

Town of Plymouth

Board of Finance

80 Main Street, Terryville, CT 06786

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled March 19, 2018, Board of Finance Meeting to order at 7:00 p.m. in the Assembly 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, Town Councilwoman Sue Murawski, Charles Wiegert, Public Works Director

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. Acceptance of Minutes Regular meetings March 1 and March 5, 2018

Corrections March 5, 2018, typo page 2 grant list should read grand list

A motion was made by Briana Brumaghim, seconded by Pattie DeHuff to accept the March 5, 2018, Minutes as amended.

Motion passed unanimously

A motion was made by Vicky Carey, seconded by Briana Brumaghim to accept the March 1, 2018 Minutes as submitted.

Motion passed unanimously

5. Review of proposed FY2018-2019 General Fund Budget – Public Works

18 MAR 26 PM 1:09
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
PLYMOUTH, CT
TOWN CLERK
Briana Brumaghim

| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|--|-------------------------------|------------------|--------------------------------------|----------|
| 101-03-026-001 | Salary Custodian | 0 | (46,821) | -100% |
| Vicky Carey stated no longer have custodian for the day just night. One salary taken out at 46,821 Briana Brumaghim questioned salary amount. Ann Marie Rheault stated contractual increase. | | | | |
| 101-03-026-003 | Salary Staff | 44,449 | 0 | 0% |
| 101-03-026-005 | Salary OT | 2,000 | (2,000) | -50.00% |
| Vicky Carey stated the Salary OT should be 2,000. Ann Marie Rheault noted – columns did not carry over correctly on budget draft copy – will update | | | | |
| 101-03-026-007 | Longevity Pay | 325 | (200) | 38.10% |
| 101-03-026-008 | Personal Protective Equipment | 500 | (250) | -33.33% |
| 101-03-026-013 | Service Contracts | 20,000 | 0 | 0.00% |

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|-----------------------|---------------------------|-------------------------|---|-----------------|
| 101-03-026-019 | Employee Safety Committee | | 0 | 0.00% |
| 101-03-026-020 | Repairs & Supplies | | 0 | 0.00% |
| 101-03-026-021 | Repairs | 20,000 | 0 | 0.00% |
| 101-03-026-022 | Supplies | 10,000 | 5,000 | 100.00% |

Jim Kilduff questioned the substantial increase in supplies.
 Charles Wiegert stated the reason being is that the cost of supplies has increased drastically for town hall. Historically use more than \$5,000.
 Pattie DeHuff questioned what supply company are they purchasing from.
 Charles Wiegert stated W.B. Mason acquired Easy Way Products and subsequently all the prices changed.
 Charles Wiegert stated are with the Board of Education to get competitive pricing.
 Charles Wiegert stated we do not buy continually; some months are higher than others.
 Pattie DeHuff stated it is half way through the year and you are at \$1,717.
 Briana Brumaghim stated the fiscal actuals 2016/\$5851, 2017/\$4807.
 Jim Kilduff stated comparable invoices vs last year. (will follow up)
 Briana Brumaghim stated Board of Education should negotiate something better since you are both utilizing W.B. Mason for supplies. Suggested to look at Board of Education line item for this and see if that has doubled also.
 Vicky Carey stated keep at \$10,000 and cover it since he spends only on what is necessary and it will revert to back general fund.
 Ann Marie Rheault stated supplies through the end of February are at \$3,200 - plus the encumbered amounts -over budget by almost \$4,000. If everything is spent that is encumbered you will be close to the \$10,000.

| | | | | |
|----------------|------|--------|---------|--------|
| 101-03-026-040 | Heat | 30,000 | (2,000) | -6.25% |
|----------------|------|--------|---------|--------|

Pattie DeHuff questioned where heat is at presently.
 Ann Marie Rheault stated presently at \$16,259 paid as of the end of February
 Vicky Carey stated our heat is going to change to Natural Gas.
 Charles Wiegert stated have no idea what actual will be.
 Charles Wiegert stated remember the invoice covered the month of January and does not include February.
 Charles Wiegert stated both oil and natural gas. Will be utilizing whichever one is more cost efficient.

| | | | | |
|----------------|-------------|--------|----------|---------|
| 101-03-026-041 | Electricity | 50,000 | 0 | 0.00% |
| 101-03-026-042 | Telephone | 30,000 | (40,000) | -57.14% |

Charles Wiegert stated will be under budget since we received funding for the new telephone system.

| | | | | |
|----------------|-------|-------|---|-------|
| 101-03-026-043 | Water | 4,000 | 0 | 0.00% |
|----------------|-------|-------|---|-------|

| | | | | |
|------------|------------------------------|----------------|-----------------|---------------|
| 026 | Town Hall Maintenance | 211,274 | (86,271) | -28.99 |
|------------|------------------------------|----------------|-----------------|---------------|

| | | | | |
|----------------|-----------------|---------|-------|-------|
| 101-03-030-031 | Hydrant Rentals | 375,000 | 9,000 | 2.46% |
|----------------|-----------------|---------|-------|-------|

Vicky Carey stated this is town wide.

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| | | | | |
|---|---------------------------|----------------|--------------|--------------|
| Jim Kilduff questioned fix cost. Charles Wiegert stated this is established by PURA regulations, dependent on the number of hydrants, how much linear feet of water main. | | | | |
| 101-03-030-041 | Street Lights | 212,000 | 0 | 0.00% |
| 101-03-030-042 | Telephone | 5,000 | 0 | 0.00% |
| 030 | Utilities | 592,000 | 9,000 | 1.54% |
| 101-03-040-005 | Salaries OT | 95,000 | 0 | 0.00% |
| 101-03-040-012 | Contract Services | 30,000 | 0 | 0.00% |
| Vicky Carey stated this is snowplowing for all of the schools and has been out of their budget for years. Pattie DeHuff stated do we have YTD figure. Ann Marie Rheault stated it is a moving target, end of February, paid bills only -\$256,000 –at end of April will have a definite figure. | | | | |
| 101-03-040-020 | Supplies & Equipment | 12,000 | 0 | 0.00% |
| 101-03-040-030 | Mailbox Damage | 350 | 0 | 0.00% |
| 101-03-040-046 | Salt & Sand | 250,000 | 0 | 0.00% |
| Charles Wiegert stated just ordered 140 tons of salt and 200 tons of sand, around \$20,000 in material. Excess is kept in a small salt shed, some excess we use for construction projects to keep dust down. Both are presently covered/protected with tarps. There are season and off-season prices – product is necessary. | | | | |
| 040 | Snow Removal | 387,350 | 0 | 0.00% |
| 101-03-041-001 | Salary Superintendent | 66,248 | 0 | 0.00% |
| Vicky Carey stated salary is contractual. Ann Marie Rheault stated not updated since contract not settled. Jim Kilduff questioned do we need to update that line. Ann Marie Rheault stated No, because when contract is settled - will go through retro line item. Dependent on when contract settles it may have to update/increase if it settles prior to approving budget, percentage increase, etc. | | | | |
| 101-03-041-003 | Wages FT | 312,000 | (143,000) | -31.43% |
| Ann Marie Rheault stated budgeted for six salaries, additional money for code change, and an additional \$10,000 for one-day for the transfer station person to work in public works. | | | | |
| 101-03-041-005 | Wages Overtime | 15,000 | (5,000) | -25.00% |
| 101-03-041-006 | Call In Pay | 6,500 | 0 | 0.00% |
| 101-03-041-007 | Longevity Pay | 2,550 | (750) | -22.73% |
| 101-03-041-008 | Unused Vacation | 5,000 | (3,000) | -37.50% |
| 101-03-041-012 | Contract Services | 100,000 | (5,000) | -4.76% |
| 101-03-041-015 | Conferences & Memberships | 250 | 250 | 100.00% |
| 101-03-041-020 | Supplies | 100,000 | (5,000) | -4.76% |
| 101-03-041-022 | Repairs | 5,000 | 1,000 | 25.00% |
| 101-03-041-021 | Education/Training | 2,000 | 0 | 0.00% |
| 101-03-041-030 | Street Signs | 12,000 | 0 | 0.00% |
| 101-03-041-034 | Meal Allowance | 2,000 | 0 | 0.00% |
| 101-03-041-035 | Clothing Allowance | 14,000 | (2,000) | -12.50% |
| 101-03-041-040 | Heat | 15,000 | 4,000 | 36.36% |

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|---|-----------------------------|-------------------------|---|-----------------|
| 101-03-041-041 | Electricity | 3,000 | 500 | 20.00% |
| 101-03-041-042 | Telephone/Cable | 1,600 | 400 | 33.33% |
| 101-03-041-043 | Water | 500 | 0 | 0.00% |
| 101-03-041-051 | Environmental Compliance | 10,000 | 3000 | 42.86% |
| <p>Vicky Carey stated this is for storm water regulations this needs to be \$10,000. Charlies Wiegert, Two permits through DEP storm - water permit for the entire town and general for the highway facility. State of Connecticut made changes/cost to accommodate those permits, still new.</p> | | | | |
| 101-03-041-052 | Safety | 8,000 | 0 | 0.00% |
| 041 | Highway Department | 680,648 | (154,600) | -18.51% |
| 101-03-043-012 | Contract Services | 10,000 | 7,000 | 233.33% |
| 101-03-043-020 | Repairs | 10,000 | 3,000 | 42.86% |
| <p>Charles Wiegert stated this is for all other town owned facilities that do not have their own department/line item mostly the ambulance building, and Booktique. The ambulance building needs windows, painting, etc. Will request in the Capital line item. Briana Brumaghim stated actuals are low. Ann Marie Rheault confirmed at the end of February \$7,000 contract services and \$1154 in repairs. Ann Marie Rheault confirmed the town is responsible for the building. The Ambulance Corp purchases the ambulances and then returns to town. Charles Wiegert stated need to use Capital \$10,000 for several units/leaking. James Zalot stated the paramedics have to be paid.</p> | | | | |
| 101-03-043-040 | Heat | 3,000 | 0 | 0.00% |
| 101-03-043-041 | Electricity | 2,500 | 0 | 0.00% |
| 101-03-043-043 | Water | 300 | 0 | 0.00% |
| 101-03-043-045 | Sewer Use Fees (Town wide) | 36,300 | 3,300 | 10.00% |
| 101-03-043-046 | Fall Mtn. Pump Station | 2,500 | (200) | 7.41% |
| 101-03-043-099 | Dam Maintenance/Inspections | 7,500 | 0 | 0.00% |
| 043 | Facilities | 72,100 | 13,100 | 22.20% |
| 101-03-044-001 | Staff Salary | 38,172 | 0 | 0.00% |
| 101-03-044-005 | Wages Overtime-Transfer | 20,000 | 0 | 0.00% |
| 101-03-044-007 | Longevity Pay | 525 | 0 | 0.00% |
| 101-03-044-012 | Contract Services | 475,000 | 15,000 | 3.26% |
| <p>Vicky Carey stated the increase is for the recycling and the removal of the trash from the transfer station.</p> | | | | |
| 101-03-044-020 | Supplies | 5,000 | 0 | 0.00% |
| 101-03-044-021 | Repairs | 10,000 | 0 | 0.00% |
| 101-03-044-031 | Dump Rental | 1,500 | (5,000) | -76.92% |

| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|---|---------------------------------------|------------------|--------------------------------------|----------------|
| 101-03-044-041 | Electricity | 5,500 | 0 | 0.00% |
| 101-03-044-042 | Telephone | 1,000 | (400) | -28.75% |
| 101-03-044-043 | Water | 250 | 50 | 25.00% |
| 101-03-044-049 | Tire Disposal | 5,000 | 1,000 | 25.00% |
| 101-03-044-050 | Environmental Compliance | 3,000 | (500) | -14.29% |
| 101-03-044-051 | Landfill Testing | 12,000 | 0 | 0.00% |
| 044 | Transfer Station | 576,947 | 10,150 | 1.79% |
| 101-03-046-001 | Salary P.W. Director | 77,267 | 0 | 0.00% |
| Ann Marie Rheault stated this needs to stay at \$77,267 | | | | |
| 101-03-046-002 | Salary Secretary | | 0 | 0.00% |
| 101-03-046-003 | Engineering Tech. | - | (55,000) | -100.00% |
| <p>Vicky Carey stated Engineering Tech. removed/taken out completely. Charles Wiegert stated performed those duties since the start as Public Works Director. Jim Kilduff stated are we at any risk of any functions of the engineering tech not being done. Charles Wiegert stated some risks, the main functions, right of way permits attained through Public Works no one is policing continually. If something happens to contractor there would be a liability issue. Also, if someone does something wrong/incorrect the town has to re-do, which potentially can damage town's equipment. When permits are in place, example - call before you dig, we need to mark those, if excavation is done improperly, could be conflict. Permits are required, which includes bond/insurance, which covers damage/liability for project. Jim Kilduff stated wanted to show actually how lean that department is presently.</p> | | | | |
| 101-03-046-005 | Overtime/PT help | 1,000 | 0 | 0.00% |
| 101-03-046-007 | Longevity Pay | 200 | 200 | 100.00% |
| 101-03-046-012 | Contract Services | 5,000 | 0 | 0.00% |
| 101-03-046-013 | Service Contracts | | 0 | 0.00% |
| 101-03-046-014 | Advertising | 1,500 | 300 | 25.00% |
| 101-03-046-015 | Conference & Memberships | 1,000 | 0 | 0.00% |
| 101-03-046-018 | Office Supplies | 1,500 | 500 | 50.00% |
| 046 | Public Works Directors Office. | 87,467 | (54,000) | -38.17% |
| 101-03-047-001 | Salary – Mechanic | 68,286 | 0 | 0.00% |
| 101-03-047-003 | Wages-Assistant | - | 0 | 0.00% |
| 101-03-047-005 | Wages OT/PT help | 3,000 | 1,000 | 50.00% |
| 101-03-047-011 | Education/Training | 1,000 | 0 | 0.00% |
| 101-03-047-018 | Office Supplies | 500 | 0 | 0.00% |
| 101-03-047-019 | Contract Services | 0 | 0 | 0.00% |
| 101-03-047-020 | Repairs & Supplies | 0 | 0 | 0.00% |

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|---|--------------------------------|-------------------------|---|-----------------|
| 101-03-047-021 | Fleet Preventative Maintenance | 10,000 | 0 | 0.00% |
| Vicky Carey stated presently spending freeze | | | | |
| 101-03-047-022 | Fleet Repairs | 125,000 | 0 | 0.00% |
| <p>Vicky Carey stated emergency repairs for 2017 -\$156,064.</p> <p>Vicky Carey stated the Maintenance Garage takes care of the police vehicles, town-owned vehicles, fire, and ambulance.</p> <p>Charles Wiegert stated large unexpected breaks –plan to discuss further on Capitals - leasing truck option, which would eliminate repairs.</p> <p>Ann Marie Rheault stated presently at \$71,985 another \$50,721 encumbered -slated to be \$2,200 in the positive.</p> <p>Charles Wiegert stated informed departments to hold off on anything not necessary, continuing maintenance/oil changes etc.</p> | | | | |
| 101-03-047-023 | Repairs | 10,000 | 0 | 0.00% |
| 101-03-047-024 | Crane/Lift Inspection | 1,500 | 0 | 0.00% |
| 101-03-047-034 | Tool Allowance | 625 | 313 | 100.32% |
| 101-03-047-040 | Heat | 10,000 | (1,000) | -9.09% |
| 101-03-047-041 | Electricity | 12,000 | 1,000 | 9.09% |
| 101-03-047-042 | Telephone | 2,000 | (1,000) | -33.33% |
| 101-03-047-043 | Water | 500 | 0 | 0.00% |
| 101-03-047-044 | Gas & Oil | 150,000 | 0 | 0.00% |
| 101-03-047-049 | Tires & Tubes | 24,000 | 0 | 0.00% |
| 101-03-047-051 | Environmental Compliance | 5,000 | 0 | 0.00% |
| 047 | Maintenance Garage | 423,411 | 313 | 0.07% |
| <p>Jim Kilduff questioned the price of fill and suggested a competitive pricing, advertising and process of Town Council.</p> <p>Charles Wiegert stated council at the time wanted to break even that was five years ago. At \$2.00, a yard there is not much left.</p> <p>Pattie DeHuff read into record February 26, 2018, memo in reference to material sold, invoices, cash receipts, and details requested.</p> <p>Charles Wiegert answered questions and categorized as clean fill, not for roads, or house. Fill not comparable to anything purchased for the town.</p> <p>Jim Kilduff referenced the September 10, 2013, Town Councils minutes that approved.</p> <p>Ann Marie Rheault confirmed material sales in revenue line item -101-11-046-009 Material/Equipment Sales</p> <p>Pattie DeHuff referenced email of February 28, 2018, regarding Wolcott Sand and Gravel and utilizing a foreclosure on Town Hill Road - if approved by Planning & Zoning, what are costs.</p> <p>Charles Wiegert stated will respond via email.</p> | | | | |

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6. Public Comment

Melanie Church, 328 Main Street, Terryville –Lower Cable TV Bill, Cut-backs in Comptroller’s, and Town Hall.

7. Correspondence

Jim Kilduff stated read into record correspondence from Janet Olmstead with budget suggestions.

8. Board Member’s Comments

Pattie DeHuff – Confirmed/discussed Meeting Schedule and timeline

James Zalot – None

Vicky Carey – Extend an invitation to Barbara Rockwell to discuss indexing.

Jay Dorso – Excused Absence

Briana Brumaghim –None

Jim Kilduff stated thank Charles Wiegert for joining us and fielding our questions.

Jim Kilduff stated, “With the number of employees that you have - Good Job!”

Pattie DeHuff stated “Nice job of plowing the roads”

Charles Wiegert stated, “Will pass along”

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by James Zalot to adjourn at 8:20 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for March 22, 2018.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary