

# 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, March 11, 2013 at 7:00 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, Tax Assessor Rae Ann Wolcott and Registrars of Voters, Cheryl Giancesini and Barbara Deschaine.

2. Pledge of Allegiance

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

## Assessor

Consultant – Chairman Zovich questioned need for \$3000 for consultant and if needed, what is it used for. Rae Ann stated original \$3,000 was to do measuring and listing and does not want to say would not use it and with small staff it makes difficult to get things done and feels if something has to be cut she will struggle through. Chairman Zovich suggested that we have small amount of money for unforeseen unexpected costs, etc and should she get unforeseen challenge and need to hire outside consultants she should go to the Mayor and let he and Dave know what she needs. Will zero out \$3000 consultant line item and if Rae Ann does need consultant she will come back to the board.

Reval - Rae Ann stated in 3 years will look at full physical revaluation and her office, with that reval cap improvement budget would like to hire someone 2 days per week and she and Janet will do reval. \$186,800 was spent on reval in 2006 for full physical; 2011 was \$94,400 which was update. Her proposal is to do knocking on doors because people do not want to let you in but if they know they can find her down the hall, will let her inside. She would go out starting this spring for 1/3 of town each year and can clean up information as they go; she can then send out notices right away and have people come in and respond and then maybe have to hire someone to help crunch numbers. Discussion held. She stated she has found a lot of houses have in-laws that never did and some places are making two families from one family as they need money to make bills and some things are being done inside that we don't know about. Another issue is unregistered motor vehicles which are untaxable if we are not aware. Rae Ann would like someone part time while she and Janet are out to answer phones, do data input, send letters; she felt there may be some overtime for her and Janet because you can't get everyone from 8:30 – 4:30 and they would leave cards for homeowners to call for interior inspection. Next reval hits for October 2015. Dan Murray stated if start early it is validation of asset inventory as much as reval. Peter Cook questioned is it legal to start this early, how much will it cost and how much should we put in budget; Rae Ann stated yes; feasible over 3 years and looking at around \$40,000-\$50,000 but would save difference. Peter felt it was a great idea and she needs to put a plan together. Chairman

Zovich stated the Board would put placeholder in for Reval. Dave noted last year we put \$20,000 in. Pat Budnick, we have been trying to cut overtime and can Rae Ann look at flex schedule.

Registrars – Barbara Deschaine and Cheryl Giancesini. Chairman Zovich (a) noted last year presidential election and primaries and this is mayoral election. Is work load less and if not, why wouldn't it be; what are you facing in coming fiscal year. Cheryl noted it is significantly less compared to presidential. Barbara stated it depends on referendums of number of election workers, etc. (b) Is there anything in expense line items we can cut back a little; Barbara started election workers; Chairman Zovich asked to go with \$2000 and come back for more if needed. Barbara noted this is year we have been using memory cards for 6 years and life is 6 years. Memory card is storage device in optical scanner with candidates name; have 6 scanners, 2 districts and absentee and spare. Cheryl stated we have extra memory cards that were programmed as they do get some that don't work. Every polling place has one scanner and back up and then absentee and one backup. It may not get used but memory card has to be programmed. Chairman Zovich asked them to find out how card breaks down and is no good anymore; would like technical expert to find out how it breaks down. Dan Murray noted scanner bulb has longevity, understands necessity for redundant system on site if something happens, but absentee ballots are funneled through one area and can't you use machine in one area for those and can then reduce exposure from 6 machines to 4. Discussion held. Cheryl stated 6 in machine and 6 in stock and have used all of them in rotation.

Canvass - Barb stated the \$500 with cut to \$500 is postage costs. Cheryl had over 5000 people vote in presidential and then looking at list of those who did not vote and may have moved out of town and will have to account for them. Cheryl stated canvass goes January to May and have not started it yet.

Cheryl Giancesini stated last year, 2011, they did not have anything in Computer Equipment & Supplies and under Maintenance and Repair, the Secretary of State's office has been picking up for machine and no longer doing that and why built that into \$200 per machine or \$1200 for Service. However, then comes programming and last year had over \$800 for primary and \$800 for elections and why increased budget. Coding of memory cards also comes from there as well. Chairman Zovich stated once they receive feedback from tech guy and we confirm that we are storing properly, he has to give legitimate explanation on how semi conductor breaks down and if need 6 spares in circulation and can then replace 2 at a time each year and keep cycle for replacement. Also need to find out warranty on card.

Election Workers - will trim election workers to \$10,000

Rentals - Lyceum charge is \$450

Telephone - we pay to have landline at Fisher

#### Mayor's Office

Mayor's Salary - left at \$61,225

Meeting Secretary – at \$7200 now; will increase to \$10,000

Town Council - Council Liaison is here and Chairman Zovich questioned stipend;

Councilwoman Schenkel stated she did not feel anyone was interested in increase

### Central Office

Mileage reimbursement – Chairman Zovich reviewed list of vehicles questioning best condition to keep as surplus; discussion held to keep one Crown Victoria and when two hybrids come in, work out sharing arrangement and there will always be 3 cars for all town hall employees. This may cut mileage reimbursement in half. Dan, program is logical and required if trip involved or short inspection the first course is to utilize town vehicle, we don't have policy and should be requirement. Peter, goals and objectives of Human Resources Director should get this taken care of now. Still cannot zero out mileage line item but cut in half to \$3500 and put money from surplus Crown Vics to refurbish the one in best condition. Vicky noted inland wetlands, building inspector, Ted, Khara, Tony, Assessor and if reval is done then assessor should be using a town car. Mileage to date is \$1685. Melanie Church, 328 Main Street, you have zoning enforcement needs one very day, building inspector every day and two off top; besides two smart cars says you need at least 2-3 crown Vics to keep as extras and she (assessor) is saying she will need one. Dan suggests we look to see what mileage requests have been put in for, by whom and frequency and we can validate. Dave clarified we are getting 4 hybrids. Dave noted there is one Crown Vic at fire department for training.

### Tax Collector

Salary increase - Pat, everyone is getting 3% or less and for her to get to level of former tax collector and last year recognized for accomplishments and should not get 6%. Mayor Festa stated he is in agreement with \$3000 increase. Ralph stated this tax collector is diving in and taking bull by horns and this increase to make \$700,000 prior tax year collection which we have not made in 5 years is substantial effort and no problem rewarding performance. Discussion held. Dan noted time to put job title in place for minimum, max etc. she has done a great job and made first pass of education, process needs to do and in process of completing second one. Vicky, do not feel 6% is appropriate and there should be minimum, middle and maximum; maybe a 2% and she is very enthusiastic and appreciate the way she attacks her work. Ralph questioned implementing non supervisory performance appraisals. Mayor Festa stated performance objective has been met and she has done a remarkable job and does not believe she needs to be around another 15 years before she gets pay. Rae Ann, as person who works closest with her she agrees with the Mayor, has never seen anybody take to a job as well as Ana, she has done remarkable job, easy to work with and she is work friendly and have no problems and agree with Mayor as she has gone above and beyond. Very smooth working relationship. Ralph noted elected officials, registrars, town clerk, tax collector, treasurer and rest are union supervisory personnel; asked Rae Ann whose salary is set and in comparison to level of responsibility and work load she has for \$64,000 and her for less, where would balance. Rae Ann, no job in here that doesn't depend on another, in terms of workload, if governor gets rid of motor vehicle her work load will decrease immensely; however where it is now she has two very busy months that trickles to Rae Ann. She spends the rest of her time going after everything else; her salary should be up near Rae Ann but thinks it should be position like Rae Ann's and not an elected position. That person handles a lot of money and needs someone scrupulous and not need to worry about her. Melanie Church, 328 Main Street, (a) use to have tax collector who got money from sewer department; Chairman Zovich stated it is included in salary now; (b) person is

elected in November and you set the budget and you can't change since someone new is elected and reason you knocked her down and reset is because she came before end of a year and you can't change because that is what people voted on. Peter asked for write up on goals and objectives, accomplishments; Board will revisit.

#### Legal Services

No changes but noted one contract left to settle; spent \$48,713 as of June 30; Labor Attorney now is \$48,000 and have expended more than ¾ as of February; do have a few pending issues. Will revisit.

#### Employee Benefits

Reviewed from previous meeting

Heart & Hypertension case and on target this year

Will revisit this department

Workers Comp insurance – Dave reviewed program noting covers both town and Board of Education; Return to Work programs, thru Ted, Mayor and Bill they have lowered price from 22% to 6% increase of 3 years; \$422,000 is where leveling off and we would have been at over \$600,000. Feels \$422,000 is cap and will start coming down. New employees have come on board and any new employee if have workers comp injury you get \$400 per week or whatever provider pays you; everyone goes through pre-employment physical

Vicky noted this is only a workshop and we can toss numbers around, we visit budgets numerous times before we present final numbers to the public.

Tax Collector had question on overtime – Dave noted between part time and over time and will combine; tax refunds were net against revenue.

Thursday will do Public Safety.

Joint meeting with BOE will be Thursday, March 21, 2013 if the BOE adopts their budget.

#### 4. Public Comment

a. Melanie Church, 328 Main Street, police department was one time special appropriation and does not automatically go in budget and has to go in as new item as it was not approved by the people. The other position was not voted on by the people and have to add that position also as much as you say the money was there and you need to bring both forward as two additional positions. (b) don't know if true but hope we are not getting any more 4 wheel vehicles as more costly with gas and repairs and everything else as we have two now and SUV is considered 4 wheel. Ralph noted new SUVs' but are basically Ford Explorers and detective one is an Expedition. Would like to get away from those. (c) would like to see specifics in capitals on if buy vehicle, what kind. (d) town clerk has been made recommendation of \$750 increase and yet looking at 6% for other.

b. Pattie DeHuff, 20 Lynn Avenue, management letter put on line and checking and not on line as of tonight. Last Thursday when discussing handouts for people had said she was interested in having numbers but found she was provided with narratives last year

and don't see any numbers tonight; Dave will make a few more copies of books. (b) Reading in Waterbury Republican about stuff going on in public works and hope that since missed meetings and if you have tackled, need to ask some hard questions on do we need number of staff; (c) the Board of Ed is doing forensic audit on superintendent and she has only been here since December; aware they are costly and this might be area where it would be best not to be penny wise and pound foolish but do forensic audit of public works department.

Chairman Zovich noted in last audit there was no evidence of misappropriation or misuse of funds; feel what you might be speaking of is personnel and hiring practices and for that the council has approved a public works commission.

c. Melanie Church, they are being driven home out of town to Monroe and that is added gas and you are complaining of price and as July the Acting Asst Chief should be gone according to the Council and to put one of the other officers in and you should look at same time as recommendation that person does not bring a vehicle home. (b) would like to see check register put on line; some towns are doing it now and she can call and get list for the Board. It makes it easier if anyone has any questions and can look at get answers.

#### 5. Board Member Comments

a. Pat Budnick, the SUV we did look at during budget time when required fire marshal to purchase and we did not specify what to purchase. Dave noted all were within state bid, guidelines and under budget. Public Works, mentioned a few meetings ago and vacant positions we had asked for Rodney Houle to come; Vicky stated she was going to talk to him and Capitals has own agenda item as to what will get done and more prudent if Ralph, as Chairman of BOF to talk with Chairman and proper protocol. Pat, main concern is there are other towns who have done own work and do not have expertise. Vicky noted need to go back to public hearing on what is getting done, she is there to make sure not spending extra money and not there to give opinion. Ralph noted we said we will visit in public works is difference between manpower for routine maintenance vs. project work.

b. Dan Murray – can we secure monthly recap from public works or dig out of minutes. Ralph will get past 12 months for Dan.

#### 6. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Pat Budnick and the vote unanimous. Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary