

1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Thursday, March 31, 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: Ann Marie Rheault, Director of Finance; Heather Burns, Human Services Director; Sue Murawski, Council Liaison; Robin Gudczaskas, Recording Secretary.

2. Pledge of Allegiance

3. Notice of Fire Exits

4. Review of proposed FY2016-17 General Fund Budget

Chairman Zovich gave overview of agenda and read the March 20 2014 approval of BOF Public Comment Policy into record.

Jim Zalot reviewed Public Health

Ambulance Corps, 065 – Lani Johnson, Board of Directors assisted in review

Repairs and supplies, \$500 increase for plumbing and electrical

Service Contracts, \$1700 – increased \$500 by AnnMarie on needs for better copier

C/Med Assessment – remains the same

Heat up \$500 or 11.11%

Electricity and Telephone remain the same

Water, increase of \$600 or 30%

Overall up \$3,300 or 1.34%

Review of distributed Summary balance sheet and Profit & Loss Statement: Lani Johnson, 26 Cross Rd, President of BOD of Ambulance Corps, stated they will be buying a new ambulance next year which is \$230,000; some money, restricted cash, is deferred compensation plan which they pay as well as scholarship; review and discussion. Full retained earnings is \$524,000; discussion held. Lani noted supplemental charge is from company hired for daytime coverage and at times need to hire company for additional coverage. Have explorer group and while in high they have become EMT's and this is their feeder corps.

Capitals – heating/air-conditioning system and replacement of \$10,000 was guesstimate and brought in outside company and actual is \$20,000-22,000 for repairs. Building is 13 years old and units are at end of lifespan; has concern of mold under flooring due to condensation of units. Lani said maybe wait until next year but it is a problem. We have 10,500 in capital outlay for upcoming year for replacement of as many units as possible for this amount. Discussion held with Board requesting they look at economics and what is efficient source of units for this facility.

Human Services Commission, 060

Commission - recommended 1,000. Letter from Heidi Caron read into record by J. Zalot for increase to \$4,000. Jim stated money is for attorney who specializes in 501c3; grants out there but need to be non profit and would then generate money for the town. Heidi Caron, Human Service Chair, stated she is asking for increase to hire attorney who handles these applications, reviewed; grant money would help seniors, disabled or those in need; are using trust funds but depleting them. One time legal fee is

\$3,000. Discussion held and Chairman Zovich stated do not want to inflate commission operating budget with one time legal fee; Ann Marie stated add account line item for 501c3 expenses for one time. Discussion held on process. When they receive revenues into organization it will operate like Friends of the Library and a separate organization from the town. They could possible fund their own commission in time. Heather Burns, Human Services Director, gave explanation of different funds now used such as Small Wonders, Fuel, etc and stated grants are specific such as senior nutrition class; backpacks and money is used specifically for those programs.

Advertising – no change

Balance for Human Services Commission to \$5200.

061, Human Services

Salary – 1.5% increase

Salary, PT – nothing budgeted. Heather Burns gave overview of office needs with walk ins, phone calls, etc is busy and would like part time help for \$4,800. She stated September through December is busy time of year; heating assistance, holiday program and people in need has her working on average 45-50 hours per week; assistant would help during busiest time of year for 16 weeks. Holiday program, had 170 children or 79 families this year and a lot to coordinate. Log of phone calls and walk ins distributed and reviewed. Dan Murray asked if availability of existing building staff to help facilitate or use of a temporary agency. Heather stated seasonal employees are with energy assistance programs or someone looking for extra Christmas money; her office also is confidential and private area. Chairman Zovich stated in budget request put in and the Mayor took it out and the BOF will need to follow up with the Mayor on workforce in town hall.

Overtime – none

Contract & Professionals Services, requested \$3600 and Mayor recommended \$1000. Heather stated when someone is displaced and when the Building Inspector deems uninhabitable he makes the determination does not feel this line item belongs in this budget but in the Building Inspectors budget. Expenses including living accommodations.

TAHD, 062

Podiatry – nothing there as service is billable under Medicare; Heather Burns gave background of podiatry.

Contractual Services down \$306. Sanitarian's contract.

Hepatitis B Vaccine – no change

N. Central Health, 066 – dues, no change

067, Dial A Ride

Maintenance – vehicle we have is in need of maintenance, not under contract for repairs and budget increase from \$500 to \$10,000. Vehicle is under a grant and not eligible to be replaced until Sept. 2016; needs to be fixed and cannot be done in house. 5 years is useful life which is Sept 2016 and grant applications are due in April; but cannot be applied for until term is up. Discussion held and need to revisit with Charlie.

Elderly Transportation up \$6500 which is 15.85% - increase from transportation people which was put out to bid and lowest bid came in at this amount. Heather Burns stated it is contracted to Cook Willow who does scheduling of transportation and driver. This is a 3 year contract and started this year.

Heather stated Dial a Ride is an necessity for seniors and disabled; Ann Marie stated we get revenue from the state toward this. Discussion held.

16,000 increase for 067

Board of Education – Chairman Zovich stated Mr. Penn is here to answer any further questions or comments; distributed additional budgetary information read into record by Chairman Zovich. Discussion held: to allow 30,808 to go direct to BOE to offset expenditures which they can adjust to show as surplus this year and carry forward or the BOE can authorize to deposit in proprietary health fund. Mr. Penn gave overview on special ed costs have been accounted for and a check would be issued to the BOE in the amount of \$30,808 and deposited back into the general fund as credit to special ed account and can then transfer surplus to the healthcare account which would be dollar for dollar reduction in next year's operating budget. Dan Murray asked to verify the bottom line will not change; Mr. Penn stated this is coming from state adjustment for 14-15 and nothing to do with special ed costs for current year. Chairman Zovich stated the last piece of information requested is class sizes, reviewed. BOE is moving 2 teachers from PCS to FES. Budget: comments, questions, clarification – Vicky Carey questioned yearly capital expenditures of which they are taking 100,000 out of budget for capital non recurring, does chrome book and band uniforms qualify. Chairman Zovich stated if we were to extract one time out of operating budget this is the list. Vicky reviewed sinking fund agreement and key words are buildings and grounds; cots can come from sinking fund; vehicle does not fall under sinking fund and is why it is in capitals. Dan Murray stated the purpose was one-time expenses and do not see again; sees chrome books this year and have good coverage for a few years and do not need to buy them; suggests to find a way that these expenses get paid and money gets terminated after paid and not rolled into next year's operating budget. Mr. Penn stated the sinking fund does not have money in it and the list was in response to a BOF member question not as to how it would be paid for.

Sinking fund – Chairman Zovich stated we have signed CAFR showing as of 6/30 there is 190,000 allocated to the sinking fund; if two boards decide to spend, Ann Marie will make transfer from general fund. Discussion held on restitution of sinking fund;- Ann Marie stated \$416,000 should be restored shortly; Dan stated the BOE would have to agree their budget would be adjusted; Ann Marie stated the certainty is \$416,000 and timing is when the insurance company releases the money; money has been approved Pattie DeHuff asked about bonding and why might not want to do it. Mr. Penn stated need to maintain a strong fund balance and when bonding they will look at fund balance. Ann Marie stated we do not have 2015 audit done and the town had reduction in fund balance and we need to go in direction of increasing fund balance. Discussion held. Dan Murray is not ready to give number to BOE tonight and work we need to do; concerned with list that totals \$108,460 for one time expenditures; looked at BOE bottom line budget and if that is what they need for operating expenses and have expenditure (s) not an every year thing, they need to be handled as exception and not roll numbers forward every year. Chairman Zovich noted package was done before notification of \$310,000 reduction in healthcare cost. Totally requested increase is \$488,000.

Pattie DeHuff stated she is not convinced numbers we will get for revenue on ECS will be that number. Mr. Penn stated ECS comes from the state; legal notification required for non tenured teachers for layoffs and need to go to their board with list of people or teacher's identified as getting layoff notices and when budget is resolved, you can rescind notice, reviewed process. Chairman Zovich stated the BOF will study budget over weekend and Monday will have number; department reviews discussed.

Pattie DeHuff stated if the Board were to err on side of caution and feels ECS money will not come in as put, and cut back by 5%. ECS money is revenue.

5. Public Comment

a. Jim Mozalak, 18 Carriage Drive – getting back \$415,000 from insurance company; where will money go. Ann Marie Rheault stated money will go into general fund and we would have to restore to funds such as sinking fund, we would determine place to move actual cash to restore funds. (b) 293,000 from motor vehicle tax; Ann Marie stated does not know how the state plans on paying that. (c) mentioned transferring 1 million or money to BOE or something you give back. Chairman Zovich explained the Sinking Fund.

b. Melanie Church, 328 Main Street – (1) hearing money that Bertnagel took, you know where it came from and what accounts took from, those are the accounts it has to go back to and on top still 972,000 which was collected in back taxes was misappropriated and that has to have accounting of it. Money spent with no o.k. and in violation of the charter. Where is revenue going if bonding goes through; there will be added money of revenue for administration and can we take now and deduct off administration off the departments that will take the money as revenue for them and lower budget by that amount. Chairman Zovich stated the 2014 CAFR is done and unreserved fund balance is higher than first projected and budget reconciliation. You can't reduce operating costs in budget for bond. (2) how much are we spending on Director of Public Works education for him to get degree; he is going during work time and what are we spending for cost of him to be educated.

6. Board Member Comment

a. Pattie DeHuff – would like us to think about potential that we might not be receiving from the State due to their budget crisis.

b. Vicky Carey – extra meeting for workshop? Discussion held.

7. Adjournment

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

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Robin Gudczauskas
Recording Secretary