

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 Monday, March 10, 2014 at 7:02 p.m. by Chairman Peter Cook in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Michael Drozdick, James Zalot. Also present: David Bernagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Council members: Bill Heering, Sue Murawski. Excused absent Dan Murray.
2. Pledge of Allegiance
3. Fiscal Year 2014-2015 Budget

MOTION: To amend the agenda for items 3a and 3b to be capital outlays and debt service by Pattie DeHuff; second Vicky Carey and the vote unanimous.

- a. Debt Service – Dave Bernagel distributed and reviewed the schedule of debt service for 2014-2015 for payments due. Discussion held and will put footnote of original issues; chart showing maturity dates will be brought to upcoming meeting. General improvements reviewed including roads from last bonding referendum; sewer issue paid for by WPCA for denitrification and other projects going on there; Fall Mountain Water, refinance from 4% top 2%; Burr Road/Harwinton Avenue line. Leases, 850,000 outstanding, payments reviewed (projects such as fire truck; noted on capital outlays at bottom of page) which were part of the budget or short term leasing.
- b. Capital Outlays – Vicky Carey reviewed requests made from departments, (giving overview of how monies in Capitals works) originally at \$5.6 million and trimmed down to \$1.2 million of which \$600,000 is from taxpayers; general fund from grants is \$500,000 and Locip \$95,000. Town Aid to Road is \$260,000 with infrastructure grant of \$129,000 combines to equal \$389,000 and for accounting purposes it is under one line item.
Police Department Vehicle Replacement – use to do 2 – 2 - 3 and now 2 -2 -2; reviewed \$60,000 replacement. Dave gave background of purchase plan and phase out of Crown Victoria's and monies put aside waiting for new hybrids to come out.
Computer upgrades, year 3 of 7 for \$100,000
Reval, \$30,000 and with about 3 more years before we have reval done; do need money to work on personal property. Total cost is anywhere from \$300,000-500,000; currently have \$61,000 put aside. Every 5 years is statistical and 10 years is mandated full reval. Discussion held on Assessor's

proposal to the Board a few months ago and she was to come back to the Board with a proposal and rfp.

Fire Department, 5th year of pager replacement program, \$9,000

Other items for fire department as capital improvements is coming up with a plan for fire departments

Parks & Rec, John Deere gator and trailer for North Street Reservoir, \$12,300 (pickup truck cannot get on land and this is a all-terrain vehicle to be used for maintenance)

Snow thrower and blower \$2,700 for Parks and Rec which is replacement – Chairman Cook questioned if Parks/Rec should borrow from Public Works

Town Aid to Roads, \$2 million requested and recommended \$550,000. Dave reviewed what is done with this money; repaving, curbing, line striping.

Public Works: Skid steer (wanted 2) as snow blowing machine for sidewalks and recommending 1, \$43,000.

Other equipment was not approved until we receive a list.

Bemis Street Project Repair, grant funded.

\$53,000 is East Orchard Street bridge design and we will receive 30% grant on this.

Equipment garage, \$12,000 and town hall carpet replacement Phase 2, \$20,000 needs explanation.

AC upgrades, IT is recommending upgrade to air conditioning for server. Dave stated technology room in basement and not cool enough and need to keep servers at a cool temperature. \$10,000

Sally port door, safety issue, needs replacement or fixed; Dave stated garage door does not have stopping mechanism and original door to building, steel, and a safety issue. Dave stated do have quote in ballpark of \$9,000

Highway garage car port, \$30,000 to protect equipment.

Gas conversion at maintenance garage, \$9,000. When Hillside is done we need to install and run gas line into maintenance garage. Dave stated it will have alternative to switch from gas or oil depending on environment and eventually oil tanks will come out based on new DEP regulations.

Fencing at landfill, \$6,000 at back end of landfill; safety issue.

Generator replacement at maintenance, \$12,000

Planning Commission, Plan of Development, 10 year plan is due and needs to be done by July 2015. This is mandated by State of Connecticut. \$25,000

Library: \$40,000 for carpeting; air handlers (\$100,000) are expensive and we don't have that money. Elevator, \$49,000, they will come in this Thursday.

Facility Assessment and Study, \$25,000 – Dave stated goes with \$50,000 put aside last year to see what we need to do with town buildings and to apply for grant funding we need to get plan in place.

Emergency management, dam emergency plan, continuation of project from last year to develop; Dave gave background. \$25,000.

Vicky reviewed general fund \$600,000; Locip \$95,000; FEMA \$115,000; town aid \$260,000; and state infrastructure grant \$129,000 total \$1.2 million on capital outlay.

Discussion held with question on (a) debt service, total interest payment and

number provided tonight is \$763,105 and on sheet given last Thursday said interest payments \$700,000 and where did additional \$63,105. Dave Bertnagel stated the schedule last Thursday was estimate and this is the detail. The \$763,000 will go down and we should be refinancing within the month. Audit report reviewed. (b) how did Vicky came up with capitals. Vicky stated departments handed in requests, reviewed process. Dave Bertnagel stated he included the BOE budget in packet

4. Public Input

- a. Melanie Church, 328 Main Street – Would like to have a copy of budget and problem with getting information; public does not have a chance to look at budgets; at last meeting asked about transfers and still waiting for w2's and her second request.

5. Correspondence

6. Board Member Comments

- a. Vicky Carey – thought anyone who had w2 had to sign special permission and was in FOI information, union rep has to o.k. as this is personal information, privacy could be violated if given out. (b) transfers had been done last year at meetings and can go into minutes and see record of transfers that were made.
- b. Pattie DeHuff – (a) we are creating unnecessary problems for ourselves and what was handed out tonight should have copies available for the public and we don't need to have someone harping at us at every meeting that we are hiding something. (b) who puts stuff on websites; Dave Bertnagel stated web master works two days a week. (c) Council emails are not on there; Dave is working on email for BOF. Discussion held on email to BOF.
- c. Peter Cook – transfers are motioned, voted on and approved at meetings.

7. Adjournment

MOTION: To adjourn by Pattie DeHuff; second Vicky Carey and the vote unanimous. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary