

# Town of Plymouth

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# Board of Finance

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1. Call Meeting to Order – The Regular Meeting of the Town of Plymouth Board of Finance was called to order on Monday, April 8, 2013 at 7:00 p.m. by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Peter Cook, Mike Drozdick, Ralph Zovich. Also present: Mayor Vincent Festa; Dave Bertnagel, Director of Finance; Robin Gudeczauskas, Recording Secretary. Excused absent: Vicky Carey and Dan Murray.

2. Pledge of Allegiance

3. Executive Session Re Personnel Matters

**MOTION:** To go into executive session for personnel matters inviting Dave Bertnagel, Mayor Festa and Paul Pronovost, by Pat Budnick; second Peter Cook and the vote unanimous at 7:03 p.m.

Chairman Zovich called the meeting back to order at 7:45 p.m. and stated there was no action to be taken from Executive Session.

4. Review and Discuss Proposed General Fund Budget for FY 2013-2014

Chairman Zovich welcomed Michael Ganem, Chairman of the Economic Development Commission, to answer questions on their budget, etc. Board asked for an update from Mike on his observations on how the consultant is helping, benefits, need to move forward to help town grow. Mr. Ganem stated he is new to the commission as chair and at one time did have questions and as of late empowering the consultant to do more and expecting more of him and too early to give evaluation but in last 6 months have gone in a direction he is happy with. He does maintain website and CERC map for business park lots; have sold 5 lots and a few closing in the next 6 months noting a tough economy for the last 6-7 years and manufacturing is starting to kick up. Challenge as a Commission is people are looking for buildings already constructed and have asked Craig to see if we can modify the covenants of the park, reviewed noting trying to get revised and not to detriment of neighbors. To get the tax incentive that towns, state and federal government allow it has to be end user in building and to build building by spec we might come along but now that is prohibited and the commission cannot do without Craig. Ralph suggested combining lots and maybe helpful to someone who wants to put in industrial style building and special office use by special permit and also clean energy generation. Need to grow grand list. Peter Cook stated he had hoped the Planner would be able to take over economic development part but heard Mike say Craig is asked to do more and one problem is measuring productivity. Mike stated he has implemented way to track his time and effectiveness. As far as having somebody to do Khara's job and Mr. Stevenson job for the price the town is investing in Mr. Stevenson, it is not a good idea to have someone in the Planner's job not at the counter when Mr. Stevenson is in Hartford with legislatures. Peter stated we are leaving budget as is. Discussion held on salary. Ralph noted there is a job description for the position of town planner. He asked Mike what can

the BOF do for economic development. Mike Ganem noted they are making good stride with resources have. Ralph noted copy of minutes from their March 13th meeting and questioned South Riverside Avenue property. Mike stated the owner of that property is taken on a huge project and getting bogged down with legal issues and hopefully will be straightened out. Ultimately he wants to hold taxes firm and land holds no value with environmental issues on that property. He will get minutes with backup monthly; website recently updated and good things coming.

Dave distributed and reviewed updated draft budget; areas in question/to be discussed are in color; as of 4/7/13 recommend \$39,164,265 or \$24,3770 expenditure increase or .63% over last year in spending. Of that \$123,115 is for the BOE and remainder on town side. Biggest concern is revenue side. If approved today looking at .70 mil increase. This covers all wage increases for employees. Budget review of areas in question:

#### Human Resources

HR Director - \$40,000; number of hours for this salary and request as expenditures have been about \$55,000 from contract negotiations; request was \$50,000 and board had stated to keep at same level of \$40,000. Mayor Festa stated employee handbook almost done; noted investigations going on, termination hearings and research, getting subpoena and issues do not see every day; investigations will come to close shortly both unemployment and fraud and will set tone for rest of employees; unemployment and workers compensation took months on end and brought premium issue to almost zero percent; he feels 40,000 for next year can be worked within. Stay at 40,000

#### Board of Finance

Fuel Adjustment – decrease from 30,000 to 27,500 – Dave noted commodities and have had this line item and due to fact of fluctuating rates of gasoline costs etc.; discussion held and will lower to \$10,000.

#### Tax Collector

Tax Collector salary – Dave has done analysis and she is highly underpaid compared to other towns with same demographics, reviewed. He noted the town clerks salary is about 3000 difference; discussion held. Ralph noted tax collector is extension of finance director in terms of revenue. Board will wait; Dave will give comparative analysis. Peter reviewed salaries of other town employees noting her salary is lower than those listed.

#### Employee Benefits

Health Insurance at 1,360,000 due to increase of Obama care and will have new census on Thursday; can bring down to \$1,350,000; agreed. He noted we have saved in police department with employees who came in and did not need benefits.

Wage/Benefit Adjustment down to \$20,000 from \$85,000

Long Term Liabilities funding renamed with 100,000

#### Police Department

Overtime – reduction from 100,000 to 80,000 manageable and it will be enforced and edict from this board; staffing patterns have to be adjusted and will have palatable outcome. Ralph noted person coming on for 3<sup>rd</sup> shift.

#### Emergency Management

Director - salary at \$4000; \$700 increase and half is reimbursable

Animal control – dog pound expenses original was \$10,000 and now at 11,000 – Dave will reverse and should be 10,000 in dog pound expense

Fire House software – Dave noted pulled and technology department is looking into it

Transfer Station – Dave noted overtime was brought back to current level of 30,000

Public works took out 2,000

Maintenance garage overtime cut 5,000

Environmental compliance went down by 4,000

#### Public Health

Part Time Assistance – Dave added in as request of Abby at last meeting for this person 5 hours per week and recommended as result of reduction in Dr. Scappaticci as medical director; place holder for medical director is \$500 and bring down to \$100

Contract services, \$500; dues/subscriptions, \$500; should be 400 and 350

\$4160 equates to \$16 per hour; chairman feels strongly for this; discussion held noting for this amount we have someone in town hall to assist people with this online application which can only be done on line. Dave to get a better understanding of how this will happen and do we have infrastructure to allow this; Chairperson will be invited to attend on Thursday night.

CMED assessment – goes by population and awaiting exact assessment and may need to add another \$100

#### Terryville Library

004 Part time salaries – Dave received something from Lynn on salaries and will forward to this board for discussion on Thursday

#### Plymouth Library

Library Contributions - \$24,500; never received anything; keep at 24,000

Parks & Rec budget will remain as is, concern is what usage of personnel that are existing and what are they doing in the winter, Dave noted this budget has been cut over the years and this budget is true operational cost and not extras.

Ana and Ted are coming Thursday and need to finalize revenues; current delinquent taxes and projections for next year

#### Land Use Department

Enforcement Officer, \$35,000 – Dave stated assuming reduced back to 25 hours per week

## 5. Public Comment

a. Melanie Church, 328 Main Street, (a) how much is going to be in contingency; Ralph, 50,000 and we cut fuel adjust to 10,000; (b) contingency can be used for anything and can be cut when go to public hearing; also, personnel matters, if look under freedom of information it says for personnel, and has to be about a person not a position, and it was questioned last time when police officer was added when special appropriation in June, and in executive session and clear to be sure it is on personnel and specific to person; if general it is not unless specific person and that person should be invited in otherwise you cannot just have you want to talk about this position and hoping that is not being done and you are not going against freedom of information. Also, just cutting 3 people from maintenance? Dave Bertnagel stated 3 positions and vacancies are not being filled. (c) the other job will be posted correct, labor grade 6 and labor grade 7 not a true number as not filled this year from November because of passing of individual. Dave Bertnagel noted position was not filled but acted in that position and when someone upgraded for highway to chief mechanic there was differential pay made. (d) you are going to be short next year because two labor grade 6 and never posted job until December or January and person had to take tests and another guys waiting for labor grade 6. Dave Bertnagel noted for the record for the period of time the person referring, Dec 30 – March 10, 3013 upgrade to chief mechanic with 1858.89 pay adjustment made and adjustment to assistant mechanic was 2650.36 ; transfer 366.19 for people to cover; crew leader 1102 for 16 hours for crew leader adjustments and someone in position. Peter noted only 3 open positions now and we are not filling. Dave clarified someone internally applied for position and moved over and created opening in highway. Chairman Zovich reviewed from listing on labor grade information of hourly wages noting the highway superintendent has the ability to upgrade equipment operator when need mechanic. Melanie Church stated she was ok with that as didn't know that part. (e) in David's account under Comptroller, 30,000 for training. David Bertnagel noted it is \$30,500 for part time and \$750 for training. Melanie Church stated she read it wrong and thank you. Chairman Zovich read from line item 004, part time; Dave Bertnagel noted in initial budget it was wrong and part time.

## 6. Board Member Comments

a. Chairman Zovich noted we have conflict with PTA Council for the high school auditorium on the 23<sup>rd</sup> and the public hearing will be held downstairs in the Community Room. Thursday will be in the senior lounge

## 7. Adjournment

**MOTION:** To adjourn by Pat Budnick; second Mike Drozdick and the vote unanimous. Meeting adjourned at 9:09 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary