

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 13, 2023, Board of Finance regular 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; Grace K. Zweig - Finance Director, and Roxanne McCann - Town Council Liaison

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

Fire Exit Notification: Jim Kilduff noted the Fire Exits for the record.

3. **Acceptance of Minutes - March 6, 2023**

Barbara Rockwell made a motion seconded by Briana Brumaghim to accept the minutes of March 6, 2023.

Motion passed unanimously

Jennifer Brunoli - Abstention

Briana Brumaghim requested more comments, details, and questions for follow-up purposes - re Budget Discussion

Jennifer Brunoli stated last year recording secretary gave us a separate spreadsheet with questions that were discussed.

4. **Continue pass-through of Budget**

Various Members of the Board of Finance discussed in detail various sections of the Town of Plymouth Fiscal Year July 1, 2023-June 30, 2024 – Mayor's Proposed Budget Draft #1 dated February 10, 2023, Pgs. 13-16 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)

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.

Vicky Carey stated re. Pg. 11 Police Department - move Firearms and Ammunition to Police Department \$16,000 instead of Capitals.

Vicky Carey stated Capitals will be a \$62,000-\$63,000 one-time purchase for five years - Taser program instead of a contract will opt for a 5-year lease and briefly elaborated.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2023 MAR 16 PM 1:18
Jennifer Brunoli
TOWN CLERK

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Jim Kilduff noted this is the initial pass-through of the budget and will asterisk (*) items that will be discussed further when department representation is present and briefly elaborated.

*Acct. No.	*Description	Comments/Questions
420103	Communications -Service Contracts	<p>Briana Brumaghim questioned discrepancy and what falls under Service Contracts? Requested copy of the contract. Questioned the significant increase and if there is a cap.</p> <p>Grace Zweig, Finance Director stated Dispatcher and LCD Contract. Annual radio service agreement and substantial increase in LCD service contract annual fee - from \$211,657 to \$280,000 preliminary figure and subject to change.</p>
4219	Fire Marshal - Regular Employees	<p>Vicky Carey questioned 200 hr. contingency</p> <p>Roxanne McCann - Town Council Liaison noted that the requested 200 hrs. is to have available hours for fire investigations, etc.</p> <p>Eugene Croce stated 100 hrs. approved by Mayor's suggested budget.</p> <p>Briana Brumaghim questioned special appropriation last year. Data would be helpful to justify the request.</p> <p>Grace Zweig, Finance Director stated they provided a summary/list July-December 2022 of 70 hours and gave a breakdown to justify the need.</p> <p>Briana Brumaghim requested that info be forwarded as well as information for LCD and Communications narrative.</p> <p>Jim Kilduff stated will confirm with the Fire Marshal for the estimates / previous hours -spreadsheet.</p>
4301	Public Works	<p>Briana Brumaghim questioned when are we going to find out more information on the revised Public Works Director department head position. Does it require they have a P.E.? -although the pay is the same.</p> <p>Roxanne McCann, Town Council Liaison – noted have not seen the job description yet.</p> <p>Vicky Carey stated starting salary is up to Mayor and Town Council.</p> <p>Briana Brumaghim stated other professional tech. services under Public Works Director fluctuates.</p>

4301	Public Works	<p>Vicky Carey stated if you read the narrative the water company no longer requires the town to do the backflow testing and now that falls on customers.</p> <p>Briana Brumaghim questioned why are we only budgeted \$5,000 currently and nothing has been spent for the first half of the fiscal year.</p> <p>Jennifer Brunoli stated actual 2021 is much larger -did a transfer of almost \$20,000 that \$7,500 is not accurate. Noted end-of-year transfer - thought \$10,000 was too low.</p> <p>Grace Zweig, Finance Director stated 2022 was almost \$59,000 vs. other years. (will follow-up) fiscal increase 2022?</p>
4219	Fire Marshal Conferences & Training	Conferences & Training further detailed explanation requested from department.
4223	Emergency Management	Eugene Croce questioned the major storms expense contingency line item (this is not in this budget)
4301	Public Works Director	Vicky Carey noted one person contracted outside to plow for one route
4303	Highway	Briana Brumaghim questioned additional highway department staff (full-time employee)
	Hiring Additional Employees (Staff)	<p>Follow-up hiring of additional employees re. Parks & Recreation, Police, Finance Department.</p> <p>Vicky Carey stated he is trying to make departments Parks & Recreation and Facilities, more cohesive and working together effectively.</p> <p>Briana Brumaghim stated Do we know when Public Works presents -if they're going to give us more detail about the assertion that bringing on another full-time maintainer will allow them to perform more work in-house and not have to contract work out? Requested list of what they contract out currently and what they think the addition of this full-time person will eliminate the need for. Questioned what other buildings are they maintaining?</p> <p>Vicky Carey stated the importance of safety.</p> <p>Briana Brumaghim noted cost savings - offsetting with contracting work out vs full time -it doesn't always benefit to bring in full-time employees, with benefits, health care costs, etc.</p> <p>Briana Brumaghim requested a cost comparison.</p>

		Vicky Carey one snow route outside contractor including with individual from the transfer station.
4121	Comptroller	<p>Jim Kilduff stated the importance that the Finance Department is fully staffed.</p> <p>Vicky Carey re. MFAC - Municipal Finance Advisory Committee - Recommendation is for 5 not including Grace Zweig.</p> <p>Grace Zweig, Finance Director stated caught up presently (4) Don't know if we will stay caught up when temp. leaves.</p>
4307	Snow Removal	<p>Eugene Croce – stated are we expecting a surplus?</p> <p>Vicky Carey – up to now mild winter (storms) stayed under budget - predict a big surplus.</p> <p>Barbara Rockwell questioned if “snow removal” had a surplus from last year.</p>
4317	Transfer Station	<p>Briana Brumaghim -questioned does that include Brush Dump or under Facilities.</p> <p>Noted significant increase in regular employee rate.</p>
4427	Human Services	<p>Vicky Carey – questioned Purchased Professional Services</p> <p>Grace Zweig, Finance Director stated HRA (Human Resources Agency)</p> <p>Roxanne McCann, Town Council Liaison stated some services would not be available without HRA (just signed contract)</p> <p>Vicky Carey -stated who provides emergency shelter – noted under Emergency Management. Noted another available service – American Red Cross</p> <p>Briana Brumaghim questioned if under other lines it could possibly fall under. (follow-up). Noted -The town has to provide shelter if a house is condemned.</p>
4501	Terryville Library	Questioned Natural Gas -Increase
450601	Parks & Recreation-- Department Head	<p>Briana Brumaghim stated Department Head moved to Recreation in the last budget.</p> <p>Grace Zweig, Finance Director stated - corrected the formula for the next draft.</p>

Jim Kilduff noted the meeting secretaries never get an increase at all – it is always at “0” you could consider something (a slight increase) in budget.

Barbara Rockwell stated where are they listed.

Grace Zweig stated they are in different departments.

Jim Kilduff stated re. Board of Education any questions or comments will forward to them – they gave a great presentation.

Jim Kilduff noted we are a small town, re. ARPA, town’s needs, great public comment, and briefly elaborated.

Briana Brumaghim questioned rates - Pension plans under Employee Benefits what we are funding and what is recommended, noting MERS increased, is that factored into the budget?

Grace Zweig stated yes, retirement contribution line, not defined benefit.

Eugene Croce stated MERS should be 100%.

Grace Zweig stated 4.25% MERS, specifically the police department, our contribution is around 23%, do not have the new year rate. MERS is getting a committee together to solve funding issues and briefly elaborated.

Briana Brumaghim requested a narrative section for both Finance Department and Mayor noting differences in department requests vs Mayor’s recommended budget -noted differences in salary line, department head salary line, and webmaster.

Jennifer Brunoli stated department - a 4% increase for the department head, the same for the town clerk, and the tax collector.

Jim Kilduff stated we are going to speak specifically about elected town officials.

Briana Brumaghim stated differences in Advertising, and General Supplies and briefly elaborated.

Eugene Croce stated reading the Charter noticed Mayor’s area Board of Finance sets the salary for the assistant.

Jim Kilduff stated we did that last year.

Briana Brumaghim stated Pg. 1 - the rate calculation under the real estate grand list that amount is \$20,000 less than what is listed on the Grand list at the end of the budget.

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Briana Brumaghim stated Real Estate Grand List - 10/1/22 Net \$736,807,920 on page 1 reflected \$20,000 less.

Vicky Carey stated Real Estate Grand List - \$736,787,920 net of that \$736,807,920. (will follow-up)

Briana Brumaghim stated the Circuit Breaker is not an exemption it's an abatement or credit and briefly elaborated.

5. Public Comment

Melanie Church, 328 Main Street, Terryville, CT - noted Watertown Police (New hires) avg. resident ratio, patrols, debt for employees' pension, accumulated sick time, decreased debt, not increasing it for pensions - positive, and individual department meetings.

6. Correspondence

None

7. Board Member's Comments

Barbara Rockwell - None

Eugene Croce - None

Vicky Carey - None

Briana Brumaghim – Follow up on the June 2015 Council suggestion that the board receives a formal legal opinion regarding the Charter and the interpretation of the Charter. Re. Council can change line items to whatever they want. Noted important process, re. minutes missing, suggested board vote on if we feel it's necessary to have a formal legal opinion.

8. Adjournment

There being no further business of the Board of Finance, a motion was made by Jennifer Brunoli seconded by Briana Brumaghim to adjourn at 8:40 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary