mower and why can't public works borrow and use. Also last year should have thought before made deal for 2 excavators instead of one and leave money for mower parts. Rental with public works should be cut this year before they buy something else and put on rental. They use rental and contract services to rent stuff. Dave Bertnagel, as of 3/28, Human Service has 40 hours to work and will take look and is close to budget but not over. Melanie Church, Mayor's office, administrative assistant is \$6000 over; Dave, stated that position has \$6856 left and is fine. Peter noted no department has gone over budget at this time. Melanie Church, also, transfer station has no problem with charge for that and should be like City of Bristol

who opt to use pay one fee and can bring things and may end up to be more revenue and time wise of getting permits would free up Pam to do other things because paying once a year fee to bring anything.

5. Adjournment

MOTION: To adjourn by Mike Drozdick; second Peter Cook and the vote unanimous.
Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary