

# 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 13, 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.

2. Pledge of Allegiance

3. Fiscal Year 2015-2016 Budget

Updated package dated 4/13/2015 distributed and reviewed.

\*Comptroller's Office

Reconsider Grant Administrator which would be more of a contract service, reviewed.

Heidi Caron stated in Bristol they get a percentage based on how much they bring in.

This grant administrator will be a contract service and is based upon success. Discussion held. Vicky Carey suggested partial funding and do trial. Pattie DeHuff stated we have to be careful about grants as they might not be good for our community as most have strings attached and those end up costing the community and she is not in favor of this position.

**MOTION:** To put \$10,000 into the Grant Administrator's/Contract Service line item by Pattie DeHuff; second Dan Murray. Discussion: none. Vote: Mike Drozdick, yes; Pattie DeHuff, yes; Jim Drozdick, yes; Vicky Carey, yes; Dan Murray, yes. Motion carries.

\*Board of Finance

Chairman Cook stated the Board voted to have Town Council vote on Tyco mess and we have two potential costs; lease or pay for it; we owe somebody  $\pm$ \$200,000 and we can either hope it passes or put \$200,000 in BOF contingency. They would sue breach of contract including \$150,000 fees and \$178,000 to install and we can add money for town attorney and looking at \$300,000 to not do that. Current project status is 90% complete; AnnMarie stated only thing not complete is a portion of transfer station. Discussion held on putting in Capitals under short term financing. It is a capital expenditure and putting \$200,000 in contingency and taking out of budget is not the right way to pay for it. Pattie DeHuff stated she is in favor of leaving it in capitals. AnnMarie stated you can encumber money from this year and pay for full year of next years' lease. Choices: dollar buy out at end of 5 years own equipment or at end of 5 years do fair market value lease; reviewed; better option is to pay lesser amount and at end of 5 years if you decide to keep you have slight balloon payment. Dan Murray stated it belongs in Capitals with a 5 year plan which satisfies obligation under and through discussion if budget is approved, it satisfies Charter piece that was of concern.

**MOTION:** To recommend we put \$174,000 for Town Wide Security Upgrade in Capital

for 2015-2016 year by Dan Murray; second Jim Zalot. Discussion: Melanie Church stated you have to rescind the first. Vicky Carey stated it will be under short term financing of cap projects; Chairman Cook, back where it was and we will make adjustments. We have \$55,000 from last year or current year to pay out from security upgrades. Vote: Dan Murray, yes; Vicky Carey, yes; Jim Zalot, yes; Pattie DeHuff, yes; Mike Drozdick, yes and motion unanimous.

Dan Murray stated the Town Council needs to be notified; Chairman Cook stated he will discuss at the public presentation.

**\*Assessor**

Salary, Assessor – This represents 5 hours a day and Salary Staff is in Building Department line and time will be split. Pattie DeHuff stated she feels that will be a problem as union contract was just signed; based on hours set it will be a union issue. Chairman Cook stated if it is one they can come back with a onetime appropriation.

**MOTION:** That we increase the assessor's salary to what the current salary is of 68,355 for the 2015 fiscal year budget by Pattie DeHuff.

**AMEND MOTION:** To increase the position to full time so we have an assessor there by Pattie DeHuff. Motions fail for lack of a second.

**MOTION:** To maintain the \$48,828 as recommended by the Mayor for 2015-2016 budget for the salary of the Assessor by Dan Murray; second Mike Drozdick.

Discussion: none. Vote: Mike Drozdick, yes; Pattie DeHuff, no; Jim Zalot, yes; Vicky Carey, no; Dan Murray, yes. Motion carries.

**\*Police Department**

Service Contracts – Chairman Cook stated he received an email from Chief Krasicky, read into record, which was in response to Ann Marie's email on \$7,000. AnnMarie stated the line item is currently at almost 14,000 for this year.. They requested changed from 10,000 to 15,000. Increase line item to \$15,000.

**\*Human Services Commission**

Pattie DeHuff stated she met with Heidi Caron and Sally Bain Picard and new Director, Heather Burns; giving overview of conversation:

Salary f/t is not 51,500 but \$51,000 and will go up to \$53,000 per negotiated contract and recommend the \$53,000 goes in.

Salary PT – \$40,040 was requested by previous director and Heather said she did not have enough time to evaluate but number of items in fall that occurs including backpack program, Small Wonders, open enrollment for Medicare, energy assistance and thought we would need 16 weeks at 22 hours at \$10 per hour or \$3,520 needed at crunch time for a social worker. \$5000 would be sufficient but feel need to put actual amount of \$3,520 for part time help for a social worker. Discussion held on name for line item. Contract Service with no benefits. Dan Murray rounded to \$3600. \$600 under contract and professional service so will increase this line item \$3000 for total of \$3,600.

**\*Human Services, 060**

Commission – had discussion about Plymouth Connection, which is not a donation; discussion was held on services provided and would be almost \$6000. Heidi Caron stated if they did full page ad plus postage of newsletter it would have been over \$6000. Felt as a Commission they needed to be savvy with budget and utilized Plymouth Connection and paying her a fee to be able to put newsletter together. Plymouth Connection will invoice them at a rate. Change line item to Advertising and have \$3000.

Human Service Commission will be \$1,000. Part of that 2000 was for town secretary for duties and if \$100 per clip that was 800-1000 and have a volunteer secretary and saving the town.

**\*Public Health Services**

Office Supplies, \$200 is for ink for printing minutes at home

**\*Building Department**

Salary Secretary – will be split between building and assessor; \$25,000; 4 hours a day (2 hours in each department) 5 days per week. Dan Murray asked if enough flexibility to accommodate one department if need additional hours over another. Keep position in Building Department. Pattie DeHuff stated she is not in agreement with this.

**MOTION:** To make the salary staff which is the secretarial position for the assessor's office at the same rate of 37,480 and keep it in the assessor's office at full time by Pattie DeHuff. Motion fails for lack of a second.

Discussion held to leave at 4 hours per day in building department; Pattie DeHuff stated she has a problem with that.

Dan stated the 25,000 would appear to cover more if time was needed based on quick calculation of hourly rate; 5 hours per day.

**MOTION:** To keep 25,000 as Salary Secretary under Building Department for the 15-16 budget by Dan Murray; second Mike Drozdick. Discussion: none. Vote: Mike Drozdick, yes; Pattie DeHuff, no; Jim Zalot, yes; Vicky Carey, yes; Dan Murray, yes and the motion carries.

**\*Fire Department –** Vicky Carey questioned the fire department budget and did they include anything for maintenance in buildings; Jim Zalot stated for janitorial services; Discussion held

**\*Safety –** Discussion held on accident in Highway Department and whether Safety should be under human resources; safety should be paramount in all departments and we are not there yet; feel they need to report to Charlie Wiegert; biggest need is Charlie and Public Works. AnnMarie stated Charlie has Facilities under his budget which this encompasses.

**\*Capital Projects**

Library Elevator – Charlie is meeting with Otis per AnnMarie and when contacting Otis asking for additional estimate, they will come out and take look; we need to make code upgrades and electrical and possible pipe that needs to be located to the building and something else needs to go on. If you have to do upgrades you are no longer grandfathered and need to comply with building codes. Inspection will take place this week. Discussion held. Email from Lynn White to Charlie read into record. Discussion on adding more into line item; add \$10,000 to make line item \$25,000 for elevator replacement.

Dan Murray gave overview of conversation with Mike Santogatta – situation with BOE that allocated “x” amount of dollars in a year to use for operating a school system and within budget there are capital expenditures utilized that become a foundation from years moving forward as to dollars being put into BOE budget so that if an expenditure in BOE was for 50,000 and spent this year, that money would carry over next year in the budget process. Thought is that we could take capital expenditure and bring into the towns capital budget which therefore would not impact on a recurring basis an increase of funds to the BOE general operating budget every year. Utilization of technology, equipment,

software, etc. and talked briefly with Peter and sent a note to Mike and he did not seem to be adverse to it and concern would be it didn't become a one and done type thing. What Chairman Cook said is we need long range planning and this board in a year will look at expenditures of the town, good education system for children and if put money in capital budget and part of it with grants, it would come back in but would not increase the BOE budget every year. We cannot guarantee that the BOE will get that grant money each and every year. Dollar amount is \$70,000 in Rich Trudeau's tech budget and if we put in capitals this year and he granted it, over 2 years the impact would be lesser than if we put into the board. Discussion held on question as we move to technology away from books, we did not capitalize books and if the BOE does the same long term planning they would flat line \$70,000 and from response it looks like that is what they will do. Dan Murray stated concern is turnover of 3 key positions in the BOE within last few years and we are losing and have lost some good people and management of this budget will become paramount as these representatives have limited availability of what we can do and what we see and do not see; not fan of sweeping cuts for sake of making cuts. We have seen they have been self sufficient on their own when things come up in budget. There may be opportunities to bring money in to town on capital basis where we can manage those projects but not at an expense of it becoming something we say, you don't have it and you don't need it. We need long range plan that is sustainable and manageable without whoever is in office changing their mind. The BOE has done a fantastic job of bridging the bond of the town and educators. Discussion held that the BOF is not sure this year we have enough information and we need to look in future and figure out how we can work with BOE to do this and help them by capitalizing some of these things and not putting in budget in a responsible way going forward. Much of the technology money was to push computers lower and lower in grades and not in favor of taking money out of that this year; they might decide not to do technology and not sure that taking \$70,000 out is the right thing to do. 2.15% increase for BOE vs. requested 4.4%

#### \*Revenues

Tax Collector – have put in numbers recommended. Joe stated there are a few line items that were already over what was budgeted last year and feel increase is warranted for next year; back taxes is a moving target. With 2 attorneys, currently have slightly over 900,000 in money to be collected, accounts, for prior years with attorneys includes back tax, interest and fees. Some of those larger ones will not be paid and will go into foreclosure and took out approximate \$275,000 of that; selective based on accounts which brings down to 625,000 collection. Of that calculated would expect \$200,000 of back tax portion for next fiscal year that will be collected. Chairman Cook reviewed 600,000 in prior year's taxes and some from lawyers and some from people who are delinquent now who will not pay by June. Interest and liens at 260,000 and agree as already over 300,000 but as back tax collection goes down so will interest and liens. Motor vehicle at \$275,000 and currently at \$257,000 and last year did \$267,000. Collection agency fees are in at \$15,000 which goes to back taxes.

Thursday will be final vote based on recommendations made today.

Review of Mill Rate calculation given mil rate increase of 1.53 and if breakdown to where it came from

.56 Revenue reduction

.45 Municipal side

.67 school increase

-.15 from decrease in capital expenditures this year over last year.

4. Public comment

- a. Barbara Rockwell, 70 Bemis Street, Town Clerk – came here in hopes that maybe the BOF would equalize her pay with some of the rest of people in building being she is still the lowest paid department head for 15 years. Also, do not know if the BOF is doing the right thing with assessor's office who have a lot of work backlogged and do not know if can make it part time; database on website has not been updated.
- b. Peter Giancesini, 8 Kimann Drive – Dan talked about taking items from BOE, such as i.t. Look at education mandate which is teacher salary, books, lab equipment, psychologist and you also have buildings with roofs to be changed and heating systems and some of those are operated by BOE but owned by Town of Plymouth and eventually need facility manager for contracts to be maintained and you have more leverage. Think it is a good idea but cannot be jumped into quickly.

5. Correspondence - none

6. Board Member Comments

- a. Pattie DeHuff – think it is not serving the people well if we don't all have the same information all at the same time and not particularly happy tonight about this; think we came in here, got elected and worked on platform which was we would try to reduce mil rate by 1 mil and the people clearly wanted to have taxes reduced and that will not happen at this point in time if budget remains as is. More frustrated that we don't all seem to have same information at same time and overhead that discussion you had Dan about technology and moving off and worthwhile discussion to have but as Peter said it is too late this year but we should be communicating better with one another.

7. Adjournment

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

Respectfully submitted,

Robin Gudczauskas  
Recording Secretary