

# 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 Plymouth Board of Finance was called to order on Thursday, March 5, 2015 at 7:00 p.m. by Chairman Peter Cook in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Michael Drozdick. Also present: AnnMarie Rheault, Interim Director of Finance; Robin Gudeczauskas, Recording Secretary; Council Liaison Sue Murawski; Charlie Wiegert, Interim Public Works Director. Excused absent: Dan Murray and Jim Zalot.
2. Pledge of Allegiance
3. Fiscal Year 2015-2016 Budget Review – AnnMarie Rheault distributed proposed Capital Projects and updates from Monday, reviewed: motor vehicle supplement as of end of February is at 107% of current budget; town clerk office misc line item which needs to change description which is burial and notary fees (page 5, 022-005); Insurance Recovery will come out of regular. Vicky Carey reviewed by line item:

\*Assessor - Revaluation currently 58,000 in it and last reval cost approx. 113,000 and we did allow the assessor to take money out to do personal property assessments; next reval is in 2016-2017. Will add \$50,000 in Capitals for 2015-2016 budget.

\*BOF/Comptroller - Facilities assessment/studies kept in and have been doing for past few years.

\*Comptroller - Computer/Technology upgrades (year 4 of 7) - need to do major work and will need cost ledger and accounts payable and a few new programs as well as safeguards. All technology comes from this line item; Ann Marie suggestion is to put a detailed plan in place going forward.

\*Emergency Management - Dam Emergency - we did have a dam study and one more dam needs to be done with engineering study and need to prepare plan for maintenance and upgrade. Discussion held.

\*Fire Department, Monitor Replacement, \$5,500 and will ask when they come in to do budget for details.

\*Fire Department, Mechanical exhaust – not recommended.

\*Public Works: 3.5 CY loader for transfer station - recommended \$165,000 which will be financed purchase – Charlie Wiegert stated they are looking at Volvo loader.

\*Public Works: GPS unit for vehicles is 15,000 through General Fund for all vehicles including police;

\*Public Works - Ford 4x4 F550 to replace truck 12 for 75,000 in short term financing.

\*Public Works – 15,000 lb equipment trailer, \$6,500 in General Fund.

\*Public Works - Town Hall carpet replace, \$25,000 - general fund.

\*Public Works - Library, rear parking area repairs, 20,000 general fund.

\*Library – Elevator Replacement – Requested \$20,000; Not funded; Chairman Cook

questioned when replacement is to be completed. Ann Marie stated they need 6 month lead time for parts; \$51,418 is initial quote from Thiessen and does not include electrical which she is waiting on.

\*Public Works - Town Aid to Roads, \$750,000 breakdown of funding source reviewed.

\*Public Works - GIS Mapping, Town Inventory, 35,000 for catch basin, street signs, manholes which those assets need to be located and used to create data base to track maintenance and this is a new regulation from DEEP that mandates it being done.

\*Public Works - Todd Hollow Road survey for 35,000. Pattie DeHuff questioned 30,000 survey study. Charlie Wiegert stated condition was surveyed and as result we got a PCI or grade for each road and that was used before bond package. This survey will have surveyor go out for where road is and where it should be, drainage, grades and first step in process. This road has never been surveyed.

\*Public Works - Town wide Security Upgrades, \$174,000 which is a 5 year lease; AnnMarie reviewed breakdown at bottom of page for Short Term Financing of Cap Projects (payments include principal and interest). Remaining portion is annual monitoring and maintenance and included in operating budgets under contract services. Charlie stated burglar alarms, fire alarm, access control, cameras and captioning and p.d. will have access to view all locations. Discussion on security equipment at town garage; Ann Marie stated a portion was paid two years ago; gave background and plan in cap projects in 2014 for town security upgrades and upgraded town hall key system.

\*Public Works – Sidewalk Repair and expansions – Vicky stated this is not on list and is capital item of \$20,000 and need to put in capitals from general operating budget.

\*Police - Police cruisers are 60,000 funded and will show as operating transfer in from extra duty fund.

Pattie DeHuff questioned 6500; Charlie said it is a 15,000 lb equipment trailer to haul the mini excavator and sidewalk machine which are too heavy for light trailer.

Vicky reviewed totals for funding sources with General Fund of 643,109; Town Aid of \$262,226; LOCIP of \$94,231; Municipal Grant of \$152,434 and Financed Purchases of \$414,000 for a total \$1,566,000.

Truck replacing will be brought to town hall for lead custodian or janitor to use at town hall which is a 1 ton dump truck.

Vicky stated the Capital Projects list will be reviewed a few more times before being finalized. Chairman Cook stated design items need to be done but will have to be done through project bonding. Vicky asked Charlie for town aid, municipal and LoCIP compilation of what has been done for past year with that money and what he anticipates to do in the next year; Charlie will have in next few weeks.

Chairman Cook stated he has been working with AnnMarie on budget and at present, the mil rate today, without changing anything, would be at 1.1 or 1.2.

#### 4. Public Comment

- a. Chris Simo Kinzer, 52 Old Farm Road – GPS, said 15,000 and for how many vehicles as you can get a decent gps for 100 tops. Charlie Wiegert stated the cost

will cover all vehicles (without his list it includes 21 in Public Works; 11 fire department; 9 police department; 5 pool cars) including a onetime set up fee and monthly fee. Includes start up and first year budget.

- b. John Murphy, Greystone Road – (a) thanked the board for work they do; (b) physically, how does the house look, are we paying bills, do we have money in the bank, are we financially good, bad, terrible. Chairman Cook stated we are paying bills and we have put in spending freezes; (c) he too is anxious to have an audit completed; (d) in line items, 3.5 cu yd loader, what year and can we lease the machine and what is condition of old one. Chairman Cook asked for questions in writing. (e) Existing loader, how many hours; maintenance record. Chairman Cook said he will have answer next time we go through this list. (f) police cars, see 8-9 out there and are they operating or not, buried in snow. GPS issue, we do have a police department and they can monitor as it looks like a Cadillac of a security system and why can't they tie in. AnnMarie stated it is tied in. Mr. Murphy asked why are we paying Tyco to monitor. Chairman Cook stated Tyco is doing all the schools. AnnMarie stated it is tied into police department monitoring. Charlie Wiegert stated the police have constant communication and cloud service goes through Tyco's system and when something happens they call list of people. (g) GPS, people work 8-10 hours a day and how did the town make it this far without knowing where someone is. We need to reevaluate where someone is. (h) Carpeting, he just carpeted and it was 4,000 and for 25,000 that is a lot. Some of this work was done it appears to him and now we are paying after the fact.
- c. Brian Dunn, 19 Carriage Drive – (a) highway garage with extra cameras and understand AnnMarie is working on mess that David was in charge of and still who initiated ordering the extra cameras. Chairman Cook stated not anyone on the BOF and do not know who. (b) Is there an investigation going on to this. Wasn't there a welder purchased? Chairman Cook said a small one was and if someone has a budget and has a small equipment line item, they can purchase within that. The BOF sets the budget and departments go do their thing. We will do the audit and have it done; if needed we will talk about a forensic audit. Ann Marie stated there was money in last year's budget for town security upgrades, reviewed. (c) 2 meetings ago the mayor said the biggest problem was David with his accounting and could not say no to people. You are using him as a scape goat. Chairman Cook stated, if he (David) says yes I have money to pay for it; that is it. (d) Agree on GPS on why we need to know where everybody is in a town this size and \$15,000 is a waste.
- d. Ralph Zovich, 4 Knight Lane, offered words of support; reviewed Capitals tonight and mentioned first pass and part of process. Last year general fund contributions reviewed and still in line for this year; bigger problem is 800,000 loss of revenue or increase in expenditures which will be to scrutinize every budget. No easy way to restore trust and integrity in system which is talk; from management perspective, he trusts Ann Marie and the Mayor who have basic safeguards in place; noted a few years ago had accounting standards manual and there is index

within for treasurers responsibilities and to follow it; audit needs to be finished. This will take time; because money is an emotional issue for all, people need to remember process and focus on it and not the person. Chairman Cook stated financial manual will be readdressed as soon as budget is done.

- e. Amber Phillips, Kimann Drive – (a) contract, and when submitted is there no name as to who is submitting it. AnnMarie stated it is a contract and David is the authorized signer. (b) Is there name who initiated it. AnnMarie stated with a requisition or purchase order. October 22, 2014 is date on contract per Charlie Wiegert.
  - f. Dan Gentile, 269 Mt. Tobe Road – seems like we are trying to witch-hunt; his memory on security is it was town wide last year after Newtown and the finance board put in money for security as well as the BOE; it is not who signed but the town came up with a plan.
  - g. Melanie Church, 328 Main Street, (a) it was brought out the forensic audit charge was approximately 30,000 for BOE; she distributed memo from Mike Santogatta and the forensic audit charge was 8446.92 for 3 months; also the 250,000 was put into medical reserve as she was curious where money went after superintendent brought it up at the last BOE meeting and had asked about that. She is bringing up forensic audit for 5 years as we have not had thorough books and believes over last 4 years different amounts of money was taken and we do not know if or where from and thinks at least you should do rfp, get price and see what costs would be; get it done looking back for 5 years. Was looking up Public Works for capitals, we were taking out loans and paying interest; and we have problems as we are using charge card to buy capitals; we need to look at it. Went to 3 accountants and if taking a loan it goes under debt service and not under capitals. AnnMarie stated those payments in budget do show up in line item in debt service for leases, principal and interest line items; right now principal and interest is one line item and in past 5 years there has been line items for leases; reviewed. (b) we need an inventory and a priority for all assets. AnnMarie stated we have an inventory for public works that was done in 2013.
  - h. John Murphy questioned DEEP mandate to look at catch basins and signs, do they reimburse us. Chairman Cook stated no.
5. Correspondence - none
6. Board Member Comments
- a. Chairman Cook asked Pattie to contact Clarence, Building Official who is under land use and need to review his budget as well.
  - b. Pattie DeHuff – Pequabuck River was part of a study; Vicky reviewed emergency management information and new regulations coming in. (b) inventory, never saw copy and can we get that. AnnMarie will have copies for next regular meeting.
  - c. Vicky Carey – underneath dams is Pequabuck River, Emergency

- Management, and working on plans and DEEP may tell us to fix Pequabuck River and under our auspices with dams, flood control and emergency
- d. Peter Cook – this year is year #8 and will be hardest. AnnMarie stated when she went through security system contract, it was a state contract.

7. Adjournment

**MOTION:** To adjourn by Mike Drozdick; second Vicky Carey and the vote unanimous.  
Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary