

1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Thursday, April 7, 2016 at 6:30 p.m. by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Pattie DeHuff, Jay Dorso, Jim Zalot, Ralph Zovich. Also in attendance: Ann Marie Rheault, Director of Finance; Sue Murawski, Council Liaison; Robin Gudczauskas, Recording Secretary; Phil Penn, BOE Business Manager. Excused absent: Dan Murray.

2. Pledge of Allegiance

3. Notice of Fire Exits

4. Review of proposed FY2016-17 General Fund Budget

BOE budget – Chairman Zovich requested a poll taken of increasing budget \$480,000 of what was requested; the BOE retain additional Special Ed reimbursement to apply this year and if a surplus the BOE can carry forward if authorized to apply to their health fund; reviewed breakdown of capital expenditures from Sinking Fund. Chairman Zovich stated he received an email from Dan Murray who is in favor of funding all items except uniforms which should be in operating budget. Vicky Carey requested clarification on one time expenditures, \$300,000 to give BOE as bottom line figure; from review had suggestions/questions on items such as gas at several schools as low amounts expensed to date, removing some general supplies from high school, alternative discipline did not expend much, PCS lower, central supply took out one time expenditures of books from this coming years budget of 55,000. This 300,000 does not include funds from the sinking fund. Jay Dorso stated he agrees with \$100,000 transfer from the Sinking Fund; Jim Zalot agreed. Pattie DeHuff does not want to see table saw purchased and feels it is a luxury item and does not need it in this budget; Mr. Penn stated the old tablesaw would be sold as salvage. Recommendation is for \$100,000 be used from the Sinking Fund for one time expenditure as outlined.

Proposed budget – Vicky Carey recommends \$300,000 increase to existing budget. Pattie DeHuff, recommends being careful as the State of CT can cut ECS and is uncomfortable with \$300,000 increase to budget. Chairman Zovich stated the Appropriations Committee states we may lose 1% of ECS money

Ann Marie Rheault updated ECS Grant, revised to 9,852,399. Discussion held noting 1.26% increase is \$300,000; Pattie, leave same as this year; Vicky asked for Dan's input and Chairman Zovich stated depending on sinking fund decision, dollar for dollar, Dan was at 288,000 increase to current budget; Jim Zalot felt probably more cuts needed and would agree with Vicky. Vicky Carey stated she is a supporter of education but at this point with taxes and the state situation, she feels we cannot take on too much more and as going through government budget they will be slashed.

**MOTION:** To increase the BOE by \$300,000 to \$24,052,791 and to recommend a transfer from Capital Reserve Sinking Fund of up to not to exceed \$100,000.00 and authorize retention \$30,800 in additional special education reimbursement to carry forward to next year by Vicky Carey; second Jim Zalot. Discussion: none. Vote: Pattie DeHuff, no; Jim Zalot, yes; Vicky Carey, yes; Jay Dorso, yes. Motion carries.

Also in attendance: Michael Ganem, Director of Recreation and Chairman of Economic Development Commission; Margus Laan, Director of Land Sue; Lynn White, Library Director.

\*Recreation – Jim Zalot stated Parks & Rec did excellent job and increase is less than 1% for the year.

Salary, FT – pay grade adjustment for one full time worker; current labor grade 3 and propose to labor grade 6; discussion held. Linda Kazmierski, Chairman Parks and Rec Commission, reviewed work done by staff. AnnMarie Rheault stated the 2016 budget was

under budgeted; actual raise is \$4,118; 17.35 to \$19.33. Jerry Bourbonniere, Vice Chair, Parks & Rec Commission, reviewed position (s) of workers.

Salary PT, Park – down \$2000

Salary PT, Rec - increase \$5000 from Contract Services

Contract Services – some money moved to Salary PT, Rec

Supplies, Park – down \$1500

Excursions, Rec – increase of \$2,550 for summer camp trips; recoverable money

Rentals, Park – increase \$2,550 due to porta pottie rentals at parks/facilities

School Rentals, Rec – recoverable monies, fees, grants – increase of \$5,700.

In Revenues - Recreation Services, \$77,500 is budgeted and transfer to revolving fund.

Uncollectable Registration Fees, new line item – do not pay

Waived Registration Fees, new line item

Total budget increase of \$1,362

\*Economic Development, 097 – Michael Ganem, Commission Chairman

Contractual Services, submitted program overview for the record and reviewed by Michael Ganem; stating Craig submits monthly report on work Discussion held. Mr. Stevenson is looking for a 2 year contract; Michael stated Craig has put in time with Ann Marie on what happened and when he gets calls, he responds right away. Vicky asked if any other companies were asked to quote on work; Michael Ganem stated two years ago sent out RFP; Vicky would like it to go back out for bid. \$22,000 proposed is same as last year Expenses, up \$1700 – for Site Finder, \$850; and some money for what “if’s” such as ground breaking ceremony; \$35 website cost.

Signs up \$1800- Michael stated old steel I-beam needs to be replaced and onetime cost.

\$1000 for this line item

Marketing, new account - \$3,000 – advertise that we do have lots available, what we have done in quarterly magazines. Jay Dorso stated we need to invest to bring in business.

Department at 30,800.

\*Planning & Zoning, 024 – Margus Laan gave overview of line items.

Contract Services – contingency fund; to cover an expert consultant on application(s) that may be submitted

Salary Secretary – down \$37,500 – consolidation of clerical staff

Salary Planner – contractual, non supervisor

Zoning Enforcement Officer – do not have, non supervisor union, contractual; 25 hours per week

Conferences & Membership down \$650

Total department is decrease of \$34,327

\*ZBA – no change; actuals reviewed – question expenditures

\*Wetlands – no change

\*Cemeteries – no change

\*Historic Properties – no change

\*Terryville Libraries, 070

Salary – contractual up to \$65,775 as union position

Salary Staff – Lynn White stated have issue with part time and full time as have skipped a few years of raises and minimum wages for student pages are bumping to clerk level and need to balance out. CT Library Association has recommended minimum which we have never made; 1.3%. Last year we equalized across positions but did not bring up to minimum; narrative reviewed. Chairman Zovich asked if we lose revenue and facing layoffs, how many staff members can you afford to lose and run library; Lynn White stated the library would

have to close one day a week at least; they now cover 52 hours per week.  
Service contracts is down \$4,400; being taken over by public works for landscape, lawn mowing and since gave up snow removal contract and Paul and Will took over and now trying to do landscaping/lawn care with public works.  
Electricity, Lynn has concern and feels tight in that number; \$19,150 at end of March per Ann Marie; Chairman Zovich predicting \$25,500. Increase line by \$2,000.  
Audio Visual Materials currently at over 7500.  
Books is \$53,000 to be cut to \$51,000  
Total department is \$469,120

Elevator is going out to bid by Public Works and active project.

AnnMarie Rheault gave updates:

Revenues –

BOE: ECS updated to \$9,852,399

School Transportation, 154,425

Adult Education, 10,780

Rest of state grant numbers agree to numbers that came out yesterday.

Operating transfers in \$205,324 (\$27,324 for body cams, 75,000 for vehicles; add \$3000 contingency on body cameras as they need to figure porting)

\$100,000 out of BOE sinking fund

Total: \$205,324

Appropriation of fund balance is being left blank

Expense Detail:

Mayors, meeting secretaries, 002 increase to \$14,000 which now have Charter Commission.

Administrative Assistant Salary, \$54,133

Central Supply

027 technology upgrades/repairs – technology items for needs for parts, repairs and sweep over to cap projects upgrades and some is routine repair that belong in this line. Suggest \$5,000

Registrars – training was put in salary line item which is mandatory from the State for new certification and need new line item

Training,016 - \$3200

Total Registrars at \$55,445

020, Accident & Health – Boston Mutual, life insurance, AD&D, former employees and that\$45,000 is a good number

073, Health insurance – under budgeted and needs to be \$1,160,000 which is calculated off current year with 9.9% increase in HSA assume all unions move to HSA

Wages/Benefit Adj's – if police contract gets signed before end of year; may be able to take some money out

081, benefit non employees – retiree and 9.9% increase and they are not on HSA and should be \$486,000

032, Police Dept.

013, service contracts – add contingency of \$3,000 for body cameras which washes from revenues, transfer in

035 Dispatch

013, service contracts - \$33,960 for spotted dog which is one for ambulance and one for fire

## BOE Expenses

\$24,152,790; increase shows as \$400,000 but taking \$100,000 from sinking fund  
BOE Non Recurring Expenses / Sinking Fund – prior year zero; current \$100,000  
Discussion held.

Excess Cost Reimbursement- \$570,000

Chairman Zovich distributed and reviewed Executive Summary from actuarial reports stating 2013-2014, actual plan assets \$5,574,410 and final balance on June 30 is \$5,097,148 balance is going down. Unfunded accrued liability is \$8,086,815 and catch up payment suggested is \$556,284 with total should be \$655,422 in budget . Discussion held; recommenced breaking out in budget

Pension contribution - \$393,250 recommended contribution which is 60% of actuarial determined contribution

AnnMarie stated we should fund 1/12 of ADC on monthly basis; once move to ADC methodology will abandon what doing now.

882,050 is Pension number, reviewed

Chairman Zovich distributed OPEP for review and discussion; Ann Marie stated we are not putting money in the budget for this until a trust is established

Revenues and Expenditure summary , pages 3-4 and mill rate calculation and pages 1-3 expense summary for Monday.

Wednesday, special meeting at 6:30 pm.

Next Thursday will have executive session for Mayor to give update on contracts..

April 18<sup>th</sup> will talk about budget presentation and contingency plans

5. Public Comment - none

6. Board Members' Comments

a. Pattie DeHuff – received information from Craig Stevenson on grant reimbursement; AnnMarie stated grant money received was recorded as revenue and in 13-14 there is a state receivable and some in industrial park and some in cap projects, reviewed.

b. Ralph Zovich – summary from Phil Penn on information into CAFR; Ralph will excerpt key information and will distribute to the public to understand what happened with surplus and deficit

7. Adjournment

**MOTION:** To adjourn by Jim Zalot; second Jay Dorso and the vote unanimous.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary