

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order - The Regular Meeting of the Plymouth Board of Finance was called to order on Thursday, March 27, 2014 at 7:00 p.m. by Chairman Peter Cook in the Assembly Room (moved from the Senior Lounge), Plymouth Town Hall.
Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Michael Drozdick, Dan Murray, James Zalot. Also present: David Bertnagel, Director of Finance; Robin Gudczauskas, Recording Secretary; Mayor David Merchant; Council Liaison Bill Heering; Jim Schultz, Public Works. 7:00 – noted Assembly Room change in meeting place
2. Pledge of Allegiance
3. Fiscal Year 2014-2015 Budget
 - a. Public Works
Dept 026 – custodian and staff with 6.6 and 6.7 increase and understand contractual; item 42, telephone with 6,000 reduction and would like this looked into; Dave Bertnagel stated he has projections as number of liens will be decreasing.
Dept. 030 – utilities – with reduction in street lights due to replacement of units that will be going in are led's and some discussion on looking at solar units down the road. Dave Bertnagel noted cell phone contract has been negotiated and number of units is down to 28 and cost is \$4 per month; including police department and highway; cost is monitored monthly. \$4400 in this line item and Dave will double check.
Dept 40, snow removal - \$5,000 reduction in overtime; transposition of account codes and names with item 46 and 30. Otherwise fine.
Dept 41 – account 45 is safety and should be 052. Sand and salt is at 246 and will be about 260 when all bills are paid. Overtime is at 73964 and still under.
Dept 41 highway – plan working on; regular wages and o/t is dropping 10,700; discussion held. Salary reductions was elimination of 3 positions and this is final adjustment and 5,000 is a good number, reviewed. Account 20, repairs & supplies; Would like discussion with Jim to make sure do-able. Mayor Merchant stated he knows how close this time of year and doing some projects that don't require a lot of materials. Dan suggested giving \$110,000. Safety request 10,000 and Mayor cut by \$2,000 and talked about training needed by staff; Jim working on new safety program and will do with what they have and they take advantage of free training classes. Education and training and safety, what is difference – Dave Bertnagel stated education and training is when they bring vendors in and safety is OSHA training. Will revisit repairs and supplies
Dept 43 other public property – no issues
Dept 044, transfer station – item 12 contract services – numbers reviewed, 549,000

and why to 700,000; Dave stated guaranteed tonnage; discussions to be held and currently cost to town is \$700,000 and will revisit.

046, public works director – director will not be replaced and we will maintain integrity of services with individual management in place, report to Mayor who will absorb day to day operations of what goes on in areas of public works in lieu of replacing. \$20,000 bookmark and \$20,000 for contract services; future plan of facilities manager with timing not definitive; Dan has concerns in taking approach (1) if and when the Mayor becomes busier and active in other elements of the government it puts extreme pressure on that office to manage day to day operations of a department of this size whose safety and welfare implementation is paramount; (2) no one has crystal ball and this is out of the “norm” and doesn’t want to see us in position where later on in change of office says we need to increase staff and much more difficult hurdle to overcome than taking away.

Contract services at 20,000 is that for engineering firms to get some things done outside. Mayor stated excellent observation by Dan and agrees, we do need to change salary in director’s line item. This will be revisited. Vicky asked for plan for the department; Mayor Merchant stated we will utilize engineering tech more and using highway supervisor, facilities/safety person, engineering tech. Vicky asked if engineering tech has same expertise as director had in case architect comes in and questions can get answered; Mayor Merchant stated he can answer most any question, 85%. Vicky stated the consultant was tried and got out of control and many issues. Mayor Merchant stated other communities have an on call engineer and contractors will pay and talk with them; Dave is working on that and will have 5 on call engineering firms we will use. Pattie DeHuff stated concern from charter, read into record, questioning do we have to have director of public works; Mayor stated he is the acting public works director while work with plan proposing to put in place; Pattie stated charter is not clear; discussion held.

047, maintenance garage – 44, gas / oil – numbers reviewed and worried on decrease putting item in jeopardy. Dave Bertnagel stated new gas contracts are 4% lower than last year, consortium, and hope is to use less fuel. Salary line items with same dollars; Dave Bertnagel stated they are under negotiations.

Capitals:

Vicky reviewed stating Equipment garage, 14 x 20 – this is for town hall as shed out back is falling apart, locks broken and replace for \$12,000. Mayor and Jim will look at it.

Fence at landfill, \$6,000 – chain link so quads cannot get into area. Jim stated monitoring company had made recommendation for chain link fence along Tunnel Road to alleviate quads from driving on property; safety issue.

Maintenance garage – Generator replacement, gas conversion and underground storage tanks. There is a 5 year plan for doing removal of oil tanks and \$40,000 this year, next and \$20,000 the third year; tanks are over 20 years; road will be dug up and redone as part of the bond package and looking to removal of generator on top of oil tank out, replace tank and to put in gas lines for conversion. Street will be dug up and redone and at same time should do this work instead of doing roads, then go dig them up for gas conversion and then to dig for oil tanks. Need to put \$40,000 for first

installment; gas conversion of \$9,000 needs to stay in. Generator needs to be replaced. Other tanks include maintenance, town hall, Prospect Street School, Main Street School; looking to eliminate that tank at maintenance as will use new tank at highway garage and that removal is included in 40,000.

Gas conversion of town hall, 50,000 and same for following year – tank is in middle of front driveway and driveway would need to be done; gas conversion at town hall will be savings but amount not known.

Carport to highway garage, 30,000; Jim stated on back of building put lean to shed to park sweeper, grader, larger equipment as shelter to keep under cover. Jim to check into approvals by departments.

Sally Port – Mayor Merchant stated door is in bad shape, a specialized door and does need to be replaced.

Dave Bertnagel stated Monday will be Board of Education; public safety on Thursday.

4. Public Input

- a. Melanie Church, 328 Main Street – had left lead man and mechanic helper in last year, still not filled, you are going on another year and 2 positions that can be cut and they have never been posted. Dave Bertnagel reviewed line items. (b) equipment is under snow removal, maintenance under highway and in 3-4 places and should be consolidated into one to see true amounts in budget and change. (c) feels you can add more money to any department you want whether repairs but need to look at 10 police cruisers and under warranty and under maintenance garage you can lower; have 5 new hybrids which are under warranty and will not have breakdowns and Crown Vics are going and repairs line item cut down to 100,000.
- b. Richie Lyga, 58 Curtiss Road, Terryville, Chairman of Public Works Commission. Thanked Peter for responding to email on meeting tonight and thanked Vicky and Dan for taking time and sitting down with them. The Commission feels this was a big help for them to understand this and for the individuals now responsible for the budget. Dan made some good suggestions and did gain a lot of knowledge.
- c. Melanie Church, 328 Main Street – strongly feel we need a public works director; had one without credentials and it was a lot for Tony to catch up on when came back. Big process and thinks as far as goes, read job description of the director in Charter, talks about him being tree warden and other duties to it and the Mayor is not qualified to do and to pay this one or that one and to bring back later on is detrimental to the budget. Keep position in and will bring to the Council.
- d. Peter Giancesini, 8 Kimann Drive, also on Public Works Commission – mechanic we all know was injured and if assistant was not there might not be alive and since primary is not back, if no assistant who would do work; fire trucks, ambulances maintained, and new vehicles will have mileage and need normal maintenance such as oil, tires, etc and still have to have maintenance work going on. Would like to thank the finance board as know stressful time as he served for six years and commends everyone; comparing us to Thomaston, we cannot

compare from one place to another.

5. Correspondence - none

6. Board Member Comments

- a. Dan – reciprocity for those who worked with him on Public Works, met good people and good luck.
- b. Peter Cook – commend these guys and thank Tony for putting budget together before leaving and great help; good luck and thank you for being here.

7. Adjournment

MOTION: To adjourn by Pattie DeHuff; second Vicky Carey and the vote unanimous.
Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary