

## **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 Town of Plymouth Board of Finance was called to order on Monday, April 4, 2011 by Chairman Ralph Zovich at 7:00 p.m. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: Dave Bertnagel, Director of Finance; Robin Gudeczaukas, Recording Secretary

2. Pledge of Allegiance

3. Review and Discussion of Proposed General Fund Budget for FY 2011-2012 – Plymouth Library Association in attendance (Mr. Malley, Kathy Milish, Matt Malley and Lynn Garvin – Matthew Malley, 164 Pilgrim Road, Bristol on Plymouth Library Board of Directors; gave overview of situation with endowment and what said in past is they would take interest from endowment and invest in operations and ask for the town to help with difference and have done that faithfully; last year they received a gift from Holt Community Club that was spent to stay on top of expenses; this year to reinvest endowment there is not any interest to be made and expense are going up such as electrical, gas. They do not have extra employees, have librarian who gets \$11 per hour with no benefits and someone on Saturday morning at minimum wage; have cancelled extra magazine subscriptions that were not circulating; did study to show benefit to the town and for figure offering providing building, circulating 1200 books per year. If the Town were to consider replacing them they would have to have to do their work and all would come out to considerably greater expense to the town. Plymouth Library will be 140 years old this year and have been free library for 100 years; for many years the town gave very little support because of volunteer librarian; the Town needs to up support by \$5,000 which will get them out of the woods and with that money we will save ourselves of having to replace their services which would be more expensive to the town. Operate in concert with Terryville Library and they have things the Terryville does not have, especially genealogy and local history because Plymouth Library has extensive shelf of local history widely used and also work with historical society. The town is giving \$19,000 to the library now and ask to go up to \$24,000 which will keep them going strong and out of the woods. Chairman Zovich stated there was a discussion by the board and time when deal was made for agreement to use earnings from endowment and the BOF has specific questions about operations: (a) it is not us not wanting to support you but we have never seen financials from Plymouth Library on expenses and what is being covered; Lynn Garvin stated she will get that for the Board but the \$19,000 covers unemployment, workers compensation, general commercial insurance for buildings and contents, purchase of books and ones not being circulated reasonably are part of a book sale and try to redeem as much as they can; building has to be kept clean. (b) estimate of total annual operating expenses; Lynn stated 6 month study was done and found what they spend for 6 months includes plowing and maintenance on building is about \$16,000-17,000. (c) For next year it would be helpful for actual expenditures. You are looking

for \$24,000 from us and last year Mr. Malley stated money invested in cd's and now at 1 or 1.5%; principal which is about \$94,000 and receiving about \$940 in interest; where will they get additional income to operate over what the town is giving of \$19,000 and what will you do to survive; Matt Malley stated they will eat into principal. (d) Snow removal is not cheap and need to work through the Mayor's office to find a way on how that might get done and if we can find in-kind service; and for other types of expenses such as oil; Mr. Malley stated they use gas; if the town can help get it cheaper we need to look at those areas. (d) Worst case scenario and if had to close the Plymouth Library is there anything in town bylaws where you have to stay open as at one time it was told to her they were not allowed to close the Plymouth Library as they had talked 10-15 years ago about incorporating the two and the contribution was 50/50 and now the towns side is up and if down the road need to close and keep genealogy and historical and other functions to the main library. Matt Malley stated the Plymouth Library was set up as a private library association; Terryville bylaws may suggest we have obligation to support it. (e) Is there any way to rent part of building to recoup some money or to work with Terryville Library on consortium savings. Matt Malley, Plymouth librarian, if she cannot get book she will ask Thomaston Library and when it comes in she will let you read it; she is in process to delivering books to shut ins and services for money ask for are very hard for the town to replace in a merger. Lynn Garvin, Plymouth is sequestered in a lot of ways and have grandparents taking care of grandchildren and bringing to the library; they have a game afternoon where various people come in and play scrabble and a community center in a lot of ways and have people with no means of transportation to Terryville library or Thomaston and the nursing home benefits from services, local shut ins benefit. Discussion held. Matt Malley stated if the BOF will let them have money they will form liaison with Terryville Library and keep the BOF informed of that. Chairman Zovich stated the BOF will try to do something in this year's budget town and noted the town is currently funding about 2/3 of their budget. Lynn Garvin will get complete financials to the BOF within a week.

Consolidated Expenditures – reviewed noting Human Services person was to give consolidated sheet on price ranges and job performances and how raises should be according to that for non union employees and he has \$9,000 overtime in current budget and what is he doing. The BOF want the salary ranges and performance appraisals that Bill was to be working on and survey of non union salaries. Dave Bertnagel stated CCM sent a cd on salaries of different positions; pending legislative approval there is a bill to freeze all state and municipal wages until an economic recovery; discussion held. 6.65% for receptionist; \$2,540 noting Trish is not in union and serves at discretion of the mayor who feels she is underpaid and now at \$36,000; Peter Cook, treat same as other non union, freeze pay and go back after union contracts are settled. Employee benefits number and leaving at \$2,544,000; net increase \$31,358.

Pat Budnick, Human Resource person \$49,000 with overtime and he should have flex time and no reason and a management directive to reduce overtime; Dave stated hourly wages and budgeted for 19.5 hours per week and noted there were quite a few labor issues last year; Board would like him to be an exempt employee, no benefits. Pat noted ADP has consultants who can be hired for some of this work for less money. Vicky stated we asked for a few things and never got response. Board would like position to be

\$40,000; discussion held and stick to 19.5 hours and he cannot go over the \$40,000 in this year's budget or next. BOF asked Dave to relay to Mayor. There is a job description. Transfer station money taken out is specific to highway superintendent from his overtime in that line, \$2500.

Assessor; Tax Collector and Town Clerk staff, all have increase – Dave, codes in bargaining unit and in union negotiation to eliminate positions brought everyone to same level which required a two tier system, 37.5 hours and some go increase to boost to next; \$3000 out of contingency. Contingency currently \$17,214 in fy 10/11 with discussion held on transferring to Plymouth Library this year so that they do not have to eat into endowment. Dave stated on social security has to be Council action and we are required to pay FICA and Medicare and provision in IRS that we can make part time employees non exempt, we would not have to contribute 6.2% but would have to set up a 457 deferred compensation plan and employee would contribute their portion and will do analysis on it. Contingency, can we close out; unexpended money from departments can be put into contingency.

Public Safety: police department and animal control, we did not have ACO/Police Officer last year and in the part time animal control salary only spent 12,365 and now paying police officer to do both and how come have not slashed; animal control can be lowered to \$6000.

Fire marshal service contracts up, computer software item for air card. Vicky wants him put on notice that anything wants to buy comes to BOF first and need contracts broken down with dollar amount.

Summary 034, \$27,750 total public safety \$2,439,250.

Fire department, oil, etc and were going to clump together and are we making right assumptions or leave alone and put additional money in contingency. Gas & Motor Oil, page 9 and Dave noted few consortiums trying to get best prices and got 25% increase what was anticipated and options to lock in with 60 day window, go back out or do for 3 month window and in 3 months hope price is better; based on usage and cut consumption down; looking at approximately 421,000 for commodities in what is in proposed budget and can do by each individual department or build into BOF contingency and release at a certain point of time or not budget; discussion held. Contingency will have oil.

Building inspector overtime and he needs to stay within budget; letter for all supervisory personnel, union and non union, because of constraints and loss of revenue there is no overtime. Dave reviewed; Ralph stated there is overtime line item which cannot be exceeded; Peter propose to cut overtime line item to \$2000, discussion held; Vicky stated he is governed by a lot of state statutes, reviewed and Dave noted there were a lot of meetings the building official had to attend; Board decided to leave at \$3500. Change Blight Official to Code Enforcement. (discussion held to encumber money from current budget for secretary line item into contingency).

Ambulance Corps – Dave has meeting with Director to ask questions and will ask for full year balance sheet.

Terryville Public Library, part time salaries line item; Dave explained he researched this line item and in four years employees got 1.2% increases but never increased line item; Vicky noted years ago they were cut one day a week and it has been added back slowly into budget. Plymouth Library, have given \$300 increase and they have requested more; discussion held that they are underfunded this year \$5000 and next year \$8000-\$9000 and

Board voted to add \$4000 to their budget bringing total to \$4300 increase. At end of year will revisit budget and take some money out of contingency and next year have understanding to move some monies from contingency to help with operating expenses. Peter gave Dave update on mention of helping them in-kind i.e. snow removal and to contact Terryville for what they may be able to share.

Park & Rec, supplies research, Dave stated \$1500-\$2000 was spent for programs in revolving fund; is money turned back yearly from special revenue revolving; Dave stated there should be a balance at any given time of about \$25,000 and above that moved back to general fund; in 2008 net \$18,310; 2009 net \$27,650; 2009-2010, \$24,000. Fees were raised and now year to date this year up about \$4500. We have total accumulation of \$70,000; they shouldn't make more than \$10,000 each year in that fund. Additional expenses are \$1000-\$2000 in supplies for program expenses and supplies reduced to \$12,000 from \$14,000. Vicky went back in old records and revolving account, i.e. Lake Winfield had line items for programs and revolving was only for bus trips because that is where money was made and was only given \$10,000 and everything else went back to undesignated fund. Dave will set threshold for each program. Land Use, \$10,000 taken from consultant; overtime for town planner, none, she lives within budget and has salary, \$3000 for educational incentive and medical buyback. Enforcement officer is 25 hours per week.

\$38,623,305 is total expenditures for net increase \$29,360 over current budget.

Revenues in budget \$13,571,330 and need to balance budget \$25,051,975; now at 97% collection mill rate 31.35 to balance budget and we are at 30.85 or half mill. Grand list is \$824,000,000. 1 mill = \$799,280; .46 mill increase for revenues or 1.61% tax increase. In order to account for \$4 million of dead property need to net down grant list to \$820 million which would give 96.6% collection rate. Scenarios given; discussion held.

Discussion on Dave's recommended in gray boxes of 600 and 250 or .69 mill increase or 2.23% tax increase. Discussion held on governor's proposed budget and what we have in revenue for conveyance tax

Current property tax, 97% collection rate with \$600,000 and \$250,000

Conveyance Tax \$100,000

Recreation, Programs \$10,000

Local Sales Tax \$10,000

Appropriation of Fund Balance \$250,000

\$25,180,975 to balance budget for taxes;

Mill rate 31.50 from 30.85 or .65 increase

2.11% tax increase

**MOTION:** To approve bottom line expenditure budget \$38,623,305 by Dan Murray; second Peter Cook. Discussion: difference is \$2000 taken from recreation from \$190,565 to \$188,565 in summary sheet. Pat questioned \$150,000, reviewed. \$4000 from animal control was moved to Plymouth Library and no change to net total. Current revenue \$25,180,975 add in \$850,000 for prior year taxes plus interest, \$175,000 supplement m.v.; \$15,000 pilot, retirement totals \$26,252,975 for taxes and prior levies. Charges for services \$521,150; remainder totals same and total \$38,623,305. Vote: Dan Murray, yes; Vicky Carey, yes; Peter Cook, yes; Pat Budnick, Yes; Mike Drozdick, yes and vote unanimous.

**MOTION:** Revenues, \$25,180,975 in current property levy with \$600,000 in prior year and \$250,000 in interest and liens and totals \$26,252,975 of prior year taxes. Revenues balance at 38,623,305 and looking at .65 mill increase by Peter Cook; second Dan Murray. Discussion: none. Vote: Mike Drozdick, yes; Pat Budnick, yes; Peter Cook, yes; Vicky Carey, yes; Dan Murray, yes and the vote unanimous.

Chairman Zovich read public hearing notice into record. Thursday will update and review slides.

4. Public Comment

a. Noel Schenkel, 4 East Orchard, heard rumor on Structus that bank had insurance and we will get money.

b. Melanie Church, 328 Main Street, (a) statistics that one officer for every 500 people we have 12,100 people and have 25 officers and to add officer is adding one too many; Dave Bertnagel stated we have 24. (b) adding dog that is 25 and considered an officer. Chairman Zovich stated that is for Council to decide and not to do with BOF.

5. Board Member Comments

a. Chairman Zovich (a) noted referendum date is tentative for April 26<sup>th</sup> and Council will vote tomorrow night. (b) Suggest changing the regular meeting date of April 21<sup>st</sup> to Thursday after, April 26<sup>th</sup>. Board members agreed to cancel regular meeting and hold a special meeting on April 26<sup>th</sup>. (c) Noted that the minutes from the prior week were handed out tonight and would like to thank Robin for an excellent job again this budget season as upon compiling information from minutes to his and Dave's notes everything was on target perfectly.

6. Adjournment

**MOTION:** To adjourn Vicky Carey; second Pat Budnick and the vote unanimous. Meeting adjourned at 9:57 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary