

## **Town of Plymouth**

80 Main Street  
Terryville, CT 06786  
<http://www.plymouthct.us>

## **Board of Finance**

Tel: (860) 585-4001  
Fax: (860) 585-4015

1. Call Meeting to Order – The Regular Meeting of the Board of Finance on Monday, March 28, 2011 was called to order at 7:04 p.m. in the Assembly Room, Plymouth Town Hall, Terryville CT by Chairman Ralph Zovich. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also: Dave Bertnagel, Director of Finance; Khara Dodds, Director of Planning and Economic Development; Robin Gudczauskas, Recording Secretary.

2. Pledge of Allegiance

3. Review and Discussion of Proposed General Fund Budget for FY 2011-2012  
Public Health, 08  
Medical Director – salary the same

Chairman Zovich stated with commission secretary salaries are equalized and numbers can change as some meet 12 times per year; some twice a month

Ambulance Corp – water going up  
Dept 061 –

Full time wages, is that exempt from overtime – Dave Bertnagel stated Human Services Coordinator and full time wages

Overtime, line item 5, \$500 – discussion on meetings attended – leave as is

062/063, Medical Director – no change

Ambulance Corps

CMED assessment – state mandate for medical coordination

Water, over budget by \$48; spent year to date \$1148 – discussion held; stay with \$1500

Telephone, includes internet, cable tv, phone, \$200/month

Dave Bertnagel stated the Ambulance Corps has submitted report from a year ago (balance sheet); when pass threshold of in kind services our auditors will audit them as a component unit of the town. Ralph would like to see the most recent Balance Sheet; expense and revenue portion is not included in their balance sheet. Dave Bertnagel will request information from Dave Barbieri.

Ralph reviewed Profit & Loss, one month, stated dated December 2010; \$19,242 net income as of December 31, 2010. Discussion held on what the town is legally required to pay for; can they voluntarily return some money to the town due to increase in costs. Maintenance does take care of the ambulance with tires and maintenance of vehicles as well as gas. Ralph stated provision in charter that allows town council to incorporate ambulance corps as town department. Discussion held.

Land Use, Dept. 024

Contract for secretary through union and everything else is holding or reduced  
Ralph stated 35 hour employees and 37.5 employees; Dave reviewed. 6 employees with 2.5 per week and \$18/hour total of \$13,000-14,000 and will list departments and positions.

Dept 025 – no problem

Dept 049 – no problem

Dept 097, Economic Development

Contract Services, Consultant – question (a) need for person, why retain at \$30,000. Khara Dodds stated Craig Stevenson works closely with her and the mayor's office providing assistance and from last year that has increased with economic development initiatives, making business contacts for recruitment, existing businesses who want to expand in park and help beyond industrial park and getting mileage out of contract. (b) how does role mesh; Khara, oversees what he does as he provides assistance and would like to see line item continue as without it more challenging to handle those matters. (c) Goals, initiatives and results. Khara stated he works with commission, manage what he does and assist with projects such as streetscape, waterwheel and anything economic development needs. He handles business matters and she goes beyond to handle project matters. Craig recruited Nutmeg Spice, worked with them to develop their incentive package; when someone comes to the office she will introduce to what we do and provide information and then put in contact with Craig and will work one on one; he maintains the economic development web page. (d) Ralph gave history of position when he was vice chairman of EDC; however, now economy down and hard to justify consultant fee when laying off part time and cutting overtime. Ralph asked Khara since she is planning and development, if had to take on Mr. Stevenson's responsibility, contacts with realtors and developers and not everything will get done so if had to make that estimate, what could she reasonably take on that Craig is doing and what would get lost. Khara stated she would take on portion and it would be quite difficult to make sure that things happen with regard to economic development in this town and take care of other duties; land use and planning and zoning and understands concerns and it does provide a great deal of support to office and mainly to her with making sure initiatives happen in economic development. (e) you would have to let some land use things slide; Khara, true but problem is hard to cut back on other areas as she is held to by state statute, site plans etc. (f) scope of services and see he is in talking to people currently in business park and we should take that on and see significant marketing we do not have expertise on and need to continue that. One section needs to get control of and marketing he does not have problem paying someone who knows how to do and question do we make this a \$15,000 or \$20,000 and they can figure out scope of services. Khara stated he should be marketing more than just business park and town wide thing. (g) see things like liaison for Business Park and general administration. Khara, he does grants; apply for and starting to work on, reviewed and next working on town wide industrial properties available. Discussion held. (h) Administrative portion Khara will have to do, primary contact and calls, speaking with existing people in park. Khara stated he handles

business retention and currently 3 companies interested in expanding and utility issues with AT&T and CL&P he reaches out and has contacts. (i) are there any others that do consulting and can we put out to bid; number of hours (currently 20 per week).

Discussion held.

**MOTION:** amount available for consultant contract is \$20,000 by Peter Cook; second Dan Murray. Discussion: at same time we are going to make sure intention to reduce funding and to go out and rebid the contract. Money available is \$20,000 and it is up to EDC whether they want to rebid the contract. Peter Cook stated he is fine with EDC saying they have \$20,000 but need more money for a bonus structure. Melanie Church, 328 Main Street, (a) do not know if correct isn't there a limit that we can pay someone for finding someone for the industrial park and limited amount it is not the same as real estate agent. Chairman Zovich, DECD said a commercial realtor cannot have exclusive and open listing; if broker brings buyer and they put deposit on property and sale goes through they are entitled to 6% commission; however, if you find buyer for old bank on Main Street and offer finder's fee you can do so. (b) if you look at Stevenson's original contract it was limited and think because Bill was retiring he took on more until the new planner could get trained and some can be pulled back because if read Charter it has exactly what the town planner's job is and Bill did a lot of it and maybe need to look at original contract. Chairman Zovich stated Mr. Stevenson did everything asked to do in early years, reviewed. Vote: unanimous.

Chairman Zovich asked how permit applications and building activity look; Khara it is slow but get a lot of in town projects; special permits. Old O.Z. Gedney is slowly dismantling and no zoning change. Khara gave update on ad hoc for planning and zoning and village district.

Parks & Rec, 080

Director, ok

004, seasonal wages; Part time salaries – budgeted at \$32,000. One guy who works seasonal should be \$18,000. Reduce line item to \$18,000

Full time, they have not had full time fully covered for several months which illustrates they do not need someone and can this be a 9 month or 6 month position or \$18,000 and reduce full time salaries. Dave noted would have to do layoff because full time employee and part of bargaining unit and union would have to agree. Dave will address with labor attorney. How much work in winter months which Dave asked Brian Forman and information received distributed for review. Vicky checked inventory at maintenance garage; discussion with Parks and Rec on job responsibilities and what each does during year. New Parks and Rec 4 wheel drive can plow and discuss budgeting for plow for that truck. They need to justify this person in position.

Recreation Programs - Revolving account on balance sheet for program \$70,000 in program fund and this line item is separate way of paying for program; supplementing money from program fund and at end of year showed surplus in program fund; programs were to pay for themselves and anything left was revenue. Charges for service, mayor recommendation is to bump up \$4000

Supplies, 022 – actual to date is \$8,600 and we have \$13,500 budgeted noting a lot is in spring. Dave will get detail for supplies and equipment for board. Peter would like salaries of programs; narrative stating plans for money and some is capitals. Breakdown distributed and reviewed on program sales, instructor pay rates, expenses, program budget info. We are now budgeting by program for income and expenses. Need to understand if running a deficit. Peter recommended taking money to cover cost of playground equipment at Lake Winfield; Vicky recommended with his \$40,000 surplus to take care of this. This would be a wash from Park and Rec to revenue in budget process. Or take money from special revenue fund and transfer from non recurring; discussed on recreation income and using for recreation. Dave to get clarification on \$40,000 inclusive.

Need breakout of \$16,000 of 012, Contract Services.

Discussion held.

Melanie Church, 328 Main, remember before it was always budgeted the total cost of daycare of Lake Winfield divided by how many could go so they did make a profit. Ralph gave background of lack of accounting of revenues and expense by program and now in a special revenue fund that Dave is tracking.

Ralph distributed follow up on BOE on ECD minimum budget requirement. Need to go back to BOE on 2009 ECS grant freeze; last two paragraphs read into record. We can reduce BOE budget to last year's level without jeopardizing ECS grant and in doing so we will blow hole in budget as last year of SFSF budget; if understand correctly baseline for BOE 09-10 is \$22,517,825 and increased in this year \$22,996,000 and basically take away what gave last year and back to 09-10. It has been 14 years since we have had a zero increase BOE budget. Pat stated when did budgets they had state reimbursements in presentation and in this case still \$49,000 in whole because losing transportation.

Discussion held on grant formulas; proposed governor's budget and we are due to get 10,297,312 which is reduction of 25,000 for this year. Pat stated actual figures it is \$49,000; Dave it is excess cost which is being capped. Pat would like clarification on ECS supplanted by stimulus money. Noted this memorandum is from February 17,2010 and clarification needed.

Vicky excused at 9:12 p.m.

Thursday is capitals and Tony Lorenzetti invited to attend. Dave will do updates for next Monday to finalize budget.

#### 4. Public Comment

a. Melanie Church, 328 Main Street, (a) by closing transfer station one day a week will not save anything; she looked at the operator and listed as truck driver and only \$53,000 and only ones lower were two new hires and he is lower than ones working regular highway department the rest of week. As looking at this there is abuse in overtime with public works because when look at third one down and see 70,499 and then look at superintendent and 85,000 something and yet you see all truck drivers and there has to be some control brought in line or in sync and a lot more hours for other two people and whole public works dept. looking at it and looked at all truck drivers and public works divided there and something to bring forward and why punish public who uses 6 days a

week when makes \$53,000. Ralph stated that one person guaranteed hours and second is labor utilization and sitting under utilized and roads falling apart; suggestion reviewed. (b) when have 10 truck drivers and one heavy equipment operator and can use only so many trucks. Leave open for convenience of taxpayers.

5. Board Member Comments

a. Peter Cook, given how broken down is there a well defined and fair call in policy for overtime and snow plowing and who decides. Pay rate or amount overtime given based on method of disseminating that over time.

6. Adjournment

**MOTION:** To adjourn by Dan Murray; second Pat Budnick and the vote unanimous. Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary