

# 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, April 6, 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, Mike Drozdick, Dan Murray and Jim Zalot. Also present: AnnMarie Rheault, Interim Director of Finance; Robin Gudeczauskas, Recording Secretary; Council Liaison Sue Murawski.
2. Pledge of Allegiance
3. Fiscal Year 2015-2016 Budget
  - \*Employee Benefits, 020
    - Health insurance line item revised for 2014 was 1.586 and revised is 1,149; working on getting update for 2015; original budget was \$1.350 and should be 913,000 and reduction due to shifting of line items between health insurance and benefits non-employee. That shift and \$287,000 in non-employee is because they reviewed anthem bills and categorized between active and prior employee or retiree and total up to 1.7 million. Need to update budget to reflect changes and net decrease is \$150,000. Letters have gone out to those people telling them what they should be paying; AnnMarie to determine the effective or due date stated in this letter. Discussion held.
    - Long Term Liabilities at \$200,000
    - Heart & Hypertension – no change
    - \*Town Clerk – no changes and did not provide part time wages
    - \*Judge of Probate- no change
    - \*Special Services – take \$1500 out of Beautification and increase to \$3500
    - \*Fire Marshal – no changes
    - \*Police Dept.
      - Salaries – Ann Marie needs to get more information and will look at savings in salaries; Ann Marie will ask the Chief to provide time line for how long trainees get paid at lower rate, when on full time, promotions and if so, impact and will they backfill positions
      - Service Contracts – is that enough; AnnMarie to review line item
      - Investigative Supplies – have created a fingerprinting income account to offset expenses from this line item. Line item to be \$2500
      - \*Emergency Management – no changes
      - \*Dog Warden –no changes
      - \*Animal Control – no changes
      - \*Communications/Dispatch – no changes
  - Pattie DeHuff questioned Office Supplies in each department there is one and some zero increase and some 150% increase. Chairman Cook stated in small line items it is not hard to have large percentage line item change and his answer is what we have heard is departments did not have input into their budget in previous year and these

are more real numbers. Year to date numbers reviewed. Jim Zalot stated in Communications paper is a large item for what they need to print out; microphones and headsets. AnnMarie to pull a history on account. Leave at \$1500

\*Fire Department – no change

Stations – phone question – AnnMarie stated those line items should go down, Terryville station is cable and phone (Comcast and Frontier), all phone numbers are on one account; cancellation for internet at headquarters and still have one phone line with Frontier; Plymouth has 2 and internet not changing; Fall Mountain has internet. AnnMarie will pull bills.

\*Town Hall Main- no changes

\*Utilities - no changes

\*Snow removal – no changes

\*Highway Department – Safety Officer to \$30,000 (outside service); position eventually will go to town wide responsibility; discussion held. Line item becomes \$35,000.

\*Facilities – no change

\*Transfer station – no further changes

\*Public Director's Offices – no change

\*Maintenance Garage – no changes

\*Building Department

Salary, Building Inspector – adjusted to \$61,485, no increase; Pattie distributed information on permits reported by building department from 2007-2014, reviewed stating information came from annual report or from audit stating. Her concern because of economy seeing less permits and would like to keep line item open and can we justify keeping a full time building inspector. Vicky Carey stated with building changing so much, she was looking at state statutes and some duties correspond with fire marshal, there are new laws all the time dealing with school buildings, other regulations out there, part of process for blight and issuing permits for buildings is not his only job; suggest description of what he does.

\*Salary, Secretary - 4 hours per day and shared resource with assessor. Pattie DeHuff would like that secretary with Assessor budget; also whether this position should be full time or part time position. Pattie stated she wanted to clarify something said that she had recommended that assessor be part time last year and she went back to minutes and nothing saying she recommenced but she and Mayor looking at it; minutes state Rae Ann responded to that and took exception.

\*Human Services – Pattie stated Heidi called her, wants to meet and wants to leave line item open.

\*Public Health Services

Part time - left at zero

Salaries f/t - Pattie asked that we cut that to 51,500 and is that what she is getting right now; whatever she is getting right now is what she should be getting in this budget. Ann Marie to figure out what she is getting.

Dues/subscription, 061-015 to \$950 for subscription for charity tracker program

\*Health, TAHD - no change

\*Ambulance Corps – no change

\*North Central Mental Health – no change

\*Elderly Transportation – no change

\*Library

Salaries part time staff – added \$4420 to adjust salaries

Salary p/t - no change

\*Recreation Services

Chairman Cook reviewed updated sheet, stated broken out for Rec, School Rentals is Rec, Park Rentals is not Rec. Total for all line items, rec in green and try to understand program income covers what we counted as Rec. AnnMarie to put in line item in revenue side showing full amount coming in and show line out of revenue to revolving fund and to total rec program line items and shows expenses to rec revolving fund. Green portion is \$80,000. Review of part time salaries; \$19,500 was for lawn mowing in summer. Actuals: 3 f/t people, 8 hours per day at \$10.50 for 4 months or \$20,160. Salary p/t Park currently at \$5000 should be \$20,000. List included of all work do and facilities added to maintain since May 2013. Salary Rec P/T was at \$20,000 and actual \$20,750.

Salary Program Coordinator – justification reviewed by AnnMarie totaling \$21,088. Camp only is \$10,528. Question is how much additional time do we give or feel necessary. Pattie stated we have parks & rec director and person who filled slot would have been planning what this camp will be; if individual and person starting in January to prepare for camp what is the director doing besides other programs going on; why do they need 2 weeks to wrap up camp, etc. Chairman Cook stated he has no problem with startup and wrap up but 10 hours per week for 24 weeks is a bit excessive. Discussion held. \$10,560 cut out of request. AnnMarie asked what goal is; what presented is goal to cover all expenses including coordinator by not taking money from general fund but covering expenses through program income.

Suggestion to have position at \$11,000; removing Asst Program Coordinator, General. Vicky stated we had full time Director, then part time and now back to full time and now want help and the Parks and Rec Director should be able to do; he should be able to do program coordinator. Discussion held. Pattie feels 4 weeks at 10 hours per week to plan. Camp session of \$6000 and then additional money has to be managed to cover either end of camp and part of program income. Discussion held on program income covering expenses and cannot go over line items of budget regardless of revenue. Line items need to be followed regardless of income. Line item will be “Transfer Rec to Revolving Fund”. Chairman Cook stated the BOE needs to be careful not to underfund Youth Camp Coordinator.

Salary p/t Park = seasonal is \$20,160; adjustment on sheet from other night; adjustment made. Salary p/t Rec is \$20,750; Youth Camp Coordinator \$11,000. Melanie Church, 328 Main Street – when Forman guy was here you ended up with a lot of money, they bought playground equipment and when the BOF found out about that money you lowered amount in there and was supposed to be revolving if they wanted a new program and needed supplies, money would come from there, they would try program and made it, it would replenish revolving account and way working until Mr. Ganem; it was not for salaries and make sure you spent it. Discussion held on money swept from account; Discussion held on Youth Coordinator line item changed to \$9000 by Pattie. All in agreement.

\*Debt – do we hold with stated policy of maintaining; Ann Marie stated the BOF

needs to clarify funding policy includes or excludes leases or short term financing. BOF on Thursday will go through Capitals to get right numbers for this section.

4. Public Comment

- a. Rae Ann Wolcott, Assessor – stated she will clarify a few things said when she was not here last Thursday. You will do what you want to do and monumental task but clarified way position was shared between Thomaston at the time Mayor Merchant was BOF Chair and Mayor Mischke put process in motion and used as campaign when recampaigned as saving money. Hired as full time, in union and at rate of pay less than previous assessor. Within a month the mayor came to her as Thomaston could not find assessor and idea to share and help towns save money and asked her if willing to share time; only problem she had was she could not lose benefits. Plymouth worked out agreement with Thomaston and came with plan that she retained full time status with Plymouth and full time employee in Plymouth but Thomaston would rent her services from the town. With that came other problems as did have full time clerk had to compensate her to help in office which was state reports and handled day to day tasks; other concern was if this was too much for her or not working for either town she came back and retained full time status. Thomaston decided to refer reval; even if hire independent contractor there is a lot of quality control that goes into it. It took her a year to clean up 2011 reval and it was from measuring problems. Did it to help out both towns and save money. She did not get anything additional for doing that work. Went to Thomaston in late 2000 and there until 7/1/2004 and came back here full time with no questions; asked to help Thomaston again when they fired assessor in 2006 and helped a few years. Former Mayor Festa took her back and sat with union and clerical staff as her full time clerk retired, and he said he could not justify 2 full time people in office when running for years with 1.5. At the time the building department was slowing down and said not enough work in building to justify full time and pulled Janet on board from clerical in building. Now the structure of office did not change; Janet gets shared between 2 offices depending on need but union required Rae Ann be supervisor as she spent bulk of time in assessor office. Janet is in the building office from 8:30-12:30; Rae Ann is sinking in reports; will never refuse to do state reports however if something is late to the state, there is a penalty attached and the penalty for her reports goes to the town; the penalty for Joe's report goes to him. Did 5 renter rebates today; the town has grown; drive through the Business Park; Mayor Merchant is quoted every month on business working on, coming in, Inland Fuels is going on grand list; all new businesses and have assessment incentive attached and she administers that. They are not all the same; firefighters, ambulance people get up to \$1000 off tax bill and done every year; motor vehicle, veterans is all manual; there is still a lot of work and field work. If make her part time she will give 150% but when grand list does not grow and next year have worse year than this year she will sit there and say I told you so. Thank you for listening; anything she can do to help she will and want them aware of impact.
- b. John Murphy, 385 Greystone – reduction in staff in assessor and to him they are important; they do bring monies into the town and cannot understand why cut

- nose to spite face via personal vendetta. Revenue generating; he is in real estate and deals with foreclosure and a lot involved. Things that are put up not according to rules, permits, regulators and she sees that and captures it and brings to the town and generates a tax bill. According to town charter, chapter 3, section 4, the town council sets hours for departments and not the Mayor or personnel; that office needs to be open and can look at chapter 6 section 4 section 5 of finance for direction.
- c. Janet Olmstead, Assessor and Building Clerk – Rae Ann distributed information from her and will not read it all. Aspect of office that is revenue generator and she did not touch on much. Started doing audits and gave result of last 4 audits which brought the town \$21,973 in additional revenue. What they do in office is important and in addition to elderly, disabled, homeowner, renters. If people are at motor vehicle to register car and owe taxes, they need to come back here to get cleared. If eliminate job and cut down on her hours, she does have bumping rights and have not decided what her decision will be on that; there was a grievance filing for Rae Ann doing her work in office; truly think if you want to cut budget you should look into other areas as three offices 15,000 over as of January 31<sup>st</sup> which she read on actual overtime and none was to do with public works as she understands snow. If those 3 offices continue with overtime in this economy we will be over 30,000 for overtime. Spending freeze, hiring freeze is needed and all new positions are not necessary; department heads need to take care of their offices; public works, her office and all were involved in safety program and should not have to hire someone as that 30,000 will be overtime as by the time finished you have a position with 10,000-20,000 in overtime. Give it back to offices; department heads should be doing these things, grant writing and if do not know how, take a class.
  - d. Melanie Church, 328 Main Street – safety coordinator position was part of public works and only temporary as problems with public works; extended because of problems and person stayed longer. Mayor tried to introduce position to council and they reneged on it and believe the mayor is bringing it through and circumventing what legislative body wanted and didn't want. Position should be sent back to Council. You are adding positions but laying off. Parks and Rec, you will have to make sure seasonal or will have union come in.

5. Correspondence - none

6. Board Member Comments - none

7. Adjournment

**MOTION:** To adjourn by Dan Murray; second Vicky Carey and the vote unanimous. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary