

Town of Plymouth

80 Main Street, Terryville, CT 06786
www.plymouthct.us

Board of Finance

Telephone: 860-585-4002
Fax: 860-585-4015

1. Call Meeting to Order - The Regular Meeting of the Town of Plymouth Board of Finance was called to order at 7:00 p.m. on Monday, March 18, 2013 by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Michael Drozdick, Dan Murray, Ralph Zovich. Also present: David Bertnagel, Director of Finance; Mayor Festa; Robin Gudczauskas; Tony Lorenzetti.
2. Pledge of Allegiance
3. Review and Discuss Proposed General Fund Budget for FY 2013-2014
Public Works – Dan noted a wide spread in the percentage of increases to staff members and overtime ranging 2.26% to 6.67% and overtime of 25% increase in transfer station. No systematic methodology for evaluation and compensation based on ranges within assessment of individuals needs; realize some contract issues.

Facilities 026

Custodial staff, thought decrease but up to 2 full time or 2 hourly part time; and \$4000 overtime for year. Should come in under budget based on to date (2/28/2013).

Line item 005. Will come back to this. As of March 18th already \$3000 over budget.

Service contracts – over budget; narratives are less informal than he would like them to be and helpful if knew vendor, dollar amount and what months due. Discussion on refinish floor in this item. Tony Lorenzetti stated HVAC system with compressor which was original to building needed to be replaced. Board needs more detail. Tony stated regarding refinishing of floor in Community Room and commercially finished in past, and all other floors are done by our custodial staff. Last time done was several years ago and floor gets beat up and needs to be done. Dave stated with regard to the compressor he came to the Board to do transfer; it belongs in repairs and will get detail. Add one time contract for refinishing floor.

Repairs & Supplies, \$14,911 expended to date and used up line item – Tony stated one time repair; Dan felt compressor belonged in this line item. Need to come back.

Board would like actual contracts being signed for this building (alarm, phone, should look at what is due, months due and to whom for better idea of cash flow.

Heat – Tony noted changes are being made; valves were put in at town hall to segregate zones and temperature brought down.

026 overtime for custodian – Tony stated any time there is a weekend event he needs a custodian here such as referendum, tax payments; opening/close buildings and if meetings go after 11 pm the custodian must clean and secure building. Over long weekends have someone come in to dump garbage and clean police department. Dave

noted during the last big storm town hall was used as emergency operations center. Custodians do shoveling, etc. Ralph noted only \$1000 is left in this line item. Look at items to do business such as paper towels throughout building and should we replace with air dryers in restrooms.

Heat, \$49,000 budgeted and spent \$37,782 to date – Dave noted encumbrance and purchase order out there and will reduce / revisit.

Dave reviewed service contracts stating air compressor \$4939 and other component \$1102 was charged to service contract line item which is \$6000 and should have been put into repairs and will be moved.

Service contract, \$16,800 includes HVAC, AT&T, solid waste, landscaping – breakdown of contract vs. service contracts and repair/supplies will be compiled.

Tony noted boilers need to be run for hot water even when out of heating season and have thought of units for bathrooms to heat water but will be a capital cost.

Utilities

CWC – documentation supports increase

Cell phones – discussion on trac phones; paying \$367 per month

Street lights – may be updated, purchased or put in solar panels; notice \$5,000 reduction. Tony stated through deregulation had locked in agreement which comes due in September and will look to negotiate rates.

Dan recommends collectively as town to look at telephones; those numbers are significant across the board (not cell phones).

CL&P gave outright purchase price on street lights which we would have to maintain; Dave noted no savings in first 3-4 years if purchasing; downfall to own is we buy as is and when items need to be repaired/replaced there is a cost.

Dept 040 Snow Removal

Line item 20 supplies & equipment with \$20,000 budget and nothing purchased – Tony stated set up in theory for plow and plow blades and historically have whacked on manholes and have not had to buy one. Next year leave at \$10,000 old snow blades are scrapped for money.

Service contracts – for snowplowing of school buildings; \$16,600 unencumbered.

Reduce to \$20,000

Overtime, snowplowing – Dan stated snowplow drivers have done a tremendous job this year.

Highway, 041

Call in pay – Tony reviewed how this works, one person responsible being available for emergency calls; if no one on call, no guarantee people would be available. Dan stated in 11/12 not in and 12/13 – Tony gave history that years ago equalized among people in department and when called in; Tony stated they do get called in; negotiated with union. This is a \$6500 possible savings in budget.

Unused vacation, 4500 budgeted and used zero – Tony stated you won't see that until end of year as by contract they have to take one week and beyond that are eligible to take spring and fall.

Regular wages – reviewed noting there was a transfer this year. Dave distributed and reviewed wage summary for public works employees. Regular wages last year (down one person midyear) and then have interim coordinator. Dave noted no crew leaders currently or in proposed budget, numbers reviewed. Currently 3 vacancies in highway department and four in total (3 in highway and 1 in maintenance). Full funded line item should be \$611,000. Number with keeping staff as is, keep out 4 vacancies would be \$500,000. Dan asked what the crew leader is responsible for – Dave distributed and reviewed crew leader description; Tony stated need crew leader who is labor Grade 5b and understands work doing and operation. If staff stays as is and have Tony, supervisor and a crew leader to manage projects going on; Tony stated good concept but they do need to go from job to job. Leave highway crew of 10; 2 in maintenance; 1 at transfer; Dave will prepare analysis. Vicky, maintenance, thought 1 mechanic and other one temporary; one person got promoted and can he go back with crew. Tony said there has been at least one a year recently working with highway and looking at; there are times when another mechanic is needed there. Discussion held on classifications and possibility to renegotiate job descriptions working through Human Resources. Regarding workload, Tony reviewed maintenance type things and every year roads, curbing, driveways to repair and still have drainage improvement requests. Dave will do calculation with headcount of 10 in highway; 2 in maintenance and 1 at transfer station (or is it 1.5 in maintenance and 10.5 in highway, etc). Tony stated this year will also have hybrid vehicles which are another ballgame for repair work.

Clothing allowance – \$9300 for year and requesting 14,000; Dave stated \$200 line item per employee for work boots and something in for next year that was approved. Tony noted they do wear uniforms now and since January noting clothing allowance per employee and now in contract for uniforms. Discussion on clothing allowance is actual allowance which is salary driven by contract and now compounded with uniforms (service contract) and boots; and cleaning. Boots is the allowance and receipt needs to be turned in. Discussion held and contract to be reviewed for details on number of uniforms. Will pencil in \$11,000.

Telephone/cable – needs to be looked at across the board

Repair/supplies – \$45,000 available for rest of year. Leave at \$105,000

Safety – budget \$2000 this year and over budget; Tony noted some classes are free and some cost money. Ralph suggested line item to be at \$4,000; want to see narrative on classes taken.

Other Public Properties

Dam Maintenance/inspection – dam maintenance narrative on what should be done and how including fish and game. If there is routine maintenance in summer, that can be encumbered and combine with this year and get done at once.

Transfer Station 044

Person at station to be utilized one day per week and shut transfer station down (maybe Monday which a lot of federal holidays fall); Council would have to approve change in

operating hours; the attendance is locked into 48 hours per week which does not have to be at transfer station. Mike asked about frequency; Tony will have count done.

Overtime 25% increase – Saturday 2 guys working; seasonal one at leaf and brush with Supervisor who comes in to check on them; need supervisor checking on them to make sure they are able to work; discussion held. Ralph would like superintendent not to be Saturday regular overtime and only time is in case of emergency. Keep at \$30,000

Contract services – may be \$160,000 under budget by end of this year; Tony noted tipping fees number should be the same. Need corresponding revenue. Tony noted during amnesty period will bump up. \$714,500 will stay.

Repairs/supplies – good

Dump rental - \$5000

(Vicky excused at 8:50)

Tony stated he did write a letter noting why he felt it is important why the Supervisor be available on Saturday at transfer station and leaf dump.

Public Works

Engineering tech – negotiated contract raises

Overtime - okay

Contract services – would reduce by \$1000 to \$2000

Advertising – stay with Mayor recommendation of \$650

Office supplies – toner cartridges

Tony – need to think about not filling vacancies and will get letter on supervisor on Saturday's.

4. Public Comment

a. Pattie DeHuff, 20 Lynn Avenue – (a) this is one of the most interesting and reassuring meetings she has been at for BOF; like questions Dan had and Peter talking about not filling positions. Comment Dan made and proud of what public works did with snow storms and questions did our public works department entirely do the blizzard or any other help involved. Tony, in terms of public works; highway department here and had some help from town hall staff and private contractors brought in; sidewalks to get cleared was great difficulty and brought in assistance and have done in other years. Snow was brought to fairgrounds and behind Main Street School. (b) how does that decision get made to use a or b; Tony, emergency situation and we had local contractors who stepped up to the plate and helped us out. (c) how much did it cost and from what line item. Dave stated specific line items created and will be giving a report to Council and bills are still coming in; now have separate accounting for contracted services under Emergency Management and where FEMA comes through; reviewed noting 48 hours period approved for reimbursement and get 75% reimburse and administrative costs. If declared major disaster it would be 75% of entire cost.

b. Melanie Church, 328 Main Street – (a) are you looking to cut four positions and then add lead man so bumping up and then will have to hire because need person in maintenance. Dan stated there are 4 open positions now in public works; one is already over in mechanics where you have two; suggest four positions do not be replaced; need to have someone within existing for crew leader and would be promotion for that position and not a new position. Maintenance person is subsidized from within existing. (b) contract services and some are not and will those be completed before this budget so you know what is contract and what is maintenance/repair (c) is Human Resources training people for CDL; Dan stated that is not public works tonight. Tony stated had 2 people who had CDL training and that was two years ago. (d) suggestion on overtime and if one guy is called in for the 125 and the supervisor has to get called in too and you are doing two people. Tony, honestly he and supervisor are both on call. Melanie, if paying for two. Tony, someone needs to make determination on what needs to be done. Melanie stated her suggestion is the on call person. Dan, a procedural tactic is in place for decision making on whether on call person will be able to have authority to make decision on work to be done.

c. Mike Kennedy, 11 Overlook – \$200 allowance for work boots; Dave stated that is in new contract through union. Mr. Kennedy stated IRS allows two pairs a year to write off and why should we pay for it.

5. Board Member Comments

None.

6. Adjournment

MOTION: To adjourn by Dan Murray; second Mike Drozdick and the vote unanimous. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary