

Town of Plymouth

80 Main Street, Terryville, CT 06786
www.plymouthct.us

Board of Finance

Telephone: 860-585-4001
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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled March 22, 2018, Board of Finance Meeting to order at 7:00 p.m. in the Community Room at Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot, Jay Dorso-excused absence, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance and Town Councilwoman Sue Murawski, Lani Johnson, President - Plymouth Volunteer Ambulance Corps (PVAC), Margus Laan, Town Planner, James Deutsch, Chairman-Inland/Wetland Conservation Commission

2. Pledge of Allegiance: Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance.

3. Notice of Fire Exits: Jim Kilduff, Chairman, noted the fire exits.

4. Review of proposed FY2018-2019 General Fund Budget- Public Health Services & Land Use Boards

***=follow-up/change**

18 MAR 28 PM 1:52
 TOWN CLERK'S OFFICE
 RECEIVED FOR RECORD
 PLYMOUTH, CT
 Briana Brumaghim
 TOWN CLERK

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-03-043-012	Contract Services	10,000	7,000	233.33%
101-03-043-020	Repairs	10,000	3,000	42.86%
Jim Kilduff stated Ambulance Corp. -town-owned bldg.-20years old repairs that need to be completed - windows, oil leaks. Lani Johnson, President Board of Directors of Ambulance Corp. extended an invitation to Jim Kilduff to tour Ambulance Building Lani Johnson stated the Ambulance Corp would pay to install the windows/possibly ordered previously. Vicky Carey stated nothing in capitals presently or special appropriation from Town Council. Ann Marie Rheault clarified via text message/Charles Wiegert -windows were purchased prior to spending freeze - agreement PVAC would purchase/town installation -received no invoice				
101-04-065-020	Repairs & Supplies	1,000	0	0.00%
101-04-065-035	Service Contracts	7,500	0	0.00%
101-04-065-037	C/Med Assessment	10,517	352	3.46%
Jim Kilduff stated fixed contract cost Lani Johnson stated this is access to C/Med				
101-04-065-040	Heat	5,000	0	0.00%
101-04-065-041	Electricity	12,000	0	0.00%
101-04-065-042	Telephone	4,000	0	0.00%
101-04-065-043	Water	2,600	0	0.00%
065	Ambulance Corps.	42,617	352	0.83%
101-08-024-001	Salary Planner	74,298	0	0.00%
Briana Brumaghim stated salary set by union contract - expired 7/2017 non-supv. union contract				

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-08-024-002	Salary-Meeting Secretary	2,300	(500)	-17.86%
101-08-024-003	Salary - Secretary		0	0.00%
101-08-024-004	Salary – Enforcement Ofc.	39,638	(8,000)	-16.79%
Briana Brumaghim stated 25 hrs. weekly Ann Marie Rheault stated union position under expired contract				
101-08-024-005	Salary –Enf. Officer OT	500	0	0.00%
101-08-024-007	Longevity	-	0	0.00%
Briana Brumaghim stated subject to contract. Ann Marie Rheault stated need to budget for next year since at 5-year Pattie DeHuff questioned are they looking at getting rid of Longevity. Ann Marie Rheault stated I am not aware of that.				
101-08-024-012	Contract Services	2,000	0	0.00%
101-08-024-013	Map Revisions	350	0	0.00%
Margus Laan stated have not updated recently the maps for zoning, wetlands, etc. and will need to do this for regulation purposes. Vicky Carey stated leave at \$350.00 Margus Laan stated will work around this number and work within budget.				
101-08-024-014	Advertising	2,500	(1,000)	-28.57%
Margus Laan stated this is for Public Hearing Notices/Fees and explained the legal rules/guidelines/timelines and applicant or department responsibilities per the State of Connecticut. Vicky Carey stated planning to review/revisit with the Town Council various fee charges.				
101-08-024-015	Conference & Memberships	800	0	0.00%
Margus Laan stated we are members of the Connecticut Federation of Planning & Zoning Agencies as well as the Connecticut Association of Inland/ Wetlands Conservation Commissions -need to be up to date, those organizations provide access to expertise. Margus Laan stated paid out of pocket for previous Southern New England planning conference/did not use budget.				
101-08-024-016	Naugatuck Valley Council	4,578	0	0.00%
Briana Brumaghim stated requirement membership fee. Margus Laan stated regional planning organization/council of government; provides consulting services. With that organization, we are members of the Regional Brownfields Partnership, which has deals with the brownfield issues addresses/target polluted industrial property and by reinventing to make reusable again. Without remediation, no developer would be interested in purchasing property.				
101-08-024-017	Printing	400	0	0.00%
Margus Laan stated although online/ still need to print to reference for meetings, desk. etc.				

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-08-024-018	Office Supplies	600	0	0.00%
Ann Marie Rheault stated these are specific supplies to that department. Margus Laan stated color-coded folders used for recognizing immediately the different planning & zoning files vs the inland wetlands files that increase productivity. Margus Laan stated sometimes color print is necessary to clearly illustrate the differences when viewing an aerial map which would reveal the wetlands, vegetation, and topography, etc.				
101-08-024-019	NW Conservation District	2,080	0	0.00%
Briana Brumaghim stated Northwest Conservation required by the State. Margus Laan stated Environmental Consultant, not Engineering Consultant. The Environmental Consultant has expertise in conservation issues, vegetation, and detailed land knowledge of possible issues.				
101-08-024-020	Wireless Charges	200	0	0.00%
101-08-024-021	Education	550	0	0.00%
Margus Laan stated this is for specific training sessions such as the Connecticut Bar Association seminar, which references decisions by courts, regarding Planning & Zoning, and/or Wetland issues, Seminars held by The Connecticut Department of Energy and Environmental Protection (DEEP), and University of CT Agriculture. Margus Laan stated these numbers are contingent will not necessarily use all.				
024	Planning & Zoning – Land Use	130,794	(9,300)	-6.64%
101-08-025-002	Salary-Secretary	1,000	(550)	-35.48%
Briana Brumaghim adjusted on base of need and actual. Margus Laan stated this could change dependent on individuals who need variances, or state law requirement, which would require a meeting.				
101-08-025-016	Expenses-ZBA	1,500	(500)	-25.00%
101-08-025-021	Education/Training	200	0	0.00%
Margus Laan stated Board Member training.				
025	Zoning Board of Appeals	2,700	(1,050)	-28.00%
101-08-049-002	Salary-Secretary	2,500	(500)	16.67%
101-08-049-014	Advertising/Printing	1,100	0	0.00%
101-08-049-015	Conferences & Memberships	400	0	0.00%
101-08-049-018	Supplies	-	0	0.00%
101-08-049-021	Education	200	0	0.00%
101-08-049-025	Arbor Day	400	0	0.00%
James Deutsch stated we take pride in conservation – choose site every year in town for educational purposes/plant trees or replace old trees – Baldwin Park, Cemeteries, and Memorial playground. Previously, in front of town hall we dedicated a tree to military families for soldiers who lost their lives.				

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
049	Wetlands/Conservation Commission	4,600	(500)	-9.80%
101-08-097-002	Meeting Secretary	1,200	(500)	-29.41%
Margus Laan stated this is for the meeting secretary.				
101-08-097-012	Contractual Services	22,000		0.00%
101-08-097-015	Memberships	1,000		0.00%
101-08-097-016	Expenses	2,000		0.00%
Margus Laan stated received bill for \$850.00 (SiteFinder is Connecticut's comprehensive online database of available commercial properties - this is the website fee) which filters criteria.				
101-08-097-030	Signs	1,000		0.00%
101-08-097-031	Marketing	2,100		0.00%
Margus Laan stated Seth Duke has joined the Plymouth Economic Development Commission and is working on updating their website.				
097	Economic Development	29,300	(500)	-1.68%
Briana Brumaghim distributed Building Department Fees, Human Services fees accessed by the Torrington Area Health District for perusal, these handouts pertain to potential increases in fees.				
101-03-051-001	Salary Building Inspector	64,958	-	0.00%
Briana Brumaghim stated union contract expired last fiscal year up for negotiation.				
101-03-051-004	PT/Blight Official	300	(400)	-57.14%
Briana Brumaghim stated informed by Ann Marie Rheault that this is the Enforcement meeting secretary. Ann Marie Rheault stated this should increase to 1500.*				
101-03-051-005	Overtime	1,000	(1,000)	-50.00%
101-03-051-007	Longevity	375	-	0.00%
101-03-051-012	Contract Services	1,000	-	0.00%
101-03-051-015	Conference & Memberships	500	-	0.00%
101-03-051-017	Reference Manuals	1,000	-	0.00%
101-03-051-018	Office Supplies	300	-	0.00%
101-03-051-019	Permit Application Fees	6,000	--	0.00%
101-03-051-020	Personal Protective Equipment	300	-	0.00%
101-03-051-021	Wireless Charges	600	-	0.00%
051	Building Department	76,333	(1,400)	-1.80%
101-04-060-002	Human Services Commission*	1,000	0	0.00%
Briana Brumaghim clarified this is actually for the Meeting Secretary- need to update*				

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-04-060-005	Human Services - Advertising	1,200	0	0.00%
Briana Brumaghim stated advertising in Plymouth Connection monthly				
060	Human Service Commission	2,200	0	0.00%
Briana Brumaghim referenced handout HRA – services, seeking out funds/grants and provide grant writing/services, and tax preparers. Jim Kilduff stated sounds like a duplication of services/will contact CMHA recommend keeping the \$11,000 out of the budget. Will follow-up.* Briana Brumaghim stated 101-004-061-015 -\$950.00 - Dues & Subscriptions and 101-004-061-021 - \$225.00 Staff Education can be removed from budget since HRA provides these services. Briana Brumaghim stated they did suggest it would be preferable to add in the \$4,500 for the part-time person – that would allow present full-time person to go out for visits to nursing homes, coverage for sick or vacation days. 15-20 hours a week, they provide all benefits under that contract rate.				
101-004-061-003	Salaries FT	-	-	0.00%
101-004-061-012	Contract & Professional Service	55,500	(4,500)	-7.50%
101-004-061-015	Dues & Subscriptions	0	0	-100.00%
101-004-061-018	Office Supplies	200	0	0.00%
101-004-061-021	Staff Education	0	0	-100.00%
061	Human Services	55,700	(5675)	-9.25%
101-04-062-012	Contractual Services	64,385	(350)	0.54%
Briana Brumaghim stated this rate is based on Population/Per Capita Rate Referenced January 19, 2018, Memo to Mayor David Merchant & Board of Finance, From: Robert Rubbo, Director of Health, Re: FY 19 Per Capita Assessment for Plymouth				
101-04-062-026	Hepatitis B. Vaccine	2,500	1,500	150.00%
Ann Marie Rheault stated under - need to increase to \$2,500 OSHA Compliance Hepatitis B. Vaccine is optional.				
062	Health-Torrington Area Health District	65,858	150	0.23%
101-04-066-012	North Central Health	860	-	0.00%
066	No. Central Mental Health	860	-	0.00%
Ann Marie Rheault referenced key points from the letter dated January 18, 2018, from the North Central Mental Health Board, Inc. -\$857.00				
101-04-067-001	Dial a Ride Vehicle Maintenance	5,000	(5,000)	-50.00%
101-04-067-012	Elderly Transportation – Dial a Ride	30,000	(7,500)	-20.00%

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
067	Elderly Transportation -Dial a Ride	35,000	(12,500)	-26.32%
<p>Briana Brumaghim questioned the status of grant for van with - Vinny Klimas, Chairman -Housing Authority of the Town of Plymouth.</p> <p>Ann Marie Rheault stated cannot encumber purchase -order needed, further discussion needed.</p> <p>Ann Marie Rheault stated you could only apply for grant every 5 years.</p> <p>Ann Marie Rheault stated grant stipulations are in contract.</p> <p>Briana Brumaghim goes out to bid every 3 years/ up for renewal at end of fiscal year.</p> <p>Briana Brumaghim stated our town does not charge fee.</p> <p>Briana Brumaghim stated the individual that spoke with was Rae Martin- Town of Plymouth/Cooks Dial a Ride- Schedules bus/ oversees the program/monthly billing and provides a report to the State of Connecticut.</p>				

5. Municipal Fraud Risk Assessment Updates

None

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT - extra person added to Comptroller's office, accounts payable down to two days, increased- compared to Board of Education, Dial-a-Ride, the only program left without being charged, a municipality cannot ask for donations.

7. Correspondence

None

8. Board Member's Comments

- Pattie DeHuff - Nice job Briana!
- James Zalot - None
- Vicky Carey - None
- Jim Kilduff - None
- Jay Dorso - Excused absence
- Briana Brumaghim - None

Jim Kilduff reviewed timeframe/schedule of the proposed budget.

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9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Briana Brumaghim to adjourn at 9:15 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for March 26, 2018.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary