

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 12, 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, Dan Murray, Jim Zalot. Also present: AnnMarie Rheault, Interim Director of Finance; Robin Gudeczauskas, Recording Secretary.
2. Pledge of Allegiance

Chairman Cook stated for seating purposes the meeting was brought up to the Assembly Room from the Senior Lounge and some feel this is a FOI concern, if so, we can cancel; he does not have a problem continuing tonight. With no comment from the Board, Chairman Cook proceeded with the meeting.

3. Fiscal Year 2015-2016 Budget – Pattie DeHuff reviewed:

*EDC

-Pattie DeHuff distributed summary highlights from budget review on 3/3/2015 with Mike Ganem, Margus Laan and Craig Stevenson.

-Recommended page 26, Industrial Park should be labeled Business Park. New signs are needed with update of name change.

-CEDAS update should be deleted which is \$2700 (097-52 remove \$2700)

-Consultant, \$15,000 and currently over budget at \$20,550; asking for an increase to \$25,000 which is \$10,000 over current budget. AnnMarie clarified his salary was never reduced but David reduced line item to \$15000; he has been paid the last 4 years between \$24,000 - \$26,000 including current year. All contracts agree to what he has been paid. AnnMarie said he has been extremely helpful this year, reviewing and putting in grant reimbursements which will be about \$1 million bringing in. Michael Ganem, Chairman of Economic Development Commission, stated Craig attends monthly meeting and provides spreadsheet of what he is doing; would advocate the BOF review the \$25,000.

*096, Historic Property – meeting secretary salary due to a lot of meetings. No changes.

*049, Wetlands/Conservation – Arbor Day tree planting is held yearly; put in additional \$50 for a tree.

*024 Planning & Zoning/Land Use

- line item that needs to go in 019, LCCS is now Northwest Conservation District.

-004, salary enforcement, \$37,518 should be requested and recommended, union position per AnnMarie.

- 016, CCRPA but will be going to Naugatuck Valley and should be changed; number

came direct from Naugatuck Valley.

- Advertising – Ann Marie stated required legal notices.

-Printing, for Plan of Conservation and Development per state mandate needs to be updated; we put together and will copy. Vicky stated master plan for Plan of Development has \$10,000 from current budget in cap projects.

*Building Department, 051

-Distributed summary of meeting on 3/10/2015 to review budget.

-concerned on number of seminars he attends, reviewed requirements; if going to seminars and doesn't need to that makes her think we don't have a lot of activity in the building department. Handout distributed on Department of Administrative Services regarding continuing education as well as memos regarding number of building permits over three years and revenues for department; revenue coming in is going down.

AnnMarie stated we do not know what the activity will be.

-Secretary spends half time in this department and half in assessor.

-Uniforms is new line item, 016, in non supervisory union. AnnMarie stated he has to have some of that because of HazMat and he does not have anything; change line item name to PPE and amount to \$200; AnnMarie will clarify.

-Wireless charges, AnnMarie stated that is coming from her for charges she is putting for iPads, reviewed.

-Pattie DeHuff reviewed conversation that he was not sure what was in his budget; AnnMarie stated previously there were departments that did not budget for their own department and no knowledge that line items were cut and no mechanism that allowed people to be accountable. Vicky Carey stated in defense of education discussion, the State Dept of Ed does a printout of courses offering and we pay him to attend classes and her husband has to attend classes and it has to be more than recommended amount.

MOTION: To take a recess at 7:40 p.m. by Dan Murray; second Vicky Carey and the vote unanimous.

Chairman Cook called the meeting back to order at 7:43 p.m.

*Public Works, Margus Laan – gave CEDAS update, town switch from CCRPA to Central Naugatuck Council of Governments; reviewed; existing economic development; for this year there were funds left in CCRPA for purpose of match and administration of program is going to Greater New Britain Chamber of Commerce and instead of asking towns to pay money they looked at monies in existing accounts and using those and why no line item or money needed this year. Advertising, Margus stated Inland Wetlands, Planning & Zoning and Economic Development need to notice by state law. Vicky Carey asked (a) about\$10,000 for master plan; Margus stated they are working on it with update on public information night and process. (b) Planning and Zoning permits, is your office slowing down or picking up; Margus stated he feels picking up. Margus does write grants and reviewed what he has done, what is required, and need to submit proper documents and follow up.

*Parks & Rec, 080 – AnnMarie distributed updated budget sheet with breakdown of parks and programs; reviewed. Discussion held on recreation revolving fund. Recreation

department in total brings in close to \$75,000 revenue which is program generated. School rental is a new line item. Column labeled "Rec" to be changed to "Program" and "Salary PT – Rec" to be "Salary PT – Program". Numbers requesting need to be updated, Salary PT Park at \$10,000 should be \$7500; Salary PT Program of \$20,000 should be \$22,500.

Salary Director, Park \$55,000 is Director of Parks & Recreation.

Salary, P/T, Park is summer help; \$22,500 for Salary PT is camp. Pattie asked why isn't public works cutting grass; Paul Denis this department is parks and fields with overview of areas they maintain: PSS and MSS, reservoir, community garden, Lake Winfield; not counting garbage, weeding; started with 5 areas and now at 16 areas with same 2 guys and part time help in summer. Part time is minimum wage, college kids. Discussion held on ability to live with \$5,000 for part time Park summer help; Michael Ganem stated seasonal help comes in and last year closer to \$11,000 for 3 summer help but were furloughed at end, normally 40 hours a week for 3 guys. Minimum wage is \$9.15 and going up next year. 12 weeks at 10 per hour for 37.5 hours is \$11000. Skateboard park is coming on as well. Gerry Bourbonniere, 6 Fairmount Avenue, Vice Chair of Parks and Recreation Commission reviewed part time salary line items in original budget and program coordinator; current budget is at \$40,000 so they cannot hire anyone until July 1st and next year will be in deficit again if don't get increase. Discussion held on hours for program coordinator, what does \$40,000 encompass and what were hours for the year, June 15 to end of August, number of weeks at how many hours; hands on time for seasonal workers. AnnMarie reviewed allocation of part time salary line item, fy 2014 \$47,232 for part time and \$12,000 of that for park (lawn mowing, etc); Dan suggested going into payroll system to verify hours for each section. Brianna stated she was full time during summer camp session and working part time hours 5 hours paid to more than 20 which was rare and remainder of year averaged 10 hours a week and volunteered many hours. Discussion held on current budget and need to prepare for summer; need to find them money to start planning. AnnMarie stated summer help starts before camp starts as well as lawn mowing guy. Michael Ganem gave overview of work to be done before summer camp starts and that the summer camp coordinator at this time last year was interviewing counselors. Changes for the upcoming summer program include having broken out age groups for summer camp and a ton of stuff going on. This year for basketball had 164 kids enrolled compared to 110 kids last year; reviewed changes put in place for this year and with larger enrollment did what he had to do for program benefit in purchasing supplies. Peter Cook stated program income covers cost of program; he reviewed past Board feeling that we don't want to do a new program if afraid of cost and revenue might not first cover those costs; need to expand and try new things for the town. Peter Cook stated with regard to \$40,000 for Program Coordinator, we need to know how many hours as we cannot get to point where grieved by union that this is a union position and if 40 hours a week for 3 months than how many hours are left and allocated to get to amount. Need a plan. Mike Drozdick stated Capital Projects line item for golf course and saw something like that in North Carolina and successful in other areas and would be a good thing in Terryville/Plymouth. Only line item added is school rentals. Supplies are broken out differently; equipment is under equipment parks is 2500; what is 5000 for programs and 2500 for parks for equipment; Michael Ganem stated Supplies in Park could be paint, signage, lumber, install picnic tables; Equipment for Parks 2500 could be

chainsaw, repair of spindle on mowers; Paul Denis stated they are doing repairs in house to save money with example of mowers that are 18 years old; Equipment for program could include basketballs, jerseys. Rentals include porta potties. Discussion held on Disc Golf reviewing Page Park has a golf set up there; Disc golf would go behind community garden and \$25,000 represents 18 holes. Pattie DeHuff, capital request for \$25,000 and mayor has not recommended that appropriation yet it is in brochure handed out which advertises that; Michael Ganem stated if anyone calls they will send to Page Park and noted brochure says coming soon. Vicky Carey stated this is all a working budget and we can change anything in any of the Mayor's recommendations; discussion held on possibility of 9 hole one there for \$10,000 and would he be willing to set aside a bit for planning; design 18 hole and make 9, do in phases.

4. Public comment

- a. Joe Yezerski, 28 Hickory Street – (a) Is there a projected fund from Parks and Rec on revenue and projected moving forward plan. Chairman Cook stated it was not accounted for well and our understanding was the programs were making money and 2-3 years ago we pulled out \$40,000 from revolving fund and built up Lake Winfield stuff; problem is it may not have been as transparent and now confusing to the accountant who needs to clean up and get a handle on it. Once we understand, we will be in a much better position next year to do new things such as Frisbee golf. (b) He sees such great things in Park and Rec from volunteers in community, working with Michael and Brianna and the programs will grow expeditiously if things keep being done as the way they are now.
- b. George Franek, 75 Allen Street – (a) This past year was first year both of his daughters played basketball and he helped coach with several other parents and said thank you to Parks and Rec as this gave him time with his daughters and got him time with their friends; picked teams, practiced, scrimmaged and beneficial not only to kids but to the community. These programs give kids an outlet to be with people who care; it was fun. (b) Understand budgeting process and there is a force of volunteers happy to help out and work with Parks and Rec in the future so that our youth and town can have fun activities. Right now what do we have, not a lot. Thing is kids need outlet and positive role models; you want to make investment you invest in schools and these programs. (c) Frisbee golf, there is one in Bristol and very popular and maybe key point is start slow and build up. If have space you trim back a few trees.
- c. Gerry Bourbonniere, 6 Fairmount Avenue - Vice Chair, Parks and Rec – clarified for board and individuals on revolving account set up 5 years ago with premise is whatever revenue generated and if overage, they could utilize money any way they wanted; at one point did fix Lake Winfield with bocce court and horseshoe pit. When revolving account established agreed to give \$5000 per year to the town; example given. Chairman Cook stated he has been on board for 8 years and does not remember that and the revolving fund is not one they can spend on whatever they want but comes to BOF and money will be allocated. The BOF set it up the revolving account.
- d. John Murphy 3856 Greystone, his understanding is a budget issued for Parks and Rec and you need to get it under control before start allocating \$25,000 for something working in Bristol or Torrington and see if interest and start baby

steps; would like to see a dog park in town and in tight money situation now; hope board takes into consideration that a campaign promise the mill rate wouldn't go up.

5. Correspondence – none.

6. Board Member Comments

- a. Pattie DeHuff – earlier said deficit in Parks and Rec and we needed to find them some money to pay Brianna; confused as to why that department we have to find money for but we wouldn't go and offer the same advice to the tax collector when same amount of money. Chairman Cook stated Pattie and Board of Finance was on email he sent to Ted and told him there was not appetite to increase line item and suggested he go to Town Council, told him interpretation of Charter and how to get money. Mike Ganem came before us two weeks ago and told us of troubles and he needs money; if he comes to us and we decide there is no money, he will have to go to Town Council if we don't have money in contingency. Once he gets number we will figure out what to do and it will be a decision of the Board. Dan Murray stated he was not here two weeks ago on pitch and where issues lie for over expenditures, urged to be careful saying a Brianna thing as Pattie said on record and it is not, it may be a salary issue and we need to refrain from making comments on individuals.
- b. Vicky Carey – Town Council and Charter are allowed to do one time appropriations; building, tax collector and any department can do one time appropriation and think this is one of first steps. Going back to Parks and Rec about 20 years ago, there was an account for excursions and revolving account started when doing trips as trips became very popular for people and the town made money on it and we left money in that account to work with. Quite a few years ago took out approx. \$40,000 because it was high and we left \$10,000 there and that revolving account was for excursions and profit making for the town.
- c. Peter Cook – Monday is regular meeting; we will hear Mike Ganem out if they can get information. Pattie DeHuff asked if we will get report from whoever did investigation; Chairman Cook stated he was not sure if the Board is entitled to it.

7. Adjournment

MOTION: To adjourn by Vicky Carey; second Jim Zalot and the vote unanimous.
Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary