

Town of Plymouth

80 Main Street, Terryville, CT 06786
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Board of Finance

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled March 25, 2019 Board of Finance meeting to order at 7:01 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman – excused absence, James Zalot – excused absence, Jay Dorso, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance, and Town Councilwoman Sue Murawski

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.

Jim Kilduff, Chairman asked for a moment of silence in memory of Mary Jane Wollenberg, Chairwoman -Library Board of Directors and asked to keep her husband and the Wollenberg family in our prayers.

4. Acceptance of Minutes (March 14, 2019, March 18, 2019)

Pattie DeHuff made a motion, seconded by Briana Brumaghim to accept the minutes of March 14, 2019, as amended.

Motion passed unanimously

Discussion/Corrections-March 14, 2019 minutes:

James Zalot was not in attendance - Per Briana Brumaghim

No. 4 – Municipal Pavement Management Presentation – per Briana Brumaghim

Board Member's Comments – Briana Brumaghim –for clarification -questioned was the Board of Education's Budget Addition updated on their website.

Jim Kilduff stated we will defer discussion of the March 18, 2019 minutes.

Jim Kilduff/Ann Marie Rheault/Pattie DeHuff/Briana Brumaghim/Jay Dorso- reviewed and highlighted Libraries (Terryville and Plymouth), Parks and Recreation, and Debt Service sections of the Town of Plymouth- Fiscal Year July 1, 2019 – June 30, 2020 Proposed Budget Draft dated 2/13/2019 for discussion purposes – DRAFT/WORKING COPY* can be viewed in its entirety at the Plymouth, CT Town Hall and on the Town of Plymouth's website.

***NOTE:** Mill Rate calculation is for reference only. The final mill rate has not been determined by the Board of Finance and will not be final until the budget is approved.

***NOTE:** This is a draft working copy of the budget to be utilized by the Board of Finance in determining a final budget for the Fiscal Year 2019-2020. All Amounts Are Subject to Change.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2019 APR -4 AM 8:08
Briana K. Brumaghim
TOWN CLERK

Pattie DeHuff introduced Gretchen DelCegno-Library Director, Terryville Public Library, and Rebecca Schaffrick-Head Librarian, Plymouth Library Association

5. Budget Discussion

5a. Terryville Public Library

Gretchen DelCegno distributed/discussed Terryville Public Library at a Glance – gave highlights from Annual Report, hours of operation, statistics on library cardholders, circulation -44,261 Items Borrowed in 2017-2018 -30,428 Books, the make-up of collection databases and digital services, circulation of how materials are distributed, and the Terryville Public Library Budget Narrative 2019-2020 – breakdown, and how they reach out to the community to make sure that their services and resources are being used by as many people as possible.

Gretchen DelCegno stated asking for two additional part-time staff members (Children's Library Assistant-19 hours) and (Reference Assistant position-in hopes of expanding teen services area) - these would be restored positions.

Jim Kilduff questioned with the draft budget as presented would the Terryville Public Library still remain open on Saturdays.

Gretchen DelCegno stated with the Mayor's recommendation we would be able to remain open on Saturday and expand our hours further.

Jay Dorso questioned the late fee's tracking/process.

Gretchen DelCegno stated that funding (nominal fees), go back into the General Fund and we provide the town with an itemized list. Noting - (a fine waive days- we accept food for the food bank in lieu of fine – the fine is to get material back not used as a deterrent) and briefly elaborated.

Gretchen DelCegno stated we sent out a survey in the fall -asking patron about their library usage, what patrons valued the most about the Library – Books, Programs, Newspaper, and Magazines –this gives a visual/snapshot of what patrons valued the most and we need to maintain services at the library by maintaining those budget lines.

Gretchen DelCegno stated we have a local history room that houses historical documents from Plymouth, and surrounding communities - Connecticut history, scrapbooks, and yearbooks – by improving access to this collection is a good thing.

Briana Brumaghim questioned can we clarify those two part-time positions (19 hours each) is it possible to have one person (more than 19 hours) or something in between which would not just be for children but for teens.

Gretchen DelCegno stated both of these positions would need to be specialized and briefly elaborated.

Lisa Courtney questioned how many hours are considered full time.

Ann Marie Rheault stated "32"

Briana Brumaghim stated it is essential to have those teen and young adult programs.

Gretchen DelCegno stated our staff is amazing we need the flexibility of part-time staff and briefly elaborated.

Jay Dorso stated re. Leasing on copiers -copies/fax do we charge, questioned fees and breakdown.

Gretchen DelCegno stated we do charge 15 cents per page/copy and \$1.00 per page for fax which is standard.

Gretchen DelCegno stated we have been seeking ways to connect our community in as many ways as possible by reaching out to other, non-library departments ex. schools (collaborating with Superintendent –some results of discussion –combining ideas - summer reading packet (greater emphasis on library as a partner -summer reading success), (reaching parents -support for literacy for social and economic development, and positive parenting), reached out to Plymouth Early Childhood Council, and businesses (Children's Librarian - outreach every month -Learning Center, Terry Nursery School and Family Resource Center) in regards to making them aware of library services.

Gretchen DelCegno stated reached out for a grant through the Knights of Columbus to add a sensory wall for our youngest patrons with developmental disabilities to develop fine motor skills, hand and eye coordination, and to increase bonding between parent and child.

Gretchen DelCegno stated the children's area is for children to socialize and briefly elaborated.

Gretchen DelCegno stated Library reaches out to all schools (Library cards, library services/resources).

Jim Kilduff thanked Gretchen for her informative presentation.

5a. Plymouth Public Library

Jim Kilduff stated the Plymouth Public Library is in the National Register of Historic Places District- it is a contributing structure in the district, programs, events, and briefly elaborated.

Michael Malley, President –Board of Directors - stated gave history and background regarding the Plymouth Public Library, first building was a rental property, 1872 Plymouth Library Association. In 1931- the towns people raised \$1,000 to build the present location, it is a historic building. Association has maintained that building in its present condition it is in good shape, re: brickwork, roof, etc.

Michael Malley stated our town is very fortunate to have two libraries. We struggle along with our budget of \$21-24,000, noting expense \$3-4,000 (30 yr. old furnace). Unfortunately, we have been reduced. We would like you to consider our request of \$10,000 this year which would be a help.

Michael Malley stated we have sought Grants from Thomaston Savings Bank which have been helpful.

Michael Malley stated grateful for all of the people who donate their time to the Library.

Michael Malley stated library, although not owned by town, we provide a well-managed frugal operation budget that the town should be proud of and we are proud of. The Plymouth Public Library provides various programs such as writer's workshop, art program, fly fishing program, (free of charge).

Michael Malley stated we work with the historical society, shared equipment, computers, copiers and we are starting an outreach program with Cooke Willow Convalescent Home.

Jim Kilduff questioned any ideas of bringing more people into town and contributing to the economy which would show more incentive for support.

Michael Malley stated talked about previously in reference to modifications, space limited, combining historical Terryville Library, Plymouth Library Association, and Historical Society and briefly elaborated.

Briana Brumaghim stated have you provided the Board of Finance a financial statement and budget document.

Lynn Garvin, Treasurer stated submitted expenses through March. (Will provide copy)

Pattie DeHuff made a motion, seconded by Briana Brumaghim to move Public Comments 5a-1.

Motion passed unanimously

5a-1 Public Comment

Ellen Roth, 13 Holt Street #39 Terryville, CT - I am one of the Library Trustees - we are proud of the Terryville Library growth the past six months - we are proud to have Gretchen DelCegno on board. Aware of budget constraints - confident that Terryville Library is going in a very good direction, resources are being used efficiently and programs are comprehensive at every level.

Sandy Klimkoski, 2 Christine Road, Terryville, CT - Board of Trustees and Friends of the Library, changes in the past 6 months has been phenomenal, Gretchen DelCegno, Lisa Courtney, and the Children's Librarian Cecelia Dias - close relationship with the town, engaged with kids, and strongly support the Library budget.

Matthew Malley, 572 Main Street, Plymouth CT - town historian retired, historical society sends people to the Plymouth library to get information -Genealogy records, etc. If we work together -marketing history of town -water wheel, Greystone Falls - Plymouth, libraries working together can make that a reality. Urge you to save all the libraries since every library has its own niche in its own regard, keep libraries open and keep them communicating and move ahead for the best interest of the town.

Deb Williams, 170 Todd Hollow Road, Plymouth, CT - enough empty buildings in town; it would be a terrible shame to have a historical building empty and a shame for this town to not support the Plymouth Public Library.

Mark Malley, 174 Keegan Road, Plymouth, CT - The Plymouth Library provides a library service in the center of Plymouth, supports and provides functions for the center of Plymouth, historical building in the center of Plymouth. The Plymouth Library would be ideal space to house historical documents and this space would give it a niche for drawing people in and would keep the building open. It has been a municipal fixture for 147 years. I urge you to spend \$10,000 and help keep the Plymouth Library functioning.

Jim Deutsch, 34 Orchard Street, Terryville, CT advocate for Terryville Library, love what reference Librarian, Librarian and staff have done for the Library, visited historical room, in-favor of Saturday openings, Plymouth Library, -great library -the town should contribute to Plymouth Library.

Michael Malley - came across and noted there is a lot of historical information available at the Plymouth Library re. American Veterans from our area that returned from Fort Devins at the End of World War II and briefly elaborated.

Becky Shafferick - when Terryville Public Library closed Saturdays had multiple people complain and quite a few patrons visit for the historical documents.

Briana Brumaghim questioned what the Plymouth Library Association does to become more self-sustaining and become less dependent on the town.

Michael Malley stated we were able to raise several thousand through grants, no benefactors, stipend or trust, we did have some CD's (Certificate of Deposit), and we do rely on the Town of Plymouth and appreciate any money the town can give us.

Jim Kilduff questioned what is left.

Michael Malley stated about \$60,000.

Michael Malley stated it is worth preserving and the right thing to do.

Jim Kilduff stated I want to see a detailed plan to save for future generations.

Briana Brumaghim stated the Plymouth Library Association is the only private entity with a line item in our budget this is the issue and briefly elaborated.

Jay Dorso stated any talk of an annual fundraiser (supporters' of library, family and friends) may be surprised with the outcome.

Ann Marie Rheault stated to Mark's point potentially looking at alternate use of the building for long term putting together a committee a collaborative effort with town and utilizing/combining all of our historic records/documents in that building, managing of historic records in some way that would keep that building open and keep as part of town. Need to look at how to leverage what we have in town and briefly elaborated.

Gretchen DelCegno -different Libraries serve different populations at times - recently visited Becky to see the Plymouth Library –looked over their new book collection and they had a book that I borrowed since the Terryville Library would not have for several months. I wish that more of the town realized that they are there, they are accessible and ready and willing to meet the public. It was a great experience!

Jay Dorso made a motion, seconded by Briana Brumaghim to adjourn at 8:30.

Motion passed unanimously.

Back in session at 8:35

5b. Parks & Recreation

Jim Kilduff, Chairman welcomed Michael Ganem, Director of Parks & Recreation.

Michael Ganem reviewed and discussed the Recreation Services part of the budget.

Michael Ganem noted that the budget is lean; no raises calculated - contracts are in negotiations, advertising line- FY2020 Department Requested \$1,000 –Mayor Recommended \$200 would like to publicize more in the Plymouth Connection.

Jim Kilduff stated could you manage somewhere between (\$200 - \$1,000) range?

Michael Ganem stated we could manage with around \$750.

Michael Ganem stated 101-06-080-049 Lake Winfield/ PRRA herbicides \$3,000 may not be sufficient, the previous company sold. Presently working on permits/meeting with a new representative and briefly elaborated.

Michael Ganem stated will try to send a memo to you prior to April 11, 2019.

Briana Brumaghim questioned amount Supplies-Recreation - 101-06-080-024.

Michael Ganem stated can shift between equipment and supplies it would average out.

Briana Brumaghim stated not detrimental to the budget if increased if not sufficient amounts.

Jim Kilduff stated these are always somewhat an educated guess and shows transparency of what is actually being done.

Gerry Bourbonniere, Chairman –Parks & Recreation -we did look at this budget revenue projected with expenses everything is copacetic.

Ann Marie Rheault stated understanding your cost per participant, as you set your fees for each program and look at previous history, knowing you're covering your cost and briefly elaborated.

Briana Brumaghim stated a larger number of participants in programs would need to be reflected in expenses (supplies, equipment, salary-part time) to cover those programs.

Jay Dorso stated makes sense to me if you need it.

Gerry Bourbonniere stated no problem if you want to add to those items.

Ann Marie Rheault confirmed with Michael Ganem the line items below:

101-06-080-023	Supplies-Park	\$7,500
101-06-080-024	Supplies-Rec.	\$6,000 → \$7500
101-06-080-026	Equipment-Park	\$2,500
101-06-080-027	Equipment-Rec.	\$4,000 → \$6000

Pattie DeHuff complimented Michael Ganem that he has come in under budget on programs for four years exceeding revenue projections.

5c. Debt Service

Ann Marie Rheault discussed the Interest Payments -090 and Principal Payments -091 line items of the budget, Standard & Poor's rating - very low level of debt and briefly elaborated.

6. Public Comment

Jim Deutsch, 34 Orchard Street, Terryville, CT – requested breakdown of capitals for Park & Recreation, questioned if Recreation ever considered collaboration with Terryville Public Library, Michael Ganem is a great asset to the town and has been a great pleasure to work with him.

Gerry Bourbonniere, 6 Fairmount Avenue, Terryville, CT - Parks & Recreation Commissioner – need to collaborate to find ways to keep and not lose amenities due to lack of funding.

Pete Worhunsky, Terryville, CT - re. road study presentation two weeks ago, information on town roads, need a totally different approach, cannot keep going in this direction, stated his profession: Professional Engineer- gave an explanation of base, milling and paving process, and noted cuts from the State of Connecticut.

7. Correspondence

Jim Kilduff distributed the Plymouth Fire Marshal's Office Budget Fiscal Year 2019-2020.

8. Board Member's Comments

Briana Brumaghim – regarding Recreation Revolving Account Fund –need document/policy in place.

Jay Dorso - figure out more ways for the libraries to bring in money as well.

Pattie DeHuff - None

Our next meeting will be March 28, 2019

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Briana Brumaghim to adjourn at 9:20 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary