

# Town of Plymouth

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

# Board of Finance

Telephone: 860-585-4002  
Fax: 860-585-4015

1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Monday, March 30, 2015 at 7:00 p.m. by Chairman Peter Cook in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Mike Drozdick, Dan Murray and Jim Zalot. Also present: AnnMarie Rheault, Interim Director of Finance; Robin Gudeczauskas, Recording Secretary and Council Liaison Sue Murawski.
2. Pledge of Allegiance
3. Fiscal Year 2015-2016 Budget  
AnnMarie distributed a revised budget for public works and a few updates for new line item in Cap projects.  
Dan Murray stated from review of historical data, i.e. wages and overtime, there were some adjustments made during the end of the year as proposed to putting in a budget figure that reflected the true hours. Department gets fixed number of overtime hours as part of their contract; Charlie and AnnMarie have looked to accurately reflect for budgeting the hourly and salary compensation by particular department. Column headed “BOF Changes” will be reviewed.  
\*Town Hall Maintenance, 026 – have split apart Repairs and Supplies as it can get clustered and you don’t have a good handle on where spending and throughout areas he has split those out. Original budget was \$16,000 and now at \$25,000 and \$5,000 due to historical purchasing as repairs are higher.  
\*Sewer User Fees are being moved to Facilities.  
Town Hall has reduction of \$10,750 which includes transfer out to Facilities portion.  
\*Utilities, 030  
\$30,000 increase which is CL&P 17% increase over distribution of power.  
\*Snow Removal, 040  
Year to date given weather, the account look like in pretty good shape; net of \$3000 is \$5000 reduction in Salaries Overtime and increase in Contracted Services. Public Works this year included outside service utilized for some of the road plowing and net to that is less overtime, less wear and tear on equipment and staff so have a \$3000 savings.  
\*Highway, 041  
Charlie Wiegert stated full time compliment of bodies requested by Dan and today have 18 public works employees over 5 departments; have some positions vacant of permanent position in maintenance garage due to incidents from past being worked out and some injuries; work is being done on lent/borrow basis. Discussion held noting no new hires in 3-4 years; review of 18 positions over the 5 departments; Mechanic position, assistant and lead are empty and getting filled by people from highway garage. Due to litigation, need to wait to fill. Chairman Cook stated number

have will cover current employees and no additional money for another employee.  
\$5000 for Repairs was moved from Supplies to break out line item as discussed.  
Clothing allowance has gone up over last few years because of change in way we deal with clothing; formerly allowance given to individuals to procure clothing and now with uniform based program and on historical information have increase of \$3000.

Heat, \$2500 reduction

Electricity, \$600 reduction

Safety, original request was for consultant of \$40,000; from discussions, years ago there was individual who handled safety, training, meetings, inspection and that person is no longer with us; this is an interim step for outside consultant to handle responsibility and Dan's personal feeling is safety and welfare of employees at all levels in town is paramount and belief that we should be looking at the bigger picture for that individual to handle safety for all departments. The town should look at safety officer as well as h.r. and roll into position the town supports to take care of employees. Suggesting \$35,000.

Sidewalk Repair/Expansion, \$20,000, shifted to capitals.

\*Facilities, 043

Repairs requested 20,000 and based on trend reduced to \$5000

Dam Maintenance/Inspections was at \$5000 and increased to \$7500 because the state has changed position of inspection to put onus on ownership of dam and now putting responsibility on the town. The North Street dam is Class C which requires every other year inspection and we don't have capability in house to satisfy that need as well as keep eye on other dams. Capitals line item is Emergency and we should have something for dam repair. Five dams in jurisdiction, North Street every 2 years with estimate of \$7500; other 4 will require estimate on inspection period and cost and will need information from the State. Charlie Wiegert to put together a schedule.

Sewer Use Fee (Town Wide), new line item with money transferred for \$31,000 and increase to this department.

\*Transfer Station, 044

Wages, overtime – waiting for analysis of actual hours and pay.

Contract Services, appears to be \$200,000 reduction from \$700,000 to \$500,000.

Charlie Wiegert stated in the past the town would get billed from disposal site and we would bill CWPM for hauling and show expense and revenue; now we do not show as expensed as disposal site bills CWPM and they bill us for hauling. We show less expense but do not show revenue but save on administration time and billing costs.

Supplies and Repairs have been broken out.

Increases for Dump Rental, Electricity, Telephone and valid increases.

Reductions reviewed.

Environmental Compliance is name change from DEP Permit.

\*Public Directors Office, 046

Salary, Director, budget should reflect \$75,000 salary not \$70,000 and may have been transitional.

Overtime, contractual.

Engineering Tech is not currently filled; Charlie looking to fill in July.

Conference & Memberships, \$900 savings

Office Supplies increase of \$500

\*Maintenance Garage, 047

Salary, Mechanic and assistant – already discussed

Repairs and Supplies was at \$105,000 and have split apart that account to give us a better picture of makeup of money spent creating new line items: Fleet Preventative Maintenance, Fleet Repairs, Repairs

Crane/Lift Inspection - Warranty of equipment where service performed by manufacturer and will now come to us which will increase usage as well as crane lift inspection is mandatory item.

Charlie stated line includes police, ambulance and fire trucks. Charlie stated line in snow account is snow blower, plow blades, spreaders, chains and strictly snow removal.

Gas & Oil lowered by \$22,000 from contracts able to secure. When prices go back up this will hurt us.

Tires & Tubes, \$2500 reduction

Dan stated he is encouraged by effort and work put into this to get the raw data and make it cleaner for good picture of what is going on.

Chairman Cook stated they have about \$61,000 in reductions and only 20,000 of which was moved to Capitals.

Mike Ganem, Director of Parks & Rec stated his and Charlie's department work closely, receive in kind and immense support.

\*Capitals – Vicky Carey reviewed request of 3.5 loader for transfer station which will be financed and noticed replacement for truck at 75,000 is now an International 4x4 to replace truck 12 and is now \$125,000 for lease purchase.

Discussed GPS units for vehicles previously at \$15,000 and that has been public request from years ago from people wanting to know where vehicles were and what they were doing. Charlie Wiegert stated gps is real time and will be logged for historical data; can also get speeds when someone complains about that they can look at that; Dan stated safety consideration when out on road at 3 am and do not show up for refill you can determine where they are and respond quickly.

International thought 1 ton truck for 75; Charlie clarified 2 ton truck which they were going to get Ford F550 which is 19,000 lb truck, after getting better quotes for body to be built the total cost came to \$105,000 and for that amount an International truck is 20,000 more, commercial vehicle that is better built and a better product for the money and better investment for the money.

Truck 12 is a one ton which is being replaced with a bigger, heavy duty which can be used around lakes, better visibility and able to use on small roads; a 1 ton with snow has abuse on vehicle plowing roads and 2 ton truck will better handle all of those things. An International will be easier to maintain as most of the fleet are Internationals and a lot of the parts correspond to each other.

15,000 lb Equipment Trailer for \$6500

Town Hall carpet replacement, \$25,000

Sidewalk Repair and Expansions for \$20,000

Library Rear Parking Area Repairs \$20,000 – parking lot has huge ruts and divots from parked vehicles; asphalt parking lot and this will be to grind up parking lot, address drainage concerns and pave.

GIS mapping for town inventory

Todd Hollow Road –needed

Townwide Security Upgrades – Pattie asked if lease purchase; looking at bottom for different years, \$174,000 should 34,800 be in there for this year. AnnMarie stated all proposed lease payments for 15-16 in bottom section will roll into interest and principal for 090 and 091 for lease payments and where captures current year payment under debt service. Reviewed.

Chairman Cook reviewed General Fund funded capitals from last 5-6 years; AnnMarie stated last year \$643,000 and year before around \$600,000. Lease purchase number is not included in General Fund \$671,000 and what is lease payment number. Chairman Cook requested 5 year average.

Twenty Bullet Proof Vests – Chief Krasicky is applying for grant; Vicky stated she looked back and it was 5 years ago and the Chief did get a grant; vests are a safety issue and needed. Pattie questioned municipal grant has added 7000 and we were starting with for Town Aid Road; AnnMarie stated that \$7,000 is what we expect to get back for the vests from the grant the Chief is writing.

Chairman Cook stated only thing missing is elevator and waiting number; estimate of \$15,000.

Dan Murray stated the fire department will be working on their 10 year plan; Public Works should work on 10 year plan.

\*Insurance line items, reviewed by AnnMarie Rheault, excluding health will be over 10% increases; have contacted an agent and looking into Travelers who will review all policies to see if we can get reductions. There are very few carriers that bid on municipalities and it may be we are with companies that are the cheapest. Long Term Liabilities – 2 years ago the Town Council adopted plan to fund; believe budgeted last year under Uncompensated Absences, Dept 020; reviewed. Pensions owed, Other Post Employment Benefits (OPEB), compensated absences; there was a policy adopted and may need to relook at the policy. Compensated absences, you cannot set up long term liability and we fund as you go which was initially \$75,000 for what we expect may occur in upcoming year; Long Term Funding which is Pension and OPEB – we do have pension fund set up and if going to fund, need to fund with cash and cannot co-mingle pension and OPEB. Would have to set up trust and allocate. According to policy, amounts accrue and allocate can be adjusted based on needs. Discussion held; need to revisit payment schedule.

#### 4. Public Comment

- a. Melanie Church, 328 Main Street – reviewed parts of Charter as we have major problems; expenditures not in the budget and have been paid for and no checks and balances and go under one time special appropriation. (Portion from Charter read into record but not stated which section.) This year we went over budget for highway garage and never voted on it and no checks and balance and in violation of state statues and charter. Section 3c, page 40, portions read into record stating all current year.
- b. John Murphy, 385 Greystone – you are discussing budgetary items that have not gone before the Town Council; why are you contemplating approving \$200,000 loader or 125,000 truck; it has to go before the Town Council first and clear in the

- Charter. People are spending money not approved by Charter. Town wide security not approved by Town Council and you contemplate paying for these items. Chairman Cook stated when we (BOF) present the budget to the Council they will be approved. We have precedent to do what we are doing and if you think illegal, foi and we will get a legal opinion.
- c. Joe Carey, 665 Greystone Road – when we develop a budget and present to the Town Council for consideration, there is a public hearing and the public comments and at such point in time doesn't the Town Council approve or disapprove and it goes to the town for a vote; if passes, so be it and if not, goes back to be worked on.
5. Correspondence - none
6. Board Member Comments
- a. Mike Drozdick – likes number of people here tonight.
  - b. Pattie DeHuff – (a) thinks we are getting in situation that is hostile because of what happened to our town; Ralph Zovich said one night that trust was lost and it takes forever to gain it and in an instant gone. She sees the public is upset that their money was stolen and have other questions about other money and answers are not forthcoming or not clear or asking of question is taken as some kind of personal affront or how dare you ask the question; not sure we adopted policy of 3 minute rule and instituting it. Chairman Cook stated it clearly passed after last election. (b) environment of uncertainty of numbers. She would like the opportunity to answer Mr. Murphy as feel he is confused about capitals that we were talking about tonight that we will present to the public and they will vote on that but there is a portion of one specific element which has to do with security system and we now have to pay for that and in that particular situation for that specific expenditure falls under Chapter 7 Section 3 Special Appropriation. We need to tell the public we are obligated and have to honor and you tell them what happened, we follow proper procedure and tell the truth and they will vote on it and have followed charter and taken care of item. Chairman Cook stated it is a difference of opinion on whether we can do it or not; we have not made a presentation to the public; AnnMarie has come before us with what she found and discovered and what she wants to do; difference of opinion is do you need town meeting or put in budget and have it approved by council after public hearing and then the whole town votes on it. A lease program was worked out and is being presented to the public; we are being transparent and stated Dave signed contracts. We have to pay for it and we found a way to pay for it over 5 years instead of everything this year. Vicky stated she has been looking back in many years of papers in 2012-2015 where money was put in capitals for security upgrades of \$55,000 plus money set aside after that for \$25,000 for security at the maintenance garage and still looking for more paperwork and has not talked to AnnMarie about it. AnnMarie stated there is no question that there was an amount budgeted and amount on contract far exceeds amount in budget; cannot go back in time to change what happened; what they came up with was best situation to pay for this so that it wasn't a hit all in one year; if we do it either way, the contracts were signed and need to pay for them; understand crux of

budgeted or not budgeted, and how we got to that point she does not know but way we handle what we have in front of us, we have \$174,000 in security upgrades and bound by those. Dan Murray stated either options can be done and what is best way; we are where we are and we have a situation to deal with and can be dealt with taking out of budget, presenting and vote on it; request approval, pay for out of this years budget and it is done and keep in budget the way it is and have presented to Town Council, public hearing and vote on by public or get a legal opinion; decision needs to be made on way to handle. Discussion held.

**MOTION:** To take that one particular line item of the security cameras and send it to the Town Council and follow the charter because it is over budget from whatever the amount was from the last budget by Pattie DeHuff; second by Dan Murray.

Discussion: Chairman Cook stated the motion by Pattie and second by Dan is to remove \$174,000 or costs associated with town wide security upgrades spread over lease payments or contracts with Tyco be removed from this budget. AnnMarie stated nothing has been paid for. Pattie stated we need to know what was in; AnnMarie stated there was \$55,000 for security upgrades and another 10,000 for town hall entry rekeying. Chairman Cook stated to continue that conversation the BOF needs to put ourselves back in budget since we are in Board Member comments..

**MOTION:** To go back to budget review by Vicky Carey; second Pattie DeHuff and the vote unanimous.

Chairman Cook stated we are back to the Motion by Pattie DeHuff to remove from consideration from 2015-16 budget. Pattie stated she guesses it is the whole amount \$174,000 to remove.

Pattie stated she is clarifying her original 174, 000 to remove.

Comments: none.

Vote: Dan Murray, yes; Vicky Carey, yes; Jim Zalot, yes; Pattie DeHuff, yes; Mike Drozdick, yes. Chairman Cook stated Town Council gets it.

Board member comments

c. Chairman Cook – Thursday we will review BOE and will send list of other items we need to address.

## 7. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Pattie DeHuff and the vote unanimous. Meeting adjourned at 9 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary