

# Town of Plymouth

80 Main Street, Terryville, CT 06786

[www.plymouthct.us](http://www.plymouthct.us)

# Board of Finance

Telephone: 860-585-4001

Fax: 860-585-4015

1. **Call Meeting to Order:** Jim Kilduff, Chairman called the scheduled March 14, 2022 Board of Finance meeting to order at 7:00 p.m. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Briana Brumaghim, and Jennifer Brunoli. Also, Present: Gretchen DelCegno, Library Director, Margus T. Laan, Director of Planning & Economic Development, Scott Eisenlohr, Zoning Enforcement Officer, Pam Pelletier, CCMC, Tax Collector, and Grace K. Zweig, Director of Finance.

2. **Pledge of Allegiance:** James Kilduff led the group and audience in the Pledge of Allegiance.

3. **Acceptance of Minutes – March 3, 2022**

Barbara Rockwell made a motion, seconded by Eugene Croce to accept the March 3, 2022 minutes.

Victoria Carey - Yes

Eugene Croce - Yes

Briana Brumaghim - Yes

Barbara Rockwell - Yes

Jennifer Brunoli – Yes

Motion passed unanimously

4. **Discuss Library and Land Use Boards sections of the budget**

Board of Finance members discussed the Library and Land Use Boards sections of the budget in detail from the Town of Plymouth Fiscal Year July 1, 2022-June 30, 2023 – Mayor's Proposed Draft Budget #2 dated February 17, 2022, Page 1 of 21 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 ([www.plymouthct.us](http://www.plymouthct.us))

**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 AFTER APPROVAL BY THE TOWN COUNCIL.**

The Board of Finance discussed and reviewed the Library budget by each line item and at length.

Gretchen DelCegno, Library Director distributed "Find something different" handout that displayed all of the benefits of the Terryville Public Library and discussed the Terryville Public Library Budget Narrative FY23, Pg. 1 of 6 providing detail for each line item.

Jim Kilduff questioned the number of hours for the requested Town of Plymouth Library teen position.

Gretchen DelCegno confirmed 19 hours, pay rate \$15.25 but due to new minimum wage of \$16.25.

Briana Brumaghim confirmed the additional amount of \$14,563 for the requested teen position that is not presently in the budget but noted the importance of the position and briefly elaborated.

Gretchen DelCegno discussed the Connecticut Library Association recommended minimum wage – noted outdated (wage compression). Staff non-union positions not earning more than minimum wage. Confirmed that turnover was due to salary (not being competitive) and briefly elaborated.

Jeanine Audette, Treasurer –Library Board of Directors - Terryville Public Library stated the importance of the Terryville Public Library to our entire community. Noted the extensive contribution this institution plays in the lives of all age groups of the community and briefly elaborated.

Randy Picard, Chairperson –Library Board of Directors – Terryville Public Library stated the importance of offering something for the teenagers in the town of Plymouth – library programs are amazing for the children at both the Middle and High schools. Noted the importance of the staff that involved and engaged students through the pandemic and briefly elaborated.

Anita Hamzy, Secretary, Library Board of Directors – Terryville Public Library stated thrilled Gretchen is the Library Director, strongly encouraged the Board of Finance to give full support to Library.

The Board of Finance discussed and reviewed the Land Use Boards budget by each line item and at length.

Marcus T. Laan, Director of Planning & Economic Development discussed in detail the narrative and distributed to Board of Finance members for perusal the Land Use Training Guidelines, Established in accordance with Section 0 of Public Act 21-29, Effective January 1, 2022, and the 2022 Fee Schedule (Basic Rate Schedule) that included the following information: re. Employee Classification, Hourly Rate, Direct Costs, and Materials.

Scott Eisenlohr, Zoning Enforcement Officer distributed information/log that entailed daily activities re. Letters sent to, Letter/Comments, Site Visit date, and Status, Memo dated March 10, 2022, To: Planning & Zoning Commission From: Scott Eisenlohr Re: Page 1 of Planning & Zoning Permits. Also, distributed snapshots of messages that office receives via counter (in-person), or phone regarding concerns/complaints regarding issues re. Blight, building question, etc., and reiterated the present need for a full-time Zoning Enforcement Officer.

Vicky Carey stated according to the charter we cannot increase hours, raise, etc., and briefly elaborated.

Briana Brumaghim stated we can increase the amount in the line item.

Eugene Croce stated we can only make recommendations.

Barbara Rockwell stated this might be the right time to increase line item in order to help Scott Eisenlohr with permits, issues, etc. (increased revenue) and briefly elaborated.

Vicky Carey stated adjusting fees accordingly to increase revenue (re. charging applicant) appropriately noting any change of fees would have to go to Town Council and briefly elaborated.

Jim Kilduff stated would like to see the job description to see that the person is being paid commensurate with the duties that they are fulfilling and briefly elaborated.

Pam Pelletier, CCMC, Tax Collector stated fees should be adjusted to cover the cost of staff noting the State of Connecticut and Processing Company/software charges which lessens the amount the town receives/retains and briefly elaborated.

Scott Esisenlohr, Zoning Enforcement Officer stated this needs to be a full-time position, may need to make some adjustments - noting very happy with his hours.

Marcus T. Laan provided and discussed in detail the narrative, historical data primary needs, and concerns for Land Use, Zoning Board of Appeals, Wetlands/Conservation, and Economic Development.

Seth Duke, Chairman - Plymouth Economic Development Commission - advocated for an increase for Other Professional/Tech Services line item request of \$30,000 presently at \$22,000 (consulting position) Vance Taylor - Economic Development Consultant is doing a great job that brings value and proves to be instrumental with marketing on multiple projects and briefly elaborated.

Vance Taylor noted lot sales over the last eight months totaling over \$1 M roughly, \$300,000 earmarked going back to Town of Plymouth.

Briana Brumaghim discussed and reviewed the Building Inspector budget by each line item and at length.

**Board of Finance recommended Building Inspector/changes:**

\$0 General Office Supplies  
\$1,200 Periodicals  
\$350 Membership & Dues

**5. Public Comment**

Ellen Roth, 13 Holt Street, Plymouth, CT spoke in support of full funding for the Terryville Public Library noting the value and the importance for students' social and academic development overall and briefly elaborated.

Melanie Church, 128 Main Street, Terryville, CT questioned Real Estate foreclosure proceeds-sales/amount – used to offset taxes.

**6. Correspondence**

None

**7. Board Member's Comments**

Victoria Carey - After researching - Real Estate sales - All went back to the general fund.

Eugene Croce - Land use and all of its separate entities -miscoordination/organizational structure may need to be looked at further.

Briana Brumaghim - Requested job descriptions re. Employees - Public Works Director and Highway Superintendent

Barbara Rockwell - Job descriptions are easily accessible.

Jennifer Brunoli - None

Our next meeting will be on March 17, 2022.

**8. Adjournment**

**There being no further business of the Board of Finance, a motion was made by Eugene Croce seconded by Barbara Rockwell to adjourn at 9:10 p.m. This motion was approved unanimously.**

Respectfully submitted,

*Michele Yokubinas*

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Recording Secretary