

# Town of Plymouth

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# Board of Finance

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1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Thursday, April 2, 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; Council Liaison Sue Murawski.
2. Pledge of Allegiance
3. Fiscal Year 2015-2016 Budget

Chairman Cook stated in the current fiscal year budget we look to the Director of Finance for how much money is in and how much available at end of year; Ann Marie stated that figure as of today includes this week's payroll and the salary line item for her is 52,708; have 12 weeks left at pay for \$71,171 for that line; budget for line is \$87,750 leaving 16,329 available in line item. Help is needed in that office to get audit; AnnMarie reviewed letter received from Blum Shapiro and based on current extension to file for April, OPM is asking for time line schedule and to extend we need dates for completion of dates for providing information to Blum and they then have to provide details to OPM. Chairman Cook stated Ann Marie has been preparing for this budget and not able to spend a significant amount of time dealing with audit that is outstanding. He would like to authorize that money to be used for part time help between now and end of fiscal year to help us prepare the information needed. Discussion held on having someone in 20 hours per week assuming at \$30 per hour as they would be 1099 and no benefits, 11 weeks which is \$6600; Contract Service. This will show we are hiring part time with specific need. AnnMarie stated she needs and accountant, staff level, with experience; all accounts need to be reviewed; overview given on reporting's that need to be prepared for auditors. Discussion held.

**MOTION:** To secure outside service for assistance in Comptroller's office to get us through necessary process for OPM for this year by Dan Murray; second Vicky Carey. Discussion: Jim Zalot felt need to modify to put a set limit of 10,000; once again if it needs to exceed she can come to the board. If 20 hours is not enough than do 30 hours. Dan Murray stated he feels not to exceed \$16,000 is fair.

**AMENDMENT TO MOTION:** Not to exceed \$16,000 for the remainder of the fiscal year by Dan Murray; second Pattie DeHuff. Discussion: none.

Vote on Amendment: Unanimous.

Vote on Motion: Unanimous

Chairman Cook distributed corrections that were discussed here, and that Ann Marie found and some from Mike Santogatta and has plugged in numbers as guesstimate. Last page in packet; 1.92 is mill rate increase. Discussion held.

Number for schools on page 13; number of \$700,000; it is less than number of 3.4% needed. At 700,000 is 3% increase in budget; if fails twice and goes to Council. When take out money from the state, that increase is 5.96% of the school budget born by the town and town portion is up entire amount. We are losing revenue from the state for the schools and picking up entire tab. You cannot grow the school budget at 6% a year on the taxpayers. Discussion held with Chairman Cook questioning why are we providing bussing out of town and paying for kids to go out of town; firm believer in pay to play sports and can search out on web and we are one of the few towns not to charge. Dan Murray stated in previous years we have asked them to come back with a different number.

AnnMarie asked for BOE breakdown of fixed costs; reviewed by Chairman Cook from BOE slide presentation of \$822,000. Vicky Carey stated she was told bussing, if shared costs to magnet schools, we would save \$90,000 between parents and BOE; if go totally with just having the parents pay it would be \$60,000. Vicky stated in reviewing line items for tuition for VoAg, maybe parents can start paying tuition as specialty schools, fine arts if they do not want to attend public school system and want to go to magnet school. What is difference between tuition and bussing; is there a legal obligation as town to provide education outside the school district. Vicky Carey stated the BOF can only give bottom line number. Pattie DeHuff asked about reduction in enrollment as by statute we can cut the BOE by \$3000 per student decline and to decrease \$700,000 by \$63,000.

Revenue page, Ann Marie stated page 3 of 4, Out Placement Excess Cost will be \$517,000 and revenue is down to \$90,000 from \$100,000. ECS is based on number of students in schools on October 1<sup>st</sup>.

Estimated revenues reviewed by Chairman Cook; discussion held on push to get taxes; the better they collect, the less we get; once everything is current that is your new line. Prior Years Taxes of \$575,000 is a better number and we will need Joe to come in and tell us what he can do.

Other numbers reviewed: mil rate breakdown; loss of revenue this year is .58 mils; ECS money, lower tax collection.

Revenues: Ann Marie stated newline item "Collection Agency Fees" which will be a wash and an offsetting line item in Tax Collector. Motor vehicle increase of \$35,000 due to actuals, reviewed.

Appropriation of Fund Balance – have done \$200,000 per year for several years but keep consistent.

Department budgets:

Mayor's Office

Meeting secretary; Ann Marie needs to finish reviewing where all secretaries are being paid from.

Mayor's salary

**MOTION:** To cut proposed increase by \$945 by Pattie DeHuff. Motion fails for lack of

a second.

Pattie DeHuff stated (a) he is an elected official and not a year to give increases. Chairman Cook stated the position of mayor needs to grow every year and a tough year but teachers are getting a raise, police are getting a raise and always an election year and not the person who is there but the position. AnnMarie stated line items of 1.5% raise throughout budget are the non union employees and everyone else gets a raise built into union contract. There is a line item for Wage Adjustments which take care of raises for all union employees, reviewed.

Administrative Assistant, Pattie DeHuff questioned what are the duties of that position as the argument to increase salary was that position was taking on more duties and do we know if she is holding any h.r. duties. Ann Marie stated she believes Trish still has some responsibility for a portion of that. Vicky Carey stated in 2013 it was \$67,000 and what is recommended is \$48,000 and that is a reduction. Chairman Cook stated the Mayor's office overall is significantly less than in previous administrations.

Web Master – AnnMarie, she has not received an increase since 2010; part time; she is making \$10,200 and pay rate is \$15 per hour. Leave at \$10,200

Comptroller's office

Salary is down \$2500 and \$10,000 added for Temporary Audit Support and need to extend help for next year to make sure audit goes quickly and smoothly.

Grant Administrator position – Chairman Cook recommends cutting it; discussion held. Ann Marie stated only piece you will miss without this position is someone who knows the system and where to look for grants. Chairman Cook suggested to EDC for economic development consultant and bring up to \$25,000; Ann Marie stating he is helping us get the reimbursement. Ann Marie will put in reporting process that ensures everyone is on top of what they should do for the grants so that they do not fall through cracks and ensure that reimbursements do not get applied for.

Savings of \$12,500 from Comptroller's Office

Registrars of Voters – Pattie DeHuff asked if we are giving raise; Chairman Cook stated he would like to leave it. Take out \$1000 to increase line item by \$2000.

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Fraud Risk Assessment, added \$20,000 from estimate Ann Marie got. This has been recommended for years by Blum Shapiro.

Reserve for Contingency – will discuss at end whether to decrease line item by \$10,000

Assessor – Pattie DeHuff stated she does not want to cut to part time; Chairman Cook stated last year Pattie and the Mayor said it should be a part time position. Discussion held on conversation when assessor came before the Board; can job be done part time as it was part time for years; the Town was recognizing a revenue from Thomaston to cover portion for the salary; town size has shrunk; Reval is an independent service which has been paid through capitals. Further discussion held and salary will be part time.

Salary Staff – moved to Building Department and a wash on which department pay from;

question is number of hours paid for.  
Assessor overtime - \$2000

Tax Collector

Salary – staying at \$54,000

Collection Agency Fees – new line item which is a wash item from revenues

AnnMarie reviewed pages distributed.

Library Staff Salary Package Request stating revised today with Mike and Lynn. Library staff - \$4420 on right side is addition to staff salary line item for what Lynn reviewed for two positions (children’s librarian and circulation supervisor) to get closer to CT Library Association minimums. The page shows what each position dollar wise per hour would get for a raise; percentage per hour, most are between 1.5 and 2; still far below CT Library Association minimums; you had money in budget for position you will see all increase of \$4420 goes to Staff Salary line item; no increase in Part Time Staff line item. Discussion held; Board agreed to add \$4420.

Health Insurance schedule. AnnMarie looked person by person based on bill received from Anthem and determined what was happening, bill for non employees that were over 65 and then bill for another piece of rest of people and in listing are people who belong in non employee but were captured for expense in active employees. These are true numbers. 2016 budget presented based on information at the time, revised budget, net effect of that should be \$150,000 reduction from original budget presented.

4. Public Comment – no comment.
5. Correspondence – none.
6. Board Member Comments – no comment.
7. Adjournment

**MOTION:** To adjourn by Dan Murray; second Vicky Carey and the vote unanimous.  
Meeting adjourned at 8:42 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary