

Town of Plymouth

Board of Finance

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1. Call Meeting to Order: Ralph Zovich, Chairman called the scheduled March 27, 2017, 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-excused absence, Jay Dorso-excused absence, Pattie DeHuff and Jim Kilduff. Also present: Ann Marie Rheault, Director of Finance; Councilwoman, Sue Murawski, and Michele Yokubinas - Recording Secretary.

2. Pledge of Allegiance: Ralph Zovich, Chairman led the group in the Pledge of Allegiance.

3. Notice of Fire Exits: Ralph Zovich, Chairman noted the fire exits.

4. Review Proposed FY2017-2018 General Fund Budget -Revenues & Expenditures

Ralph Zovich, Chairman stated the Board of Finance would be reviewing all Public Health Departments, and the School budget if time permitted, this evening.

Board of Finance Member Jim Kilduff/Liaison for the Public Health Departments, discussed the following:

060 Human Services Commission

- 002 - Human Services Commission - \$1,000 -No change
- 005 - Human Services –Advertising - \$1,200 - No change

061 Human Services

003- Salaries FT - \$54,602 increase of \$807 -The individual that left this position left a void in the Human Services.

The Mayor had a presentation given to him by (HRA) Human Resource Agency of New Britain that recently took over the Bristol Community Organization (BCO).

Jim Kilduff went through the proposal and summarized it with the Board of Finance.

Jim Kilduff explained that this is a large organization that has the capability of meeting with clients, by going through an interview/check list and eligibility process, by doing these things they are then able to make referrals, administer those needs, and are very efficient in doing so and briefly elaborated.

Comparison: Total cost: \$59,310 vs Previous cost: \$56,170 Increase: \$3,140

Ralph Zovich explained what is within the Board of Finance’s authority in reference to transferring internal line items and added that they cannot increase line items. a brief discussion followed.

Ann Marie Rheault stated the benefit piece was unknown at this point in time and briefly elaborated.

PLYMOUTH, CT
 TOWN CLERK'S OFFICE
 RECEIVED FOR RECORD
 17 APR - 5 PM 12: 07
 TOWN CLERK
Barbara A. Rockswold

Jim Kilduff stated he had spoken with Wheeler Clinic in Bristol, CT, noting they had said they could increase services in Town, and briefly elaborated, noting he was recommending the Town go with Wheeler Clinic.

Ralph Zovich stated that they would wait for Mayor Merchant's feedback/thoughts.

Jim Kilduff discussed the Town Charter requirements in reference to Human Services and briefly elaborated.

Sue Murawski stated the Charter Revision Commission has been discussing moving all Boards and Commissions out of the charters and into the ordinances; a brief discussion followed.

Jim Kilduff listed what is covered in contract and discussion followed with consensus being that \$59,310 would be moved into contract Services.

Summary of changes to Department 061

- 012 - Contract & Professional Service - \$1,000
- 015 - Due & Subscriptions -\$950
- 018 - Office Supplies - \$200 - leave per Ann Marie Rheault/Ralph Zovich
- 021 - Staff Education - \$225 - remove becomes "0"
- 003 - Salary FT-Salary out becomes "0"

When questioned by Ann Marie Rheault regarding the miscellaneous Human Services Programs (Backpack program, Birthday Bags program, and the Christmas program, etc.) Jim Kilduff provided a comprehensive list of services Wheeler Clinic provided; a brief discussion followed.

Ralph Zovich stated from a budgeting standpoint we could put the \$59,310 into Contract Services and if the Mayor decides to hire someone to replace that position, we could always move it back to the salary line item.

Vicky Carey believed that this Service Contract would miss some families who would miss those services since they do not partake in social services and felt overall that those programs enhanced kids.

Ralph Zovich felt that they are aware that there are working class families who are struggling in this town and would suffer by some of those programs if eliminated; a brief discussion followed.

Ralph Zovich stated we move \$59, 310 into contract services.

062 Health –Torrington Area Health District (554) based on population decrease

Annual Proposal entered into the record.

Addressed to: Mayor David V. Merchant and Board of Finance

Dated: January 19, 2017

From: Robert Rubbo, Director of Health

Re: FY 18 Per Capita Assessment for Plymouth

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026 -Hepatitis B Vaccine -\$1,546 Mayor Recommended/ Board of Finance recommended.

066 No. Central Mental Health

012 -No. Central Health - No change

067 Elderly Transportation – Dial a Ride

No change

Ann Marie Reheault stated that the van was an aging vehicle, they put in for grant for new van. This is first year they could apply for this grant; but repairs could be costly.

065 Ambulance Corps.

035 - Service Contracts - \$5,800

037 - C Med Assessment - \$ 565

041 - Electricity -\$3,500

Ralph Zovich referred to the Ambulance Corps. Balance sheet that was distributed and he pointed out \$400,000 on their total income statement and the \$9,000 net gain.

Ralph Zovich stated the Ambulance Corp is an extremely very valuable asset in this town; a private company like ARM would pay millions to own that business if it was run as a private business and briefly elaborated.

Ralph Zovich complimented and credited Lani Johnson with devoting her entire life to that organization.

Vicky Carey explained the various scenarios dependent on the types of calls, medical requirements, and first responders of who accompanies individual to the Hospital and briefly elaborated.

Ralph Zovich stated if we are in dire straits this is a business decision although a difficult decision and it would be to raise money as an infusion of capital.

Jim Kilduff – Ambulance Corp. talked to them about their electric bill they have standard contract with Eversource might be able to work out with deal to lower that.

Ann Marie Rheault stated that this is all part of Charlie's budget, reason for large electricity rates never adjusted to reflect actual cost, noting sometimes you have to estimate and get as close as possible but if you leave no cushion it becomes an issue; a brief discussion followed.

Ralph Zovich stated kudos to Ann Marie Rheault and her department for getting numbers accurate over the last couple of years.

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Board of Education Budget

Ralph Zovich received from Phil Penn a spreadsheet and printed a summary page for the Board of Finance to review.

Ralph Zovich pointed out an imbalance between Fisher Elementary and Plymouth Center School and suggested maybe a reconfiguration and noted the Board of Education previously listed pros and cons, 15-20 minutes bus rides, etc. and this is something the Board of Education can take a closer look at if they so choose.

Vicky Carey questioned enrollment numbers in K-5, future trends/enrollments and briefly elaborated.

Ralph Zovich stated that those declines could make individuals come to the wrong conclusion and briefly elaborated.

Ralph Zovich reviewed General Fund/Open Purchase Orders by Fund by Age Plymouth –Board of Education Dated 06/30/2016 Fiscal Year 2015-2016

Ralph Zovich reminded the Board of Finance Members that they previously reviewed with Mr. Penn regarding the technology department budget they overspent by around \$240,000 in 2015-2016 and that came primarily out of internal transfers that they made and went on to point out/review routine, one-time purchases, non-recurring purchases. These are all expenditures that they made at the end of fiscal 2015-2016 and carried over to this year.

Jim Kilduff pointed out that some items such as specialized workstations can be very expensive.

Ralph Zovich noted to the Board of Finance that he skipped all routine contractual items and ordinary purchase orders for materials but highlighted only one-time non-recurring expenditures for equipment purchases only.

Ralph Zovich pointed out the Board of Education only spent \$3000 on STEM (Science, Technology, Engineering, Mathematics) Instructional materials but spent \$3,736.99 on a golden cherry L-shaped desk with cabinet and briefly elaborated.

Ann Marie Rheault asked if she could stop Ralph Zovich, Chairman and she expressed her view/concerns of this review process without the Business Manager present and briefly elaborated.

Ralph Zovich explained his reasoning for going through and pointing out these line items to the Board of Finance's attention; noting Phil Penn had given the Board an explanation. He further stated the reason he was going through this was that in his opinion since all these items were already encumbered into this year's budget we should not be buying any of these items again. Ralph Zovich stated these items should not show up in next year's budget; and therefore, to put another \$45,000 on top of the \$45,000 there that they have already for Chromebooks was excessive.

Ralph Zovich stated, "This is perfectly legal, they have statutory authority to transfer any unexpended funds within their budget as they see fit as long as the Board of Education approves it."

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Ralph Zovich stated, "This was approved by the Board of Education."

Ralph Zovich stated, "They should not come back and increase their technology budget in next year's request after they loaded up on all this computer equipment that they carried over from last year.

Ralph Zovich respectfully suggested that the Board of Education could possibly bring back a few of the outplaced special education students and by doing so; this would be a savings.

Ralph Zovich suggested also another potential savings that they might also look at the Elementary configuration and consolidate some classes.

Vicky Carey questioned surplus amount.

Ralph Zovich stated, "Besides the enrollment information that Vicky Carey requested was there any additional or follow-up questions that they need from the Superintendent or the Business Manager so that they can make a decision."

Vicky Carey felt overall the entire educational system in our State needed improvements in reference to state spend down techniques and briefly elaborated.

Ralph Zovich stated, "At the end of 2015-2016, \$45,000 In Budget 15-16 they overspent it in the technology line item by \$240,000 factor of six. That means all savings from other line items were poured into line item No. 6909 Technology Equipment. They loaded up on equipment and furniture this summer. This was all purchased this fiscal year was encumbered over. There should be some savings going into next year but they want to double the money they want to spend on Chromebooks."

Ralph Zovich stated you have \$45,000 in technology but they spent \$280,000.

Ralph Zovich stated that he would extend an invitation to Mr. Philip Penn and Mr. Rich Trudeau at the next budget meeting next Monday.

Ann Marie Rheault stated Phil Penn worked very hard on budget to save the town money.

Ralph Zovich stated that Mr. Penn is the facilitator and requests are from different individual departments, most are Mr. Trudeau's department.

Ralph Zovich stated that we don't have the right to tell the Board of Education how to spend their money, however we can make suggestions or we can set bottom line allocation with no explanation. We always have taken the time to go through their budget, we usually take time to understand and make suggestions to help them with savings and make these recommendations for cost savings.

Vicky Carey stated it was not going to make a difference we give them a bottom line figure they could spend conservative or profusely, the way they want to spend it.

Ralph Zovich will send Dr. Semmel an email, inform him that the Board of Finance is still doing deliberation, and still have follow-up questions and that they did not come to a decision as of yet.

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Vicky Carey questioned Ann Marie Rheault in reference to contracts for the Police Department. Also questioned what is the difference between a sergeant and a patrol officer if they both go out on patrol. Will follow-up with James Zalot

Ralph Zovich stated will do Capitals and Debt on Thursday, March 30, 2017

Ralph Zovich stated that he would invite Marty Sandshaw and Charlie Wiegert as well

5. Executive Session for Pending Litigation and Contract Negotiations, as may be necessary

No action

6. Action, as may be necessary, from Executive Session

No action

7. Public Comments

None

8. Board Members' Comments

Vicky Carey – Capitals and Debt service on Thursday, need to leave by 9:00 pm.

Jay Dorso –Absent

James Zalot –Absent

Pattie DeHuff - Board of Education Pensions we may not be hit with 1.2 deal or 50% of that how do we come up with \$600,000, Mill Rate timing, unassigned fund number, and required or precautionary timeframe notifications of layoffs. She also questioned the town hall remodeling budget.

Jim Kilduff- No comment

Ralph Zovich –Not an easy budget year. Proposal from public work commission cost vs analysis, applied interest, etc.

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9. Adjournment:

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Pattie DeHuff to adjourn at 8:45p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas,
Recording Secretary