

## **Town of Plymouth**

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

## **Board of Finance**

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1. Call Meeting to Order – Chairman Ralph Zovich called the meeting to order on Monday, March 5, 2012 at 7:00 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also in attendance: Dave Bertnagel, Director of Finance; Robin Gudeczaukas, Recording Secretary; DiAnna Schenkel, Council Liaison.
2. Pledge of Allegiance
3. Review and Discuss Proposed General Fund Budget for FY 2012-2013 – budgets reviewed and distributed; handout of updated revenues distributed and reviewed including grand list, mill rate, requested budget and Mayor's proposed budget. Starting point on Mayor's proposed budget is \$721,410 or mill impact of 0.98 or 2.85% increase. Dave distributed synopsis of where at by line item. Projected 2013 Revenues, added 2013 Mayor column; Priors Years Interest & Liens and Levy were increased over current year, reviewed. Prior Years Taxes increased \$10,000 and needs further discussion. Tipping fees decreased and conveyance tax. ECS Grant will not change from current amount at this time and will be discussed further. Looking at \$390,730 decrease in revenue for 2012-2013. Handout reviewed.

### Mayor's Office

\*Meeting secretary's – increase in line item due to additional meetings.

\*Receptionist/Secretary – increase to make similar with other union secretaries  
Mayor's line – Peter Cook suggested adding an increase to this salary line item, discussion held; \$1500 increase agreed to by Board to \$61,225.

### Human Resources

Zero increase. Overtime in salary; Dave stated doing fine, within budget, and will have a prepared report for Thursday on all overtime.

### Comptroller's Office

Service contracts – financial system getting older and increase in fee

Office supplies – outsourcing payroll and doing well

Part time increase due to union negotiations

Bank charges – increase, reviewed noting recording expense each month; compensated balances. Bank of America provides credit card services to the town such as tax collector and a service fee which is being looked into further and compared to other banks.

### Central Office

Floater, \$9000 increase and position negotiated between his office and town hall;

Part time position, no benefits but salary driven. Had eliminated full time equivalent.

Discussion held. Position called Payroll Clerk/Floater and discussion held having line

item 004 deleted and incorporated into Comptroller's Office for Part time/Floater at \$32,500.

Tech Support – in negotiation with another service provider and waiting Council approval; subcontracted position.

#### Treasurer

No change

#### Registrar

Registrars, presidential election and looking for increase of \$2,000. Discussion held; increase at \$1000.

#### Board of Finance

Commodities – reduced gasoline and oil; rising cost and based upon usage, range 17-18,000 of fuel per year (diesel and gasoline) and goal to reduce; reviewed. This is strictly price fluctuation. Change name to Fuel Price Adjustment.

Contingency – this year used approximately \$21,000

#### Assessor

Salary increase – bargaining unit not set yet and will be in Wage Benefits.

Code Change – increase \$250; when department head is out the employee in clerical union gets 10% adjustment for acting in the capacity of the supervisor.

Service contracts – request went down and felt too conservative due to notice for increase for software and Mayor increased.

#### Tax Collector

Salary – increase of \$7500; \$40,000 for current budget with \$3500 from WPCA and \$4000 increase. She is going through Tax Certification courses and when passes give \$1500 for each class. Performance has been commendable. Discussion to budget \$6000 increase; compensation upon completion of process/classes. To \$45,000. Peter felt we had said we would go back last December and give adjustment and we have not done this; discussion to increase to \$41,500 for remainder of this fiscal year and would be transfer from Contingency. Will be further discussed.

#### Legal Services

Town Attorney – all set.

Labor Attorney – discussion on using less. Leave line item as is.

Delinquent collections – revolving account is fine; reduction in line item of \$500

#### Insurance

Workers Compensation – the town has received an award for keeping this under control; in coming years hope to see this cost coming down

#### Employee Benefits

Pensions up \$75,000 – part of State of CT municipal retirement fund due to administrative fee increase and percentage on salary side. Discussion held.

Other Post Employment Benefits – Ordinance will be adopted by Council; need to put money aside for future retiree health care costs; reviewed.

#### Heart and Hypertension Claims

##### Salaries

H&H - \$70,000; have a claim before Council and may have a special appropriation; discussion held.

#### Town Clerk

Town Clerk, Salary – Discussion held \$47,750 salary per Board.

Pattie DeHuff, 20 Lynn Ave – isn't the town clerk's boss the Secretary of State; even if you want to institute a performance evaluation would she have to adhere. Chairman Zovich stated there is no governance but she needs to meet statutory filing requirements; behavior administration and day to day performance she works for the Mayor.

Code change – cut to \$250

Probate Court – combined with Bristol/Plainville

Service contracts – cost to Bristol for this service; rename “Contract Services”

#### Special Services

COST/CCM – increase of \$3110; for seminars and increase in cost. Narrative reviewed. COST is Council of Small Towns; CCM we do not belong to; will not join unless have good reason; discussion to delete \$8100 for CCM. Dave noted we can take CCM courses as a nonmember of CCM. Board discussion held to cut line item to \$1000; Dave to get costs.

Employee/Commission Recognition – Mayor would like to establish award as people retire from Commissions, etc. – rename “Awards and Recognitions”; cut to \$500

Vicky noted line item 16 was to be used for any special meals.

#### 4. Public Comment

a. Pattie DeHuff, 20 Lynn Avenue - (1) public hearing on \$9.8 million bonding and Ralph showed chart on level debt service and blue bars for debt service per year and how dropping in July and then orange, buffer in case of emergency. Please explain if allotting 3.3 million in this year's budget and next year's budget and where is that money that is up there and not being spent on debt service. Chairman Zovich stated it is all being spent on debt service; we can keep it level at 3.3 million and if bond fails we will pay off existing debt sooner or we can reduce debt service and put money in capital outlays and it will total 3.3 million. (2) this year your blue line does not go to 3.3; what is difference. Chairman Zovich, no penalty to accelerate payment of principal. Vicky Carey called for point of order as that is not an agenda item and what is on agenda is proposed general fund budget and public comment is related to that; we did have public hearing and if you want to talk after meeting that is fine. Public comment is germane to budget. Chairman Zovich noted point well taken.

5. Board Member Comments

- a. Pat Budnick – would like to get 2/28 expenses.
- b. Ralph Zovich – Council meeting tomorrow

6. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Pat Budnick and the vote unanimous  
Meeting adjourned at 9:07 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary