

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 1, 2013 at 7:02 p.m. by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: Mayor Vincent Festa; Dave Bertnagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Council Liaison DiAnna Schenkel.

2. Pledge of Allegiance

3. Executive Session – Personnel Matters

MOTION: To go into Executive Session inviting Mayor Festa, David Bertnagel and Council Liaison DiAnna Schenkel by Pat Budnick; second Peter Cook and the vote unanimous at 7:05 p.m.

Chairman Zovich called the meeting back to order at 7:30 p.m. stating there is no follow up action from executive session.

4. Minutes: February 28, 2013; March 4, 2013; March 7, 2013; March 11, 2013; March 14, 2013; March 18, 2013; March 21, 2013

MOTION: To accept the Minutes of February 28, 2013; March 4, 2013; March 7, 2013; March 11, 2013; March 14, 2013; March 18, 2013; March 21, 2013 by Peter Cook second Pat. Discussion: Chairman Zovich stated the BOE meeting was lengthy and compliments the Recording Secretary for getting discussions. Vote: unanimous.

5. Review and Discuss Proposed General Fund Budget for FY 2013-2014
Health & Social Services, Dept 60

Salaries, 002 – Dave stated commission itself for secretary and minor expenses. No increase

Public Health, Dept. 61

Dave stated this pays for Human Services Director's salary and some contractual services for programs, Dues and fees and office supplies with \$100 increase in total. Dan noticed increase in office supplies with \$40 spent to date; Dave stated added in this line item for education for \$200 and it was lumped in office supplies and needs to attend conferences; Dave to add new: line item 021 for training and education expense.

Dept. Medical Director – line 001

Dave stated last year spoke in regards as Dr. Scappaticci who is the towns' Medical Director and had service fee of \$11,000 per year for nursing association and no longer have that service; dollar figure does provide services to fire department and left minor amount. Fee may be \$1000 per year for his services to the fire department. TAHD

provides with guidance and what needed to operate. Did have request from chairman of Human Services if possible to look at reallocating some of those funds toward additional assistance for elderly through their board and something will present within few weeks but need to meet with her formally.

TAHD assessment is up – Dave noted per capita and we have representation on that Board and includes multitude of towns.

Overall budget is down \$4,000.

Abby Egan, Town of Plymouth Human Services Director, stated she did print out information on other towns similar to Plymouth presented comparison of our town of 12, 243 people, reviewed. Part time person to assist in her offices with concern of health insurance exchange coming forward which will start in October and individuals without health insurance will need computer to figure out eligibility and anticipate that will increase her work load and traffic at the library for computer use. Also included copy of what her job entails now.

Ambulance, Dept. 065

Dave stated mandated for CMED assessment and have 1-2 people on board who sets this fee and budget up 9.5% due to cutbacks in state funding and our share is \$585 of that increase.

Utility line item – meeting with Lani Johnson this week; Marty has been there to address efficiencies and inefficiencies and will have better figures. Water is still an issue and would like them to do better. Ralph asked for financial statement for fy 2012. Telephone costs are being looked at as well.

North Central Health, Dept. 066

\$860 – Abby Egan stated this is for mental health board, advocacy group for individuals with mental health diagnoses; paid yearly; Abby attends meetings as often as possible. No cost increase.

Elderly Transportation, Dept. 067

Has come down a bit; actual is \$30,802.39 as of 3/31/2013; Dave noted to provide elderly transportation with bus and goes by subscriber units. We apply to the state each year and we fund \$43,000 - 45,000 per year. Need to fund to be eligible.

Motor fuel is being charged against the motor fuel budget and needs to be applied to this budget. Applying fuel costs would bring to this number.

Library

Lynn White, Library Director, is in attendance.

Mike noted increases in librarian salary which is contractual increase;

Part time salary increase request and have been wanting to bring back to 52 weeks noting they started to increase in 2010 as over budget in 09/10 and 10/11 also over and increase in 11/12. Lynn stated part time salary issue, for budgetary issues should budget 52 weeks as they get no sick/time or holiday time. Reality is they do get sick and need to have coverage; this is assuming same hours of operation. Figure asked for is going to 52 weeks budgeting. At \$43,407 as of 3/31. Dave noted employees there have not received

a raise in 3 years; these are minimum wage jobs so if minimum wage goes up we need got cover that. Leave at 68,500.

Heat, \$4,418 as of 3/31 and bring down to \$7,000

Telephone - cut to \$2,000; library gets free internet through consortium.

Peter asked on circulation statistics; Lynn noted circulation figures are flat stating in 2008 took leap and now plateaued but continue to grow of 12,000 uses on computers, explained need of people; faxing has taken a huge leap and that fee comes back to the town; programming continues with about same number being held but attendance has increased including family fun day in September with over 1200 people. Biggest challenge is understanding community needs and matching with services.

Postage would like to cut; Lynn stated another evolving issue and people can get overdue notices by email and has brought down postage. Cut to \$1,200.

Salary for library workers – Dave stated classified service who historically follows when all town contracts are settled; \$4050 to item 003. There are 5 full time employees; Dave clarified classified service is choice to set it and not by any obligation. Lynn noted never been a range of salary; Dave will discuss with Lynn and come back to the board.

Peter, revenue generated from library; Dave stated in library fees \$6000 budgeted and year to date received \$4740.

Plymouth Public Library

Adjustment made a few years back to 24,500; Mike met with them and they have not published annual expenditures and asked them to do that. Dave noted current year \$25,206 and estimate next year \$27,000 and asked for us to fund their operating needs. Vicky noted they are supposed to pay some of their operating expenses and does not see line item where they have done any fundraising or charitable income; questioned merging with Historical Society to help keep afloat and not depend on the town. Vicky sees 3 cd's and only one listed and wants update. Dave noted sewer assessment is listed but they are 501c3, exempt, and needs to ask.

Parks and Recreation, Dept 80

Director leaving and question on what are we doing with this position; if inexperienced need to come in at lower pay than what is budgeted. Union position at \$50,782

Full time salaries – union contracts/reduction in force. Ask about someone who comes in to hang basketball hoops at Saturday program and are they on overtime and can school help by storing there and just have them put up instead of driven from one location and then come back to pick up if this is overtime job. Dave noted full time is part of clerical union that did not settle. Discussion held. Outsource or roll over to public works. Dave noted these are union employees and if outsource jobs there will be a problem; there is a commission that does oversee these individuals. Will invite the Parks/Rec Commission to attend a meeting next Monday.

Land Use, Dept. 024

Peter noted only two changes is 9% increase in salary of Planner; union supervisory position. Dave stated last year she did not put in her increase and this is true salary. Is this full time job; economic development part of this; Ralph noted per Charter it is.

Enforcement officer – contractual position – budget at 39,000 and currently at 21,013; 30 hour position. Mayor stated stating within limits of 30 hours; discussion held requesting the Mayor to stay up to 25 hours or \$35,000.

Zoning Board of Appeals, Dept. 025 – no change

Conservation Inland/Wetlands – no change

Economic Development, Dept. 097

Peter noted they were cut but seem to be working and getting things in the business park and would like to leave as is. This is under contract not hourly. Invitation extended for next Monday to come in.

Expenses, \$500 budget

Cemeteries under Miscellaneous, Dept. 095

\$2800 for St. Matthew

\$2000 for Hillside

\$2000 West Street

Dave stated all okay, reviewed.

Thursday will be capitals; Dave will have updated sheets.

6. Public Comment

a. Melanie Church, 328 Main Street, two things caught her eye; understand the Town Planner has resigned, sent in letter of resignation so you may be able to get someone qualified that can actually do the full job, put in job description and hopefully this time can get someone experienced instead of training curve and important think that is really important especially where a lot has to be done; we can save money with Stevenson on that and maybe Stevenson would be interested in job. If we had someone like Bill Kuehn who is retired and came in from another town and may be able to entice someone. (b) have 4 tv's, 2 at highway, 1 in break room and 1 in office; another in maintenance in office; another at transfer station and we are paying for 3 locations for cable and not just one tv and this town is not so big to need 4 tv's in 4 areas. Think consolidated and cut costs. Do not know if there is a computer at the Transfer Station or Highway Dept and over utilizing and don't like it to be said. (c) Human Services, when grant there for person for elderly and when went away that was supposed to go away and what was said at Council. To add as taxpayer dollars is a fallacy; you don't say to public or Council this is program with grant and when grant goes away it goes. It is one thing that starts as grant and we pay as taxpayer. Unemployment is up and social security has stopped and private sector pays are down. (d) would like to see with BOE you asked for something and did not hear you got it tonight and that was the other report from Berube; also like to ask you to ask for teacher student load and actually see numbers of how many at VoAg and how many at each one of the schools and how many go to other schools. Understand the magnet schools are funded by the government, we are not paying, and yet included in cost so if decrease in students we need to live within means and should be a cut. When they started at beginning it was zero increase until they met and all of a sudden needed increase. Go back to zero budget because that would mean \$127,000 increase with zero budget. Do not believe that we need this. When decrease in students it means layoff and

how many non-credited. We have drama instructor because non certified and why not have an English teacher teach drama because part of English. It is ways like that you really need to look and come up with zero based budget. You cannot justify decrease in students and increase in budget.

b. Abby Egan, stated this is not the same concept presented to Council and what she is asking for is reallocation of funds to help with health insurance exchange and does not pertain to elderly.

7. Board Member Comments

a. Ralph Zovich – recap that Thursday will review Capitals and school budget; Monday second pass; next Thursday we will talk revenues (noting almost at budget for delinquent taxes; liens and interest fees we are at 290,000 with 300,000 budget). Will invite tax collector for next Thursday.

8. Adjournment

MOTION: To adjourn by Vicky Carey; second Mike Drozdick. Discussion: none.

Vote: unanimous.

Meeting adjourned at 9:03 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary