

# Town of Plymouth

80 Main Street, Terryville, CT 06786  
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# Board of Finance

Telephone: 860-585-4001  
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- 1. Call Meeting to Order:** Ralph Zovich, Chairman called the scheduled April 3, 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, Jay Dorso, Pattie DeHuff and Jim Kilduff. Also present: Ann Marie Rheault, Director of Finance; Councilwoman, Sue Murawski; Michael Ganem, Recreation Director and Plymouth Economic Development Commission, Gerard Bourbonniere, Parks & Recreation Commission, Margus Laan, Director of Planning & Zoning, Lynne Garvin, Treasurer-Library, Linda Kazmierski, Library Board, Gerard Bourbonniere, Parks and Recreation 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 Recreation, Libraries and all Land Use Boards this evening.

Ralph Zovich turned this part of the meeting over to Pattie DeHuff.

Board of Finance Member Pattie DeHuff/Liaison for Libraries, discussed the following:

## 071 Plymouth Library

Pattie DeHuff stated that she wanted to start by going over a spreadsheet given to her by Mr. Michael Malley – President, Board of Directors of the Plymouth Library Association.

Pattie DeHuff explained the spreadsheet showed the Plymouth Library Association's Monthly Expenses YTD and their broken down monthly expenses, noting in last year's budget the Library had requested \$24,000 but the Town Council decreased this to \$22,000. Pattie DeHuff stated people are utilized the Plymouth Library for Genealogical Research; and briefly elaborated.

Ralph Zovich stated that Pattie DeHuff gave them a complete breakdown of monthly expenses.

When questioned by Vicky Carey, Pattie DeHuff stated the Board of Finance that they have a Main Street Association Grant that brings in \$810 and the Plymouth Library has a Book Sales/Printer use, which brought in \$329

037 –Plymouth Library Contributions - \$22,000

## 070 Terryville Library

03 - Salary Staff - \$3296 non-union "0"

04 - Salary P/T - \$1710 non-union "0"

013 - Service Contracts - (190) – New elevator contract lower

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
17 APR 12 11 2:53  
TOWN CLERK  
*Pattie DeHuff*

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017 - Printer/Copier Supplies - \$2,000 (Proceeds that were coming in were being used to offset expenses)

019 - Postage - (500)

053 - Audio Visual Materials - (500)

054 - Books - \$2000

Lynne Garvin, Treasurer stated the Plymouth Library had a tight budget and noted they had requested \$2,000 for books, the same salary increase that all general town hall staff had received in their contracts and briefly elaborated.

Ann Marie Rheault stated that this was being accounted for incorrectly and it should be under the revenue section.

**070 Terryville Library Estimated Revenues**

001 - Library-Petty Cash

002 - Copier-Fees -\$1500

001 - Library Grant

Ralph Zovich stated to be fair the Board of Finance zeroed out all of the non-union increases in this budget.

Pattie DeHuff noted the differences between the two libraries, noting we may need to cut back on books and recognize that we are facing dire times and we may need to make cuts.”

When questioned by Ralph Zovich, concerning the current state of technology (online readers, computers, physical pickup of books) Lynne Garvin pointed out the positive influence that a Library has on the community and briefly elaborated, noting the harder the times the more people rely on the library.

Linda Kazmierski, Vice-Chair of Library Board, 20 Joseph Street, Terryville, CT stated she had been involved with the Library for years, understood their tight budget, and spoke in favor of giving raises. She further encouraged everyone to visit the library to see what they do.

Board of Finance Member Pattie DeHuff/Liaison for Recreation, thanked Michael Ganem publically for spending the time with her and by providing information/material. Pattie DeHuff read into record her opinion and understanding over some confusion/controversy regarding the Park & Recreation Director’s working schedule. Pattie DeHuff explained and discussed the differences between Parks and Recreation and the use of the Recreation side by use of the Revolving Account Funds and the discussion brought up by individuals who thought that any leftover money should go back into the General Fund. Pattie DeHuff stated that her opinion on this matter was that any leftover funds should not go back into the General Fund, since the programs were not paid with taxpayer dollars.

Ralph Zovich explained the State of Connecticut had gotten itself into a deep fiscal mess by raiding those special revenue funds in the past and briefly elaborated.

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**080 – Recreation Services**

003 – Salary FT - \$3,932

009 – Salary PT - Rec. - \$6,250

005 – Salaries - \$1000

Vicky Carey stated years past anything with a profit would go back to the Town and the revolving account had changed over the years.

Ann Marie Rheault informed that she had previously gone to the Parks & Recreation Commission and asked them to create a document as to what they want that revolving fund to be. She further stated she had not received the document yet, noting when it was received it could be approved by the Town Council; a brief discussion followed.

Pattie DeHuff explained that Michael Ganem requested \$5,000 for Lake Winfield because of retaining pond, on west side, which needs to be cleaned/maintained. She further stated they would like to have a new account line item, which would include herbicides, and ongoing maintenance for vegetation and briefly elaborated.

030 – Excursions - Rec. (550) -

031 - Rentals Park - (1000)

032 - School Rentals - Rec. - (2,200)

041 - Electricity - \$150

042 - Telephone - \$500

043 - Water - \$150

Put in Acct. # - Waived Registration Fees - (500)

New Account - Recording Secretary - \$1,500

New Account - Officials – Referees - \$5,000

New Account Lake Winfield /PRRA herbicides - \$5000

050 - Transfer Rec. Ep. To Revolving Funds - (8500)

Michael Ganem stated they utilize volunteers all the time but always keeping in mind the best interests/safety of those individuals/volunteers while also considering town's liability. He further stated they planned to continue to complete these types of tasks with contractors, licensed professionals and/or in-house staff since anything on the water or around the water becomes a liability issue.

Gerard Bourbonniere, Parks & Recreation Commission agreed and was concern of those liability issues that could arise if that was ever changed since it could be a liability factor with the public since they are not licensed to use herbicides, and allergic reactions were another concern.

Ralph Zovich stated there are State DEEP regulations on applying it.

Jim Kilduff stated that this is a positive effort in being able to tackle the siltation issue in an ongoing effort to keep recreation area nice.

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Michael Ganem discussed how he spent numerous hours on the water researching and after meeting with and gathered opinions from Northeast Turf and Pond Service, Inc., Northwest Conversation, Jim Deutsch, Wetlands Commission and Charlie Wiegert, Public Works Director. Michael Ganem reported that we have a small window of time to correct issues and felt if not done, eventually will not be able to access the water's edge.

Ralph confirmed with Michael Ganem that they are adding a Recording Secretary monthly meeting and this will be covered at a standard recording rate \$100 per meeting rate

Michael Ganem stated that officials this year for the Basketball program was an addition. Michael Ganem explained overall how the programs work, setting cost, expanding when possible, organization and coordination of those programs. Michael Ganem stated these programs are paid by those who participate and not the taxpayers.

Ralph Zovich confirmed \$5000 to cover cost referees, which would then be recovered in the revenue department, which is part of revolving account; a brief discussion followed.

Ralph Zovich, - Accounts for all recreational programs that will be paid out of revolving fund, 050 sort of credit -very transparent.

001 - Salary Director \$54,054 – Union

003 - Salary FT \$3,932 -Two Employees (one had increase in labor grade 4 to 6) union

009 - Salary PT –Rec. - \$6,250 covered by program expenses move out of revolving account.

005 - Salaries OT \$1,000 - Union

Michael Ganem discussed line item 008 noting to stay competitive in market place in continuing to be able to rehire a reliable/quality individual rather than have to train a new person.

008 – Salary PT - Park -\$14,000 - Per Recreation Director suggested \$4,000 reduction/net increase \$6732.00

Gerard Bourbonniere, Vice Chair Parks & Recreation Commission briefly discussed the silt problem on Seymour Road, noting cleaning the silt chambers should resolve the problem for now. He further stated this should come out of the Public Works budget.

Pattie DeHuff questioned catch basis maintenance if any.

Gerard Bourbonniere, Parks & Recreation Commission stated beneficial to town to contract out since that truck is around a half a million-dollar truck; a brief discussion followed.

Gerard Bourbonniere, Parks & Recreation Commission encouraged those individuals to join Friends of Lake Winfield.

Quoting from the Charter, Michael Ganem stated in the absence of the document that Ann Marie Rheault would like drafted, the Parks and Recreation Commission was chartered to run its own programs and briefly elaborated.

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Ann Marie Rheault discussed in detail in how they need to anticipate and plan for those programs, for the upcoming year and the use of the revolving fund and briefly elaborated.

Ann Marie Rheault confirmed end of February there is 027 – Equipment – Rec. \$812.00.

Ralph Zovich stated suppose they want to buy \$3000 for football equipment in this fiscal year.

Ann Marie Rheault suggested put in request, come to Board of Finance, took to Town Council process so that there is transparency for any requests transferring in and transferring out of funds, so that no one questions it, noting this would amend the transfer line item in the budget.

**097 - Economic Development**

Ralph Zovich questioned if CERC \$35,000 is an ongoing economic development contract or a one-time non-recurring expenditures that we should put in capital outlay, noting he felt that Economic Development was exactly what the Town of Plymouth needs.

Michael Ganem will follow-up after meeting with Mayor Merchant.

Pattie DeHuff questioned Vance Taylor and CERC duplication

Margus Laan, Director of Land Use and Planning, explained the coordination between his office and that of the Town's Economic Development Consultant Vance Taylor; including the lengthy process and necessary steps followed in order to encourage applicants and briefly elaborated.

Michael Ganem stated the Economic Development Commission would be revisiting Vance Taylor's duties and responsibilities, as well as the Economic Development Commission's overall purpose and mission.

Ralph Zovich stated the Board of Finance needed to know the specific duties and responsibilities of consultant.

**096 Historic Properties –No change**

**095 Cemeteries - No change**

**049 Wetlands/Conservation Commission - (100) net change**

015 – Conference Memberships – 100

018 – Supplies - (100)

021 – Education - (100)

**025 Zoning Board of Appeals - (100)**

021 –Education Training - (100)

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**024 Planning and Zoning/Land Use**

015-Conference & Memberships - \$100

018-Office Supplies -\$100

**Beautification – No change**

Ralph Zovich questioned Ann Marie Rheault in reference to Miscellaneous Grant Fund.

Ann Marie Rheault established a New Fund Expenditures that will run through this line to facilitate us as we expend against them and then one of those things you “0” out. Only items that we received grants for separate account on revenue side and separate account on expense side.

Ralph Zovich provided updates on the dial-a-ride; noting Human Services never resolved existing programs.

Ann Marie Rheault reminded that you opted to “0” out salaries and put \$60,000 in contract services.

Ann Marie Rheault questioned what HRA was required to provide the Town with because we are within their service area and briefly elaborated.

Ralph Zovich stated the Town was going to outsource and the cost would be the same or less.

Jim Kilduff briefly elaborated about the brochure he shared previously noting it provided a detailed argument and briefly elaborated.

Vicky Carey questioned Communications Rental if its town property. And why then don't we receive a rental fee for those towers.”

Vicky Carey summarized for Margus Laan the topics of the communication towers, land ownership, and possible favorable rental fees at a previous meeting and briefly elaborated.

Ralph Zovich questioned if Margus Laan could go back in the land records or planning and zoning rulings and/or records in reference to these questions and briefly elaborated. Ralph Zovich stated “We should be able to check if sited on town owned property and if so we can charge rent from tower company.” Margus Laan will follow-up with these questions.

Ralph Zovich read into record response from Superintendent in reference to class size/averages.

Ralph Zovich discussed the two sets of data from Superintendent to clarify data each grade PK -5 Plymouth Center 343 and Fisher total 315 by grade, sections, and calculated average.

Ralph Zovich – Reconfiguration/consolidation would accomplish fewer sections, more balanced which then would be a suggestion and consideration for future savings.

Ralph Zovich reviewed with Board of Finance the list that was provided by Martin J. Semmel, regarding requested budget information for the Board of Finance.

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Jim Kilduff questioned if amount requested on Chromebooks will always be a large amount yearly.

Jim Kilduff mentioned grants.

Ralph Zovich confirmed they received grant for \$36,000.

Pattie DeHuff questioned the treatment of the chromebooks.

Jim Kilduff stated they move their items around so it can get confusing.

Ralph Zovich stated the Board of Education has the full statutory authority to make any internal transfers and are allowed to allocate that money anyway they want. They are an elected board, obviously, if the taxpayers do not like the way they are allocating the money the elections come in November. He further stated it would up to the Board of Education to allocate and distribute within their departments and within their functions.

Jim Kilduff stated the Board of Finance should continue to ask the right questions to be able to make informative decisions.

Ralph Zovich stated that he wanted to apologize for fixating on the \$3,700 L shaped cherry desk.

Vicky Carey listed and discussed some of the largest factors in the Board of Education's budget.

Ralph Zovich pointed out that Ann Marie Rheault had made a provision/new account for the (Teacher's Retirement Pension) in the budget as an expense if it becomes a reality.

Ann Marie Rheault stated there was no intention other than to place it, since it is funded by the General Fund.

Ralph Zovich stated if the Board of Education budget was increased and it doesn't materialize then we just gave the Board of Education extra money and felt that at some point Board of Education's budget should be based on some grounded reality and briefly elaborated.

Jim Kilduff stated it was bad policy to over tax ahead of time and felt it should be left as a placeholder and leave it blank; a brief discussion followed.

Ralph Zovich reminded the Board of Finance of the 32-mill cap that will hit us on motor vehicle unless they repeal and a decision needed to be made on Thursday.

Vicky Carey mentioned other town's budgets in how they are handling the (Teachers' Pension Liability issue) and gave different case scenarios.

Ralph Zovich stated there will be winners and losers in reevaluation, will have to deal with that since our grand list has decreased.

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Vicky Carey stated we needed to provide a bottom line figure.

Ralph Zovich stated we needed to come together and make rational arguments and if we cannot come to consensus, we will vote and we need to give time so that the Board of Education can react to this.

Ralph Zovich suggested any other remaining questions on Thursday, answer on CERC, keep in operating or keep in capital as a one-time if Mayor still wants it and could resolve that then.

**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**

Melanie Church – 328 Main Street, Terryville, CT mentioned layoff notifications given to Teachers in Bristol, CT, unfunded pension, spending, and authorized headcount, and recommended reductions.

Budget Suggestions

From Michael Soden stated school enrollment goes down but every year the schools want more money; look to trim school budget.

**8. Board Members' Comments**

Vicky Carey – No comment

Jay Dorso – No comment

James Zalot – No comment

Pattie DeHuff – When she questioned earlier should we prepare for the pension liability she was not thinking to increase the Board of Education's budget but her thought was actually reducing their request.

Jim Kilduff – Stated love flag football, basketball, and mentioned that he spoke to Michael Ganem about expanding some programs to adults. Jim stated that he thought Michael Ganem had many great ideas and that he was doing a great job.

Ralph Zovich – On Thursday will try to finalize budget, Monday, April 10- Regular Board Agenda, Minutes, Liaison Reports, Monthly Financial Summary, and approve budget and set date for public hearing.

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**9. Adjournment:**

There being no further business of the Board of Finance, a motion was made by Jim Zalot, seconded by Jay Dorso to adjourn at 8:45p.m. This motion was approved unanimously.

Respectfully submitted,

*michele yokubinas*

Michele Yokubinas,  
Recording Secretary