

1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Monday, March 21, 2016 at 7:00 p.m. by Chairman Ralph Zovich in the Assembly Rom, Plymouth Town Hall. Members in attendance: Vicky Carey, Pattie DeHuff, Jay Dorso, Dan Murray, Jim Zalot, Ralph Zovich. Also in attendance: Ann Marie Rheault, Director of Finance; Sue Murawski, Council Liaison; Robin Gudczauskas, Recording Secretary; Chief Karen Krasicky; Police Commission Chairman Chet Scoville and members of the Police Commission, Connie Kapralos and Steve Westall; Sgt. Randy Foster.

2. Pledge of Allegiance

3. Notice of Fire Exits

4. Approval of Minutes: February 18, 2016, February 24, 2016, February 29, 2016, March 3, 2016, March 7, 2016, March 10, 2016

**MOTION:** To approve the Minutes as listed by Dan Murray; second Jay Dorso.

Discussion: none. Vote: unanimous

5. Review of proposed FY2016-17 General Fund Budget

032, Police Department

Overall 6% increase requested

\*Salaries Overtime, 50% increase – we never fully funded this correctly, reviewed. Chief Krasicky gave historical perspective; Chairman Scoville distributed overtime approved vs. actual figures, reviewed. Further review on status of this year's overtime needs; Jan 1 – June 30th still have 1 individual out on workers comp and no idea when coming back; another individual is leaving who has been less than 1 year and is leaving to another town; 1 has expressed interest of resigning and another may be retiring. July 1, 2016 – June 30 2017 may still have workers comp injury person; backfills. Plan is to go with certified officers; still have all vacation time to cover, etc. Vicky Carey asked why we went to full time and can we hire part time to help fill in positions; Chief Krasicky stated part timers were not working enough and state mandates change, training. Chairman Scoville stated have done tours of other police facilities and no comparison, we are in a department built in 1980's and not functional for 23-24 officers, cramped spaces; officer retention is difficult and pay has a lot to do with it; police commission will be speaking with the mayor and town attorney to try to do something to retain cadets since we send to academy which is a cost to the town. Steve Westall stated a clause to reimburse the town for training if leave within a certain amount of time. Chief Krasicky stated as of July 1, 2016 if an officer goes to another department in less than 2 years, the department hiring has to reimburse the town 50% of all hiring costs such as salary, testing, equipment, uniform. AnnMarie Rheault stated they fill out overtime tracking sheets and have summarized year to date and will do so on weekly basis to pinpoint reasons why filling; thru end of Feb. minimum manpower, 2000 hours of overtime to fill minimum; 300 hours for supervisors; 600 hours working on specific case and few other reasons.

Discussion on minimum manpower. Staffing: 25 officers; 5 sgts, 1 detective, 1 canine, 2 exec, animal control/police, SRO, remainder patrol; this is contractual. The department is putting in \$150,000 and a conservative number.

\*Police Chief Salary – did not ask for a raise for herself however the Mayor did propose 1.5% which is increase of \$1248.

\*Holiday up 10% or \$7500 – Chief Krasicky stated this is the true amount of holidays put in by the Finance Director as it was under budgeted. End of February at 46,000.

\*Extra Duty – AnnMarie stated strictly road jobs and it gets hired out and we markup salary rate and separate extra duty rate which is \$55/hour and add FICA, MERS, surcharge, car

charge and what we bill out as revenue and always covering expenses except for jobs for police officers for our town job and cannot mark up on own company. Nothing budgeted as we have an extra duty fund. Discussion held.

Extra duty – incur expenses before billed and always a lag. 14-15 is not done yet; 2014 final audit report was issued Friday; ending 2014 extra duty income was \$77,000; 2015 extra duty reviewed should add \$55,000 and up over \$270,000; taking \$30,000 out to fund a cruiser.

\*Service Contracts up \$36,324 or 242% - Chief Krasicky stated in addition to regular service contract; body worn camera service contracts will go in here that provides resource that manages the images, data storage, legal requirement. Actual purchase of cameras was through a grant. Steve Westall stated they have 24 officers with Tasers which are worn out and need to be replaced at \$1400 each and with this contract they will get them all free (twice during lifetime of contract, reviewed) it is a 5 year contract. AnnMarie Rheault stated this is budgeted to be paid out of extra duty fund; and looking to fund yearly from the extra duty fund. Chief Krasicky stated they did receive 50% reimbursement for every bullet proof vest through grant.

\*Office supplies up 25% or \$1880 - Communications is zero and moved to this line item for \$500; number is actual from cost of cartridges, etc., batteries for flashlights which are \$60 each, general supplies. Vicky Carey asked if officers are they allowed to carry narcan; Chief Krasicky stated out shortly, have gone through training and getting approved at \$600 for startup for cruisers - does have expiration date.

\*Repairs & Supplies, up 6% or \$600 – fire extinguisher testing which was previously in service contracts; and what is in service AnnMarie went through line by line, reviewed.

\*Investigative supplies up 14% or \$300 – Chief Krasicky stated some items were put into wrong line item and moved to be correct. Ann Marie – item was in service contracts and reallocated to correct.

\*Dues & Fee – some items in wrong accounts and reallocated

\*Vehicle cleaning, new line item at \$4000 – individuals were coming into clean and no longer viable and will be done by Snow White in Bristol; Ann Marie Rheault stated for interior and exterior \$15/car and budgeted for winter months and 1x per month for 7 months to be supplemented by cars at Water Works for exterior only; 5 bio hazards (blood, etc) which are \$75 each and need to be sterilized.

\*Duty ammunition and targets is \$9000 and was previously budgeted in capitals where it does not belong; last year it was cut to nothing. It was in last year's capitals and not approved this now includes cleaning kits; ammunition costs are up.

Budget is increase of 111,077 or 6%.

\*Technology support – copy of letter sent to the Chief and Ann Marie for IT support was distributed; plan is to take one of Rich Trudeau's current IT guys and move from part time to full time to staff police department with IT. This is for hardware and software maintenance. There is some support through AccuCom; AnnMarie stated IT covers dispatch system, MDT's, anything else such as printer that goes off. Rich is switching over MDT's now but other than that no day to day support inhouse like upstairs. This will be discussed with the BOE Business Manager.

Jim Zalot asked if it would help to hire an officer for swing shift to help cover overtime; Sgt. Foster stated in theory the Chief has done this; shift was created where Sgt. would work 2 days day and second shift and the Chief has created a split shift within patrol ranks to in theory to double stack busy shift to keep consistent which alleviates overtime but when people take time off, call outs and injuries, etc. it changes overtime. Discussion held.

Dog Warden/Animal Control, 034

\*PT Dog warden salary up 2500 or 33% - actual using of dog warden for increased calls; those are part time (2) aco's and (1) is out with long term injury. Ann Marie Rheault noted technically it is not an increase as it has been running around 10,000.

\*Dog pound expenses – actual expenditures go through dog fund

Communications/Dispatch, 035

\*Salary overtime – up 10,000 or 67% - Chief Krasicky stated for full time, overtime and part time overtime as part timers fill vacancies; reviewed. Mandatory cap on what a part time individual can work which is 29 hours per week or town has to offer benefits. Contract needs to be 5 full time dispatchers; 5-6 part timers. We train and they end up at another department. Administrative Assistant is in this headcount as 6. Discussion held.

\*Salary training is reduction of \$6000

\*Service contracts reduction of 2000

\*Office supplies reduction of 500

Department ends with 0% increase

Capitals

75,000 for cruisers – price of cruisers has gone up and taking extended warranties per Public Works Director; vehicles taking back one will go to the WPCA as they have an old Crown Vic. Fire department has a Crown Vic. Last year we paid \$60,000 for 2 cruisers. Extended warranty gets mileage coverage. AnnMarie stated warranty for 5 year, 100,000 miles is \$1650 per car; price of vehicles includes equipment to outfit the vehicle for cages, cases for guns. The newest one had to be completely outfitted including a computer, lettering on vehicle, lights. (1) cruiser and (1) SUV. Currently have 3 SUVs’ – 2 on line and 1 for canine handler; Vicky Carey stated go with patrol cars. Chief Krasicky stated officers are having a hard time fitting in sedans due to height and we need to accommodate individuals. SUV’s are police interceptor and built on same chassis as Taurus; there is more headroom in the SUV. 75,000 is base vehicle at state bid, fully outfitted, computer, gun rack, extended warranty, decals, light bar, cages. Ann Marie Rheault stated there are 4 SUV’s and 1 is canine; one is brand new for supervisor; 2 patrol SUVs’; 4 patrol cars, ACO truck, Chief vehicle, detective, asst chief car, detective sgt vehicle; police department has 14 vehicles; Ann Marie will print out list of vehicles for next meeting; need to check with Public Works Director on cost between sedan and SUV.

\*License plate reader – reads plates as vehicle goes by and if vehicle is stolen, license plate stolen, unregistered, uninsured, amber alert, missing person, robbery or crime .. it will come up and flag vehicle. This is for one reader which the department got through Homeland Security grant. \$10,000 total is warranty on reader is out June 30, 2018 and money budgeted is to start to fund replacement of reader or because out of warranty so repair and or replacement of unit. From grant is was \$18,000. Dan felt it makes more sense to move toward outfitting more vehicles.

Chairman Zovich stated the town is facing a 2 mill increase, worst case scenario; if had reduction and need to issue layoffs, what is notification period in contract and how do you go about doing that. Chief Krasicky stated by reverse seniority or last hired, first fired; and with all due respect she hopes they are not laying off any officers. Notification period, Randy felt 2 weeks. Chairman Scoville stated your overtime would increase; affect public safety; you would have to pay overtime and backfill; and a minimum amount of officers; public safety for the town needs to be considered. Discussion held.

Dan Murray stated over time budget, we know, is underfunded; Ann Marie Rheault stated you have contacts in arbitration and depending outcome you may lose more officers. Further discussion held.

## 6. Public Comment

a. Rob Wilcox, South Main Street – (a) a lot of commentary about police leaving is based on money and has there ever been analysis to compare our town to Thomaston; Ann Marie stated as part of the budget process they have done that and for most part we are lower than

other towns. (b) sometimes they are unhappy with superiors or money, unhappy with working conditions and we are contributing everything to money and we do not know the case. (c) has done research as number of officers to population and we are over staffed. His uncle was an officer for 25 years and did not have staffing like we do now and he got out in 2004. Chairman Zovich stated we cannot make judgment if overstaffed or not as we do not have call rates and operational issue the Mayor would have to get into.

b. Melanie Church, 328 Main Street – (a) there is another Crown Vic at public works; (b) you are doing deficit budgeting; if you know there is going to be a deficit in overtime and you are saying it will be approximately 150,000 and budgeting outside budget that is deficit budgeting and not legal. BOF has known a deficit in police department and again the public or electors have not been notified and not a town meeting and not been brought forward as appropriation and a way of playing with budget. For last 10 years you do everything behind closed doors and in violation of the charter. Go back to state statues and anything over 20,000 goes to the public.

c. Brian Dunn, 19 Carriage Drive – overview of financial and as new chair, the BOF has been more than educational; trust in town is gone and to win over need to be more transparent. At a previous meeting the mayor gave administrative assistant 5 weeks' vacation that can be paid out and no reaction from the board. Comment on curbside pickup and proposal; we do not want curbside pickup and add to the cost and get it at rates paying already. Still looking for answer for 972,000 and came looking for answer and all we heard was it was not 972 but over a million. Controversy on 25,000 for new carpets and Vicky stated she researched it was already appropriated and no effort to look for 1 million. If want trust of people hold the mayor accountable and every dollar counts and needs to be scrutinized. Bond package numbers are inflated; if campaign on safety of fire people and town, build or do renovations and make functional and safe and do not add to make everything pretty and nice as we do not have tax dollars like that.

d. Pete Worhunsy – been involved in bond proposal of 9 million; does not know about firehouse or this building or Charles Street but does know about roads and state rep and senator hit the wall and if not this year wait until next year; we are getting cut from the state; seems like money is no object here; you are all volunteers and you listen and are taxpayers; not against spending the money for the town but when 6 million for roads there is something wrong. He passed out folders on road rehabilitation.

## 7. Board Members' Comments

a. Pattie DeHuff – (a) question on bonding and when out for bonding for last roads referendum, all of the bonding at one time is that correct; Ann Marie stated a few issues and needs to look at details of bonding money. Chairman Zovich reviewed bond authorization. Pattie, North Main Street bridge not done; have we not bonded; Ann Marie stated we have not drawn down on that money. Discussion held (b) wants to be on the record for email sent to the Chairman and asked him to forward to Ann Marie as reading CAFR and letter in there roman VI at beginning of Comprehensive Annual Financial Report, letter out of comptroller's office with Ann Marie's name and it was top of page on investment policies, last sentence read into record; we are getting 35,000 in interest payments and what types of investments. Also wants to know who decides to do investment and who is advisor; Ann Marie stated only investments are those in pension; interest income and will look at that for a few small trusts i.e. Library and only investment is in pension trust. Pension oversight board is called by the Mayor and Dan is representative from this board. Chairman Zovich asked for itemized breakdown of 35,000 under revenues.

b. Jim Zalot – suggesting that on Sunday we have a meeting from 8 – 4:30 with half hour lunch and address issues and anyone who wants to bring what they are in charge of.

c. Ralph Zovich reviewed schedule: public works on 24 to finalize capital and start debt service and bonding questions Pattie has on 28<sup>th</sup>; 31<sup>st</sup> all public health including ambulance

and give BOE a bottom line number; April 4<sup>th</sup> library, recreation and all land use; April 7 second pass and finalize expenditures; April 11 is last meeting to make changes. April 14<sup>th</sup> is spare day if needed.

8. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Dan Murray and the vote unanimous.  
Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary