

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 – Chairman Ralph Zovich called the Regular Meeting of The Town of Plymouth Board of Finance to order on Thursday, March 15, 2012 at 7:05 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Ralph Zovich. Also present: Dave Bertnagel, Director of Finance (arrived at 7:15 p.m.); Robin Gudeczauskas, Recording Secretary; DiAnna Schenkel, Council Liaison and Acting Mayor. Excused absent: Dan Murray.

2. Pledge of Allegiance

3. Approve Minutes:

- | | |
|------------------|-----------------|
| a. Feb. 23, 2012 | c. Mar. 5, 2012 |
| b. Mar. 1, 2012 | d. Mar. 8, 2012 |

MOTION: To accept the Minutes of February 23, 2012; March 1, 2012; March 5, 2012 and March 8, 2012 by Pat Budnick; second Mike Drozdick. Discussion: none. Vote: unanimous.

4. Mayor's Report – Acting Mayor Schenkel stated nothing to report.

5. 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. At the last meeting an update on tax sales; question came up asking how much money we lost as some properties sold inexpensively; sales read into record; discussion held. We have reserve of \$200,000 for write downs noting good thing is these properties are off the dead list and new owners will begin paying taxes. Pat Budnick requested schedule of sales with net loss. Dave noted Ted is currently planning another tax sale. Structus or Coldform – Dave stated some issues, both in litigation and we are foreclosing on Jasper.

b. Recommended transfers between accounts, if req'd. – None.

c. Implementation of cost savings; asset sales of surplus vehicles – Last report was to bundle all 6 Crown Vics and sell; Vicky questioned if 7th one which is parked by Maintenance Garage; Dave stated one was assigned to the fire department to use to travel for training. We will receive grant in May. Police vehicles on line are being traded in for new model all wheel drive Interceptor; all from State bid. Ralph noted not sure if they will be auctioned or wholesale. Trac phones were implemented later into the fiscal year.

6. Discuss & take action on endorsement of Capital Improvements bond resolution as presented to the Town Council on March 12, 2012, to wit: ***“Resolution appropriating \$9,800,000 for various Capital Improvement Projects and authorizing the issuance of \$9,800,000 Bonds of the Town to meet said Appropriation and pending the issuance thereof, the making of temporary borrowings for such purpose.”***

Chairman Zovich read into record a letter from the Mayor's Office to the Board of Finance dated March 13, 2012 “To the Board of Finance of the Town of Plymouth RE” Resolution Appropriating \$9,800,000 For Various Capital Improvement Projects And Authorizing The Issuance Of \$9,800,000 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 12, 2012, the Town Council voted to submit the captioned resolution to your Board for its recommendation. Very truly yours, Clerk of the Town Council”.

MOTION: RESOLVED: Be it resolved that the Resolution Appropriating \$9,800,000 For Various Capital Improvement Projects And Authorizing The Issuance Of \$9,800,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose. By Vicky Carey; second Pat Budnick. Discussion: Chairman Zovich reviewed the summary of \$9.8 million noting the Town Council set the public hearing date for April 2, 2012 at 6 p.m. in the Community Room. Peter Cook by putting as one what happens if one goes over and one under. Dave stated it will be one bond issue and in the Resolution it is spelled out specifically what can be spent on each one; they can stay under but cannot go over budget. Ralph stated there are 4 feeder roads into Seymour, Kimann, Ridge and Bernice and current design shows redesign of current intersections and can repair those roads. Ralph stated at the hearing he will ask Council, and understanding is, there is not a project manager and it is up to Town Council to provide necessary oversight. Pattie DeHuff, 20 Lynn Avenue, Terryville (a) does not have bond authorization but in first paragraph reference to 2/27/12 and had title with it and wondering if that could be explained to the public. Ralph noted we do not have a copy of that and not within our prevue to act upon. (b) At public hearing a local contractor and engineer, Pete Worhunsy, challenged accuracy of dollar amounts needs to do two projects, Seymour and North Main Street and offered to explain to anyone on why his figures were 1/3 less to do Seymour and 1/10 to do North Main Street bridge and asks the BOF to hear him out. Peter Cook stated the town would welcome his bid and take his money as savings. Pat Budnick noted if he wants to be lowest bidder he should submit to request. (c) It is her understanding he has issue with the design. Peter Cook stated this is the finance board and if he wants to bid out different design he can give option to the committee. Dave Bertnagel, read section 1 from bonding resolution off his phone into record noting it was a proposal from the committee to the Council. Discussion held on bonding and bid specs noting Mr. Lorenzetti has ability that bid alternates be given and the Council will have to decide to whom they wish to award the bid. Timing if public hearing on April 2nd there is 10 day minimum for referendum; that night the Council will have an agenda item to set a date for referendum and earliest vote is first or second week of May. Ralph noted last day we can have budget referendum is May 3rd and questioned having two questions on the ballot for the budget and the bond issue. Councilwoman Schenkel stated as liaison was told cost can be \$2100 to \$4800 depending on what is done; time issue will factor into budget such as curbside pickup referendum and noted it is calendar days to have referendum from time of public hearing to when they can have referendum. Roll call vote: Mike Drozdick, yes; Pat Budnick, yes; Peter Cook, yes; Vicky Carey, yes. Motion is unanimous.

7. Review proposed expenditure requests for upcoming FY2012-13 General Fund budget. Fire Marshal office representatives in attendance were Acting Fire Marshal Kevin Engle; Deputy Fire Marshal Vic Gara; Linda Schnaars, secretary. Budget breakdowns distributed and reviewed. Pat Budnick reviewed this section of budget questioning salary from \$45,000 to \$62,000; increase in fire code manual and other increases. Kevin Engle reviewed noting state statutes and code enforcement of what needs to be done in part time office, reviewed. Would like to hire one deputy lost in last budget session due to increase inspections and get to 100%. Daily operations reviewed. Budget chart breakdown reviewed; Pat noted in budget he (Mr.Engle) prepared is higher than what we originally approved. Dave noted in past the previous fire marshal asked to increase his hours due to unavailability of deputies working less as his hours were 20.5 hours; they are down one deputy. Dave did payroll analysis from 07/08 – 08/09 and during that time had 2860 hours of utilization between all the office people. Dave prepared and distributed “Department Hours by FY and Employee”, reviewed. To bring back to 47.5 hours and 10 hours for secretary the total salaries \$56,126.46. In budget we have \$49,500 and in essence would need about \$7800 to bring back. Ralph asked 16 hours for fire marshal and 10 hours each for deputy and what is actual average; Kevin stated the deputy will

work 3-4 hours more the following week; if they don't work one week they can work it the following as long as they stay within their yearly allotment of hours. Ralph asked if we currently have 3 deputies; Kevin have 3 people in office which are himself and two deputies. Dave, how long does it take to do inspection; Kevin, average 3 family between 1-1.5 hours and then that much to put information into system and these inspections are done yearly; manufacture every 4 years and trickles down from there; most are yearly. Dave, in past year you have done more inspections; Kevin this past year took 3 month window and up in 7/1/09 to 3/13/10 up 37% on inspections. Their job is all customer service and want inspection process to be helpful and user friendly. Some expenditures come from efficiency in overall office to do things in the field; they continue to apply for grants and now applying for 3 more data terminals but does have it in budget if grant does not come through. Discussion held. Pat noted the budget that was voted and approved by the town must be followed this year. Ralph, is 2765 sufficient to cover service contracts; Kevin, yes. Ralph, two ipads and how do they interact; Kevin, they will link back to the system and information can be put in out in the field and when get printers they will be able to print in the field. All computer technology will be in separate line item and will come out of this budget. Vehicle upgrade request; Kevin stated there are 65,000 miles on 1998 Chevy Astro van and equipment to carry for investigation is heavy and cumbersome; had to take seat out and when do training do not have vehicles; there was not any available vehicle here. Ralph if we have a vehicle to surplus out to the fire department we will look into it. Discussion held on process. Increase in vehicle repair and supplies, \$300 for things they need to buy for vehicle; fire investigative equipment; computer programs, etc are mobile data terminals or ipads and new line item will have to be created; radio equipment upgrades is not in current budget and need new as older ones are traded in. Mike Drozdick, intention is to hire another deputy and will then have 3 deputies and fire marshal; Kevin, yes. Discussion held on positions and hiring/qualifications. Currently with total hours are being divided; if two deputies would they have 750 hours available is that do-able; Kevin would rather another deputy. Dave, board is looking at what it was, where we are and proposal. For this fiscal year within budget but will use the entire budget. Peter noted Dave's analysis is recommendation to bring back to 08/09 actual and comparable to 07/08.

Secretary - \$6750 for 10 hours; Kevin stated would like to bring to 13.5 hours or \$9,115
Fire Marshal, 18 hours or \$23,361; lower from 20 hours in Dave's recommendation to 18 to \$47,000

fire marshal 18 hours per week

Deputy fire marshal each 10 hours per week

Training, request \$1000 and stay

Service contracts to \$2765

Dues and memberships – enrolled on line and required 30 hours per year for continuing credit and can do those on line.

Office supplies ok at 500

Motor vehicle service and repair and Radio upgrades are depending on capitals

Computer upgrades – need to discuss where to put it in; Dave stated in technology piece and referenced.

Total budget is 63,140; Dave will update in new spreadsheet for next meeting.

Ralph gave overview of public works budget and 3 issues to review. Street signs, had \$15,000 budgeted and have spent over \$100,000 in last 9 years on this line item; those that do not meet standards have to be replaced or recommendation from Traffic Authority for signs. Vicky stated the Police Commission when have requests from different people, have traffic studies and request changes; Peter would like history of requests from Police Commission. DiAnna, understand where coming from on expense, however, this brings

up point of safety issue and if emergency responders cannot find road due to no sign and we have to look at that and if problem with signs need to make so that they cannot be removed. Noel Schenkel, they just put a new sign at East Orchard and Orchard Street because sign was stolen. Dave to get actual numbers. (2) Overtime – 3 hours each week for Jim Schultz and that has to stop. Vicky noted there are certain restrictions from the union; Dave stated overtime if \$6900; currently line item is within budget and we do have storm related expenses which are skewing numbers; they have lived within budget. DiAnna, remember we had extremely mild winter and did not have plowing and these figures are probably due to getting other work done, you cannot always keep cutting because things need to get done. Dave to get accurate numbers. (3) Public Works, 46, why did contract services go up from \$3000, spent \$900 last year and requesting \$8600. Dave stated the update to the program for road and will postpone for a year but needs to update the following year. Cut \$5600. (4) change name of dept 43 to “Other Public Properties” and add “Dam Inspection and Maintenance” but never put money into it. Need real number for heat and money amount for dam maintenance and will get that from Tony. Ralph wants to take \$3000 out of Contract Services and put in Dam Maintenance; cut heat to 3000. Vicky suggested perpetual fund for dam maintenance. Contract services – alarm system on VNA, pest control on VNA; pipes at PSS and mechanics. Leave at \$3000. Heat to \$3000; dam maintenance ; Dave will follow up with Tony on 043.

Public health and cemeteries on Monday

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

MOTION: To go into Executive Session inviting Dave Bertnagel and Council Liaison Schenkel by Pat Budnick; second Mike Drozdick and the vote unanimous at 8:49 p.m. Back in session at 9:35 p.m. with no action items.

9. Finance Director’s Report - nothing

10. Public Input - none

11. Correspondence - none

12. Board Member Comments

a. Ralph Zovich – Monday will be Public Health, Cemeteries, Recreation, Libraries. Next Thursday is BOE downstairs in the community room.

13. Adjournment

MOTION: To adjourn by Vicky Carey; second Peter Cook and the vote unanimous. Meeting adjourned at 9:45 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary