

## Town of Plymouth

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## Board of Finance

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1. Call Meeting to Order – Chairman Ralph Zovich called the meeting of the Town of Plymouth Board of Finance to order on Thursday, March 17, 2011 at 7:00 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick (arrived 7:03 p.m.), Vicky Carey, Peter Cook (arrived 7:33 p.m.), Mike Drozdick, Dan Murray, Ralph Zovich. Also: Dave Bertnagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Rodney House, Chairman of Capital Improvements; Jim Schultz, Highway Superintendent; Tony Lorenzetti, Director of Public Works; Councilmen John Wunsch and Tom Zagurski.
2. Pledge of Allegiance
3. Board of Education update – will not attend this evening as they will be in attendance next week.
4. Approve Minutes:
  - a. Feb. 24, 2011
  - b. Feb. 28, 2011
  - c. Mar. 7, 2011
  - d. Mar. 10, 2011

**MOTION:** To accept the Meeting Minutes as presented by Dan Murray; second Vicky Carey. Discussion: Copy for March 10 says March 20 but correct on sheets for books in Town Clerk's office and note that Vicky's handwritten notes were helpful. Vote: unanimous.

5. Mayor's Report – no report as he is in a meeting in Hartford tonight.
6. Discuss & take action on following items in current FY2010-11 General Fund budget:
  - a. Status of delinquent tax collections and updates to Tax Sale List – Update on tax sale list which are pending within the next few weeks. Bank has initiated foreclosure on Structus and to be determined if tax payment accrued in this fiscal year or next. Ted Scheidel reports daily to Dave Bertnagel on delinquent taxes; discussion held on how tax sale properties are listed and where; suggestion to put these properties on the town website and Dave to discuss with Cathy Mathiason.
  - b. Recommended transfers between accounts, if req'd. – Dave distributed for total of \$1,774; listing reviewed.

**MOTION:** To approve transfers of \$1,774 by Dan Murray; second by Pat Budnick. Discussion: noted that all transfers are within departments and none are for deficits. Vote: unanimous.

7. Discuss & take action on endorsement of Capital Improvements bond resolution as adopted by Town Council on March 1, 2011, to wit:

***“Resolution Appropriating \$19,500,000 for various Capital Improvement Projects (Phase I) and authorizing the issuance of \$19,500,000 Bonds of the Town to meet said Appropriation and pending the issuance thereof, the making of temporary borrowings for such purpose.”***

Chairman Zovich read the memo from the Town of Plymouth Town Council (letterhead) into record “March 2, 2011 To the Board of Finance of the Town of Plymouth: RE “Resolution

Appropriating \$19,500,000 for various Capital Improvement Projects (Phase I) and authorizing the issuance of \$19,500,000 Bonds of the Town to meet said Appropriation and pending the issuance thereof, the making of temporary borrowings for such purpose. Ladies and Gentlemen: At a meeting of the Town Council held March 1 2011, the Town Council voted to submit the captioned Resolution to your Board for its recommendation. Very truly yours, Patricia Hale Acting Clerk of the Town Council”

**MOTION:** To approve endorsement of Capital Improvements bond resolution as adopted by Town Council on March 1, 2011, to wit: “Resolution Appropriating \$19,500,000 for various Capital Improvement Projects (Phase I) and authorizing the issuance of \$19,500,000 Bonds of the Town to meet said Appropriation and pending the issuance thereof, the making of temporary borrowings for such purpose.” by Dan Murray; second Vicky Carey. Discussion: Chairman Zovich noted this is an endorsement and the Town Council has authorization to issue bonds and it will go to referendum with or without our endorsement. Dave Bertnagel reviewed chart noting current debt in blue; green is new bond issue coming on board at 4%; \$3.3 million level debt and this falls within guidelines and what we have budgeted will not exceed with this bond issue. This will be brought to the public hearing on the 29<sup>th</sup>. People will get handout of breakdown of expenditures; he noted in 2016 and 2017 that principal and interest payment starts to drop and holding at 3.3 we will pay bonds off faster and cushion that other services can be done. Rodney Houle, Capital Improvements Chairman, 16 Frankie Lane, noted with phase 1 of 5 year project there is 3 phases of 15 years and keeping way it is our taxes will not go up a dollar due to debt service. If this does not pass or people do not want, every department in town is affected by this and lions share is to town for roads, bridges, highways, water problems, dams. If it does not go through, one department will want what they want and come get it and then another department will come for what they want. Still need police station, etc and everyone in town needs something. Town garage was built in 1971 to last 3-4years and we got 20 out of it; and the fire department has gone for 20 years to get exhaust system in the fire house and it has been cut year after year. We have the right people in place who can do this by way of bonding. Chairman Zovich stated as financial oversight board we need to protect assets and if we allow infrastructure to crumble we are not doing our job. Will fix Lake Winfield and we will fix Seymour Road, we need a new police station and if we regionalize dispatching with Thomaston we can get federal funds for dispatching. Safety net is we hope to hire a project manager for the capital improvements/town needs and not for the construction company. Chairman Zovich, point made before by Rodney, there was an old capital improvements committee and this time they have met with all departments and agencies and although cannot please all the people all the time nor do all the projects up front but by spreading over 5 years and looking to pay off principal and interest over five year you see green bar going down. This is a one shot bonding resolution that authorizes up to issue \$19.5 million but does not require the committee to spend that right away nor does the Finance Director have to go in bond market to issue that right away; projects will be staggered in reasonable fashion and bonds paid over 20 year schedule. Rodney Houle stated they still go to Planning & Zoning on every project and to Council and everyone will be on board and because of scope of projects there will be subcommittees. If send projects individually you need to pay more fees and legal costs and referendums for each and every one. Questions or comments from Board: Dan Murray (a) on projects you had to review what is anticipated time frame for all to be completed? Rodney Houle, 3 phases with 5 years or so for 15 years and this is phase one. This is tax payer funded bonding and any matching grants or federal or state monies will be looked into. Need to prioritize roads for which gets done first and Rodney noted Seymour and Bemis will be first two roads to get done. (b) When we have public hearing will we have list of projects anticipated to distribute; Rodney Houle, at next one on the 29<sup>th</sup> they have everything in phase 1 which will have synopsis and better detailed everything on list for phase 1. (c) That is the biggest advantage the town has to sell this so that people can see and understand what is being proposed. Rodney Houle noted Dave has a detailed project broken down that will be available for everyone. They are flexible as to wait and see when they can get started; there are architectural and engineering costs in phase 1 but the work is not done until phase 2 and they need to make sure all is covered and they get the best for it. The town hall and police department need to get worked on. We have safety issues in town with streets, dams and bridges and need to get started right away. Vicky Carey (a) they are well warned that we will be watching the money

and everything has to have a plan and there are priorities set and in the past 20 years she has been on the BOF and we have tried to put capital projects in the budget and not always able to and things piecemeal and they started capital improvements commission maybe 15 years ago and not just a one year committee and has been ongoing and they have worked. Part of the problem is special interest groups came in and wanted their projects done and plans had to be put on back burner and special interests got their projects done. This town has fallen in disrepair with buildings and roads and we have to play catch up and this is the only way. Peter Cook (7:33). Question on hiring a professional project manager and this person would be under contract to the town? Rodney Houle stated he would be employed by us to watch our needs on a daily basis and a safeguard. Discussion held on project manager and how that would work and how it will be done legally and financially. Rodney Houle invited members to come to his next meeting and if you have an expertise in an area he would like to hear it.  
Roll call vote: Dan Murray, yes; Vicky Carey, yes; Pat Budnick, yes ; Mike Drozdick, yes and the vote unanimous.

8. Review of revenue projections and expenditure requests for upcoming FY2011-12 budget preparation. Public Works budget, Tony Lorenzetti and Jim Schultz in attendance. Dan Murray has this section of the budget.

#### Dept. 026, Facilities

Overtime - General sense on board on review of overtime in all areas and review shows overtime for this department is \$8,000; requested \$8,800 and Mayor recommends \$8,000 and the BOF stated should come in less. Recommending focus on managing hours and staff and bring overtime in to \$4000 annually which is 50% reduction. Tony Lorenzetti stated on overtime, 2 employees with vacation and sick time and emergency call and when absent the shift has to be covered and if 5 weeks approx \$20 per hour totals \$4,000 plus time and a half on top and where number came from. Dan, you can work numbers different ways and need to look at how we do our business. Do we need someone here and come in after to clean or more prudent to take care of 97% of building and the first person in a.m. picks up that piece of responsibility. Tony Lorenzetti stated the second shift also needs to secure building at end of the night and make sure everyone is out, etc. Dan suggested asking the police department to check to make sure building is secure or install time magnetic locks on door and preset so cannot get in but can get out. The focus forward is how we do our business and ways to look at doing that.

Acct 37, Sewer User Fees, recommending move that to “Other Buildings” and take out of Facilities as it is a building more than Facility category and no change and still at \$25,000.

Acct 41, Electricity, currently way trending will come in under budget and recommend drop by \$3,000 to \$60,000 for the year and know working on sensors and going out to bid.

Adjustment up on Custodian 01 salary which was typo and corrected.

No change to heat because commodity and do not know.

Overall Facilities budget recommending \$7,000 decrease. Pat Budnick questioned “Other Buildings” and why moving sewer user fees to that. Tony noted that is town hall, Gosinski Park and all town buildings. 037 is not being cut and Dave will look at where to put with suggestion to Utilities 030; agreed.

#### Dept 30, Public Works, Utilities

Street lights – can we propose to CL&P to find out what it is to purchase street lights,

upgrade and look at better utilization. If we own them over a period of time can be beneficial financially. Tony stated he had presented that to capital improvements and will get updated numbers. Dan felt with technology to solar and maybe there is an opportunity to use solar generated power vs. hard wired. Tony stated he is looking at LED lights to save electricity and they are looking as pilot and will research.

Cell phones – if his information is correct there is a program we can utilize with track phones and in doing rough numbers at \$25-\$30 or \$875 one time expenditure would cover all individuals who need for safety, security and contacting. Budget at 100 minutes per month and cell should be inbound with occasional outbound we should be able to cut that usage by \$5,000 from \$7000. Tony stated there are a bunch of people using cell that could use track phone; highway department communication is on cell phones as walkie talkie and a lot of communication back and forth that will exceed minute levels. Dan stated this is a program to move into and do best guess on what doing and review on monthly basis and the next year if need more we do a bit more. Line item will be \$5000. Tony noted other departments are in this line item; Dave Bertnagel stated they will be incorporating other departments from cell to track phones. Peter felt if other departments do not report to Tony and are spending money from his department that is not right and should this go to the mayor's budget as all departments report to him.

#### Dept. 40, Snow Removal

Sand and salt - are we topped off; Tony, we are close; Jim, have expended line item for brown salt and did not expend all for white and at a wash. Dan stated he thinks given the year the staff had and timing of everything that hit repetitively, they did a phenomenal job and should be commended and fact that budget did as well as it did, you should be proud. Has not touched anything and recommends leaving where it is.

#### Dept. 041, Highway

Signs, 030 - Last year talked about signs and said if get this, signs will be done and not have to worry and current and now looking for \$10,000 and also have signage twice, under sign post \$1000 for repairs and supplies. Tony, do get damage, theft and not just street name signs but stop signs, speed limit, request for new sign; posts were never in this line item. Also, what is happening, there are new standards and need to check reflectivity in 2012. Jim, on street sign project a few years back and 99.9% done as far as buying new and are supposed to be compliant but have to be checked for reflectivity. Stop signs are \$100 each with film so when kids spray we can take graffiti wipe and clean but signs are getting stolen for metals value. Dan suggesting go down to \$8,000. Tony, we have no control over as Police Commission also requests signs go in. Street signs now \$8000.

Safety 045 take off \$500. Tony noted we do not send guys to training in winter and go fall and spring to Cirma programs and noted they were able to get some free training from Homeland Security.

Regular Wages 003 at \$580,000 and asked again and budget analysis; Dave, one person on workers comp which reimburses account and there was vacancy filled due to retirement and why down. Leave as is.

Contract services 012 – Tony – also includes pipe cleaning, pipe inspection, and catch basin cleaning. Ralph Zovich (a) stated suffered destructive winter and capital improvement project are for major road reconstructive and instead of putting yellow striping or shiny guardrail can some of this money from contract services, \$17,500 in hot

patch and where is rest of money for asphalt. Tony, guardrail gets whacked and we get reimbursed for some and replacement for what is whacked; work contracted out. (b) line striping forgo until asphalt fixed; Tony, center is suppose to be done on roads of certain volume and shoulder lines done on certain and that includes crosswalks and stop bars. Dan, if volume criteria, some of our residential roads do not need it yet we do it. (c) \$112,500 in contract services and need more in repairs and anything he can save and put in paving would be appreciated.

Sweeper update – Jim Schultz stated it is working and it is 17 years old and we have one; will get sweeping done as fast as possible to fix catch basins and do roads and why they had second sweeper; started sweeping today. Was out on Monday and a cylinder went so in shop yesterday. Tony noted less sand put down and use straight salt is better off for less to sweep but moving parts and wear and tear on sweepers and vacuum is costly. Vacuum was bought in 1988, not able to repair but removed back part and put flatbed on and repainted; what it costs to have guys come in and can do 40-60 per day and with our old machine they got a dozen done a day. Makes sense to continue to pay sweeping service. Plan is to keep one sweeper operational and use outside services. Discussion on town employee following around contractor; Jim Schultz explained they dump into a town dump truck so when hopper is full they dump in our town truck and we go back. Catch cleaning basin guy they have someone with as they get paid per basin and why one employee goes to verify how much is done. He also does traffic around machine as two guys sucking up and he does traffic and inspects catch basins to make sure done right.

Heat, town wide, consortium with BOE; Tony, we never were in bid before and did get information and BOE does it with Wolcott; budgeted at \$2.71 per gallon.

#### Dept. 043, Other Public Buildings

Facilities manager, zeroed out and everything else the same

Heat brought to last year's level; Tony, last year we were suppose to sell PSS and still have it and need to discuss if continue to heat, we have to run electricity and pumps in basement because it floods regularly; heat, each classroom has own zone and try to adjust; still soliciting for potential buyers and if not sold we will have to revisit.

#### Transfer Station, Dept 44

Overtime –look at it, budgeted \$35,000 and on track and recommend stay here; Tony, we are not open yet with brush facility. Household hazardous waste and will get reimbursement for our expenses which is next month on the 16<sup>th</sup>. Increase in overtime; Tony noted vacancy and guy covering was on highway with overtime; put \$1,000 in for hazardous waste it would bring to \$36,000. Discussion there is upcoming contract negotiations; would like standard 42.5 hours for everyone and would like to see transfer station at that hours. Suggestion that one day a week pay out of public works highway to help with fixing roads; labor utilization and apply people where needed. Tonnage is down and trade off; recycling up.

Solid waste service contract is going out to bid this year; hauling, metals, demolition they all go.

DEP permit, 050, only spent \$1200 on permit. Not just for physical permit but with effort in dealing with permit issues and they are happy. If we got cited and had to hire someone or had to do ourselves, and this is whether we have to use the money. It is cost of maintaining permit; state inspect tank, site and cost to fix what they determine to be done; employees have been efficient. Landfill permitting came out of this line item and just finished final paperwork. This covers landfill and transfer station. Have permitted leaf composting facility on top of landfill that was approved. Line item at \$5,000 is realistic.

Public Works Director, 046

Part time, \$1,000 and budget \$2,000 – zero out

Overtime for secretary, \$2,000 – emergency management type things in addition to dept overtime

Engineering tech – full time

Maintenance, 047 – leave as is per Dan

Building Inspector, 051

Contract services and suggest reduce by \$750 to \$2,500

Reference manuals cut in half to \$1000

Blight official which is Blight enforcement –Dave for now leave at \$2500

Office Supplies, \$900 –Dave due to centralized and secretary shared between there and assessor's office and nothing spent to date. Cut to \$500

Ralph Zovich, no layoffs, trying to maximize work force and bear in mind we are starting off in the hole and state is cutting us over \$450,000. Tony gave update on fee schedule and not recommend changes but will get copy for the board; have public works excavation permit which is \$25 and basic fee and some other towns have permanent patch fee in addition to regular fee; discussion held; Jim noted we have no one at the gate to see what is coming in and if one employee is down working he is not able to monitor. Tony noted we do have a 2 week amnesty period of drop offs vs. bulk pick up.

9. Executive Session – Discussion of pending Contract Negotiations and related personnel/staffing matters.

**MOTION:** To go into Executive Session inviting Dave Bertnagel, Director of Finance and Council members at 8:56 p.m. by Peter Cook; second Pat Budnick and the vote unanimous.

Out of Executive Session at 9:45 pm

10. Finance Director's Report – none

11. Public Input

a. Melanie Church, 328 Main Street, there was stuff being printed in the mayor's office and she had nothing to do with it. Discussion held. Chairman Zovich asked Melanie if she received requested information as the Mayor said it went out certified return receipt; Melanie Church responded no and was at the post office and they have no record of mail for her.

12. Correspondence - none

13. Board Member Comments – Ralph stated the police and library will be in on Monday; do not need to see fire department; ambulance will come in.

14. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Dan Murray and the vote unanimous. Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Robin Gudeczauskas, Recording Secretary