

1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Thursday, March 3, 2016 at 7:00 p.m. by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Pattie DeHuff, Jay Dorso, Dan Murray, Jim Zalot, Ralph Zovich. Also in attendance: Mayor David Merchant; Ann Marie Rheault, Director of Finance: Sue Murawski, Council Liaison; Robin Gudeczauskas, Recording Secretary.

2. Pledge of Allegiance

3. Notice of Fire Exits

4. Review of proposed FY2016-17 General Fund Budget

Chairman Zovich distributed tentative schedule by department, reviewed with discussion; review format discussed stating personnel management issues are not discussed (i.e. individual/person). Mayor Merchant gave budget overview stating mill rate is number one concern; goal was to make as accurate as they possibly can with real numbers; 1 mil is \$681,482. Highlights: debt service line item added \$150,000; fire truck at \$100,000 to replace a 40 year old truck (1980); street sweeper \$236,000 (one we have is 1990 and have spent \$16,000 repairing it this year and needs to be replaced); \$300,000 for BOE; \$16,000 increase of Dial A Ride as need a new van and they are looking for a grant for the van; \$35,000 in highway department for a safety program (long overdue and a program that will bring safety classes to highway and mechanical garage); \$44,000 increase to property and casualty insurance; employee benefits, \$60,200 increase; Pensions \$420,000 (to properly fund this); police department \$111,000 in overtime and body cameras (body cameras purchased \$27,000 per year for 5 year program that stores data); increase snow removal by \$61,000 for a total about 2 mills or \$1.3 million. Curbside pickup was taken out of the budget which is about \$500,000 and it was put out to bid to see exact costs or 7/10 of a mill, reviewed. Surveys put out and over 600 came back and 87% of the people who sent back said yes, they want curbside pickup. It is up to the BOF as to whether to want to put it in. Ann Marie Rheault gave update for page 1: Gross Tax Billings change 98% to 98.5% is 24,817,918; motor vehicle is 95% or \$2,603,103 for total of 27,421,021. Page 2 is correct. Expenditures; summary of revenue for 2016: 39,435,664 on page 4 and total of budget of expenditures on page 6 does not tie in total to revenue 39,477,387 and changed by amount we changed the mayor secretary salary and contract services for comptroller. Change to revenue, added amount under operating transfers in, page 9, 27,324 of evidence storage for body cameras which she proposes comes from extra duty fund.

Mayor

Administrative Assistant position is converted to salary exempt position. Benefits for position are vacation (5 weeks), 4 personal days and longevity. Background of position given. Discussion held.

Human Resources handle insurance and under contract services; Chairman Zovich reviewed 2013-2014 budget overview. Benefits administrator, contract services, is going up \$15,000 and has saved us \$150,000; increasing hours to come in weekly (1099 employee); discussion held. Ann Marie stated from 1 day every other week and 1 day every week with another 4-6 hours off site every week. She attends workmen's comp hearings, small claims and we have won cases.

Dan Murray stated an administrative assistant typically has record keeping and minute keeping of various commissions in event of absence and not include. Ann Marie Rheault

stated with regard to meeting secretary line, it is for all meeting commissions secretary except for a few in separate items and does not include Charter and why increase as one or two commissions were not in previously. Unused vacation pay, is 6,300 for 5 weeks vacation, personal and longevity as past practice is that person has been paid for not taking time off. Position is at mayor's discretion. Job description for position is needed. FOI complaints go to the Mayor's office, flat fee is charged for FOI; Mayor Merchant stated different departments may be responsible for the FOI's and according to FOI you charge \$.50 per page; if document is available they get it; but do not create a document. Discussion held.

Comptroller's Office

Contract Services for Temp Audit Staff – guesstimate for carry over; when lose temporary help may need to revisit as to create a position within department for a staff accountant who would be an assistant staff accountant.

Raises - will see in every department for non union people there is 1.5% raise and rest of line items if have a current ratified contract the salary line items are for increases on July 1st and those who do not have a signed contract yet will not reflect any raises. Once contracts ratified will be reflected in Wage Adjustment line item. Salary Staff line item is a change in labor grade for payroll clerk/accountant from 7 to 8. In some departments it looks like upwards of a 6% raise (Building inspector and the contract as of the last budget that had expired and not ratified and as of this year they received 3 years of retro pay and now included is last year of ratified contract). Chairman Zovich stated in total for comptrollers is down \$24,000. Mayor Merchant stated \$7500 for Temp Staff and his opinion is there should be more. Software upgrade is to have BOE and town switch to the same program with 4-5 suppliers.

25,000 jump in Service Contracts line item as ADP payroll fees of \$25,000; discussion held on putting it back in Contract Services. \$9700 in is Springbook and for software which is Service Contract. ADP back into contract services.

Have collected \$380,000 in restitution from theft. Mayor Merchant stated what was taken from his home is in TX and we may get a little bit; insurance carrier is other part and was to pay us \$490,000 max and we need to look back to 2011 and 2012, if we had different carrier we may need to go back to another carrier.

Central Supply

Memberships increase of 8031 – Ann Marie stated this was buried somewhere else for professional memberships for CCM and will research where it was previously charged to.

Service contracts up 4000 – copier contracts and leasing company is reviewing.

Office supplies, 2500 increase

Technology upgrades – line item in capitals; there are regular items ongoing that are purchased and may need to come back to this line item; Ann Marie to research for components, repairs, etc.

Total Central Supply up 16%

Town Treasurer – no change

Registrars

Have presidential primary and election this coming year

Town Council

No increase and do need a vote on salary; Chairman Zovich suggested rounding to \$6000.

Board of Finance

Meeting Secretary – 1.5% increase suggested. Ann Marie to get policy

Expenses – Ann Marie to pull up detail; legal notices.
Town Audit – need to close 14-15 and then 15-16 and will need to go out RFP
Fraud Risk Assessment – one time and will encumber. Before end of year will go out for RFP
Reserve for Contingency
BOF increase of \$12,500

Assessor

Salary, Assessor – return to full time; part of non supervisor caught in contract ratification.
Salary Staff - \$4000 reduction; part time clerk. Mayor Merchant gave overview of 4 clerks down 1.5 who are still within department line item but they are in a “pool”, cross training. One person will delegate to other clerks. Discussion held.
Department Up 18,140.

Board of Tax Review

Tax Collector

Part time salary, \$8,000 drop
Collection Agency fees, this is a pass through line item
Tax Refunds - \$35,000 (guesstimate as not budgeted previously)

Non union department heads – salaries determined by the BOF. Tax Collector salary is up 1.5% and Town Clerk is 1.5%.

Legal Services

Legal Services, additional 20,000 – Mayor Merchant stated this is a guesstimate as working on a lot of things such as real estate transactions.
Labor Attorney – will see arbitrations, law suit and grievances; have 2 bargaining units going to arbitration; one bargaining unit last week changed unions. Trying to settle police department by end of this fiscal year. Discussion held.
Foreclosure/delinquent \$10,000 increase which has offsetting revenue
Chairman Zovich relayed conversation he had with Mrs. LeGassey who stated Plainville has hired a specialist to assist in tax sales; benefits reviewed. Ralph suggested when the tax collector is back, should we have the tax specialist come in and prepare a proposal.

Vicky Carey was excused at 8:50 p.m.

Chairman Zovich stated will stop here and start with 019 on Monday; Public hearing is next Tuesday on bond proposal; asked that current bond payment schedule be distributed for Tuesday.

5. Public Comment

a. Melanie Church, 328 Main Street – (1) legal, do need see bond counsel which is separate attorney; (2) charter and question for administrative assistant was name change only from executive secretary to administrative assistant and only thing that person is an executive secretary and pay for that or administrative assistant is equal and not this high exorbitant amount. You can get that from town clerk. (3) salary is set by BOF and not by the Mayor; Mayor can make recommendations and it is the BOF that needs to look and say how much can we afford to pay. Gave overview of how other towns work it giving an example. (4) BOE is asking exorbitant amount and runaway train. Last year they had more expenditures not in their budget and they made it and had excess money which proves it is a padded budget. (5) we had hardly any snow and used practically nothing and would like to see the

snow budget put in a separate line item for emergency (6) money from Bertnagel is not extra money; it was taken from certain accounts and needs to go back to those accounts.

b. Taylor Rapplayea, Republican American – how much collected; Ann Marie stated 371,000 and another 9,000 within past few days.

Chairman Zovich stated a point of clarification; money goes back in the General Fund.

6. Board Members' Comments

a. Dan Murray – from last Monday on revenue of 6500 for Emergency Management was not applied for but something that was inadvertently slipped to wayside and Mr. Orsini will take necessary actions to get in for this year and process for next year.

b. Pattie DeHuff – (1) met with Police Chief, Ann Marie and Chet Scoville on Tuesday and a 2.5 hour meeting and very interesting. (2) Asset forfeiture - did not ask for documents; Ann Marie stated around 30,000. (3) Overtime adding to budget. (4) She did put meeting on facebook and one question was on truck for animal control and where did it come from and was told in budget; Ann Marie stated that is a vehicle and the truck does cost less than an SUV and was presented in all budget meetings last year. (5) Also, renovations done in town hall and part of budget.

c. Ralph Zovich – next week Monday meeting is upstairs.

AnnMarie Rheault reiterated first page will be replaced on Monday.

7. Adjournment

MOTION: To adjourn by Dan Murray; second Jim Zalot and the vote unanimous.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary