

Town of Plymouth

80 Main Street, Terryville, CT 06786

www.plymouthct.us

Board of Finance

Telephone: 860-585-4001

Fax: 860-585-4015

1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled Meeting April 2, 2018, 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 Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance and Town Councilwoman -Sue Murawski

2. Pledge of Allegiance: Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance.

3. Notice of Fire Exits: Jim Kilduff, Chairman, noted the fire exits.

4. Finalize Board of Education, Capitals and Debt service

Vicky Cary reviewed and discussed Capital Projects FY 2018-2019

Capital Projects – FY 2018-2019

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 APR - 9 PM 2:39
TOWN CLERK
Barbara H. Rockwood

| Depart. | Project Description | Amt. Requested | Amount Recomm | General Fund | Town Aid Grant | LOCIP Grant | Municipal Grant | Financed Purchases | Total Cost |
|-------------|---|----------------|---------------|--------------|----------------|-------------|-----------------|--------------------|------------|
| Assess. | GIS Mapping. Update | | | - | | | | | |
| BOF/ Compt. | Facility Assess/ Studies | - | - | - | | | | | |
| Comm. | Upgrade Town wide Comm. System-Phase 2 Towers | 35,000 | 35,000 | 35,000 | | | | | 35,000 |
| Compt. | Computer/Tech Upgrades Year 6 of 7 | 75,000 | 75,000 | 75,000 | | | | | 75,000 |
| Emer. Mgmt. | Dam Emergency Plans | - | - | - | | | | | - |
| F.D. | Pager Replacement | 8,000 | 8,000 | 8,000 | | | | | 8,000 |
| F.D. | Mechanical Exhaust System for Apparatus | 265,000 | - | - | | | | | - |
| F.D. | Station 2 Generator Replacement | 52,000 | - | - | | | | | - |
| F.D. | Replace Furnace –HQ | 27,385 | | - | | | | | - |
| F.D. | Replace Furnace – Fall – Mountain | 9,859 | | - | | | | | - |

Asst. Chief Chris Masi stated original furnaces HQ-1971 and Fall Mountain 1974 both are not efficient and have never been replaced

Vicky Carey recommended replacing the Fall Mountain Furnace.

Board of Finance Meeting

April 2, 2018

Page 2 of 8

Jay Dorso asked for specific statistics on those repairs on Fall Mountain.

Asst. Chief Chris Masi stated the Fall Mountain repairs have been increasing -exceeded \$858.00 three years ago, two years ago \$800.00, and this year \$2300.

*Will follow up –for potential planning towards replacements

| | | | | | | | | | |
|--------------|---|---------|---------|---|--|--|---------|---------|---------|
| Public Works | 147 Main Street (Mayfair) Remediation Project | 750,000 | 750,000 | - | | | 750,000 | | 750,000 |
| Public Works | Energy Consultant | 25,000 | | - | | | | | - |
| Public Works | Replacement Front Loader | 119,658 | 119,658 | - | | | | 119,658 | 119,658 |

Vicky Carey stated payment plan - \$31,134 from this year, Volvo –

Vicky Carey stated that this has been discussed extensively.

| | | | | | | | | | |
|--------------|-----------------------------------|---------|---|---|--|--|--|--|---|
| Public Works | Truck Lease Program (Year 1 of 7) | 329,000 | - | - | | | | | - |
|--------------|-----------------------------------|---------|---|---|--|--|--|--|---|

Vicky Carey stated would like to put in \$50,000, instead of short term financing towards replacing fleet/rebuild for a regular schedule for replacements.

| | | | | | | | | | |
|--------------|----------------------------------|--------|-------|-------|--|--|--|--|-------|
| Public Works | Backhoe Refurbish. | 25,000 | - | - | | | | | - |
| Public Works | Excavator Lower End Replacement | 15,000 | - | - | | | | | - |
| Public Works | Hot Patch Machine | 30,000 | - | - | | | | | - |
| Public Works | Highway Garage Storage | 40,000 | | - | | | | | - |
| Public Works | Replacement Recycling Bins (100) | 6,500 | 6,500 | 6,500 | | | | | 6,500 |

Charles Wiegert stated this is for new residents who need bin or for damaged bins. All recycling benefits the town.

| | | | | | | | | | |
|--------------|--|---------|---------|--------|---------|---------|---------|--|---------|
| Public Works | Transfer Station Relocation Study/Plan | 13,000 | - | - | | | | | - |
| Public Works | Maint. Garage Repainting | 33,000 | - | - | | | | | - |
| Public Works | Town Aid Roads | 600,000 | 600,000 | 74,878 | 259,972 | 112,716 | 152,434 | | 600,000 |

Ann Marie Rheault stated those numbers we are currently utilizing are from the state.

| | | | | | | | | | |
|--------------|-----------------------------|--------|--------|--------|--|--|--|--|--------|
| Public Works | Road Review and 6 year plan | 25,000 | 25,000 | 25,000 | | | | | 25,000 |
| Public Works | Town Hall Renovations | 25,000 | 25,000 | 25,000 | | | | | 25,000 |

Charles Wiegert stated Painting, tiles, various rooms, etc.

| | | | | | | | | | |
|--------------|-------------------------------------|-------|-------|-------|--|--|--|--|-------|
| Public Works | Town Hall Gutter Ice Dam Prevention | 5,000 | 5,000 | 5,000 | | | | | 5,000 |
|--------------|-------------------------------------|-------|-------|-------|--|--|--|--|-------|

Charles Wiegert stated costly to fix, working on preventative measures to avoid potential problems.

| | | | | | | | | | |
|--------------|----------------|--------|--|---|--|--|--|--|---|
| Public Works | (2) Lawnmowers | 15,000 | | - | | | | | - |
|--------------|----------------|--------|--|---|--|--|--|--|---|

Board of Finance Meeting

April 2, 2018

Page 3 of 8

| Depart. | Project Description | Amt. Requested | Amount Recomm | General Fund | Town Aid Grant | LOCIP Grant | Municipal Grant | Financed Purchases | Total Cost |
|--|---|----------------|---------------|--------------|----------------|-------------|-----------------|--------------------|------------|
| PVCA | Ambulance Garage Renovation | 10,000 | 10,000 | 10,000 | | | | | 10,000 |
| <p>Pattie DeHuff questioned if insurance would cover any of these damages. Jim Kiluff stated due to the age of this building - General maintenance needs to be done. Charles Wiegert stated door is not included in this budget request. Vicky Carey stated line item should be noted as repairs.</p> | | | | | | | | | |
| Police | Two Police Cruisers with extended warranties* | 75,000 | 75,000 | 75,000 | | | | | 75,000 |
| Police | Evidence Drying Cabinet* | 5,370 | 5,370 | 5,370 | | | | | 5,370 |
| Police | Twenty Bullet Proof Vests (year 3 of 5) \$20,000 total | 4,000 | 4,000 | 4,000 | | | | | 4,000 |
| Vicky Carey stated this would be taxpayer money. | | | | | | | | | |
| Police | License Plate Reader (year 2 of 2) \$10,000 total* | 5,000 | 5,000 | 5,000 | | | | | 5,000 |
| Ann Marie Rheault stated year 2 - \$5,000 out of taxpayer money. | | | | | | | | | |
| Police | Tasers-5 yr. lease- Requested | | | | | | | | |
| Police | Radios- Requested | | | | | | | | |
| <p>Vicky Carey stated requested from Police Department - Tasers 5 year unlimited plan Ann Marie Rheault stated in this year's current budget we had budgeted for the 25 replacement Tasers - \$35,500 -out of extra duty -placed on hold due to Budget freeze -Presently those Tasers are phasing out and this is where the new 25 Tasers request is coming from. Chief Karen Krasicky confirmed that they are phasing out those Tasers. Vicky Carey stated the first year would be \$6,800. Ann Marie Rheault stated Total \$41,000 split over five years-every year around \$8,500 except first year \$6796 Ann Marie Rheault stated suggested to come out of extra duty and watch closely. Ann Marie Rheault stated presently not included in capitals Tasers, P.D. requesting \$21,000 to purchase remaining 7 radios - a one-time capital expenditure. Ann Marie Rheault stated would provide narratives that Chief Karen Krasicky provided for the Board of Finances for review. Jim Kilduff stated need to keep these systems/radios working properly. All of these purchases are digital upgrades all tied into new towers/communication upgrades and are due to the necessary upgrades for the new system and briefly elaborated.</p> | | | | | | | | | |
| Town Clerk | Indexing Computer Equipment | 5,000 | 5,000 | 5,000 | | | | | 5,000 |
| Vicky Carey stated this is for upgrade since the switch over none of our software is compatible. | | | | | | | | | |
| TOTAL | | 2,632,772 | 1,753,528 | 358,748 | 259,972 | 112,716 | 902,434 | 119,658 | 1,753,528 |

Board of Finance Meeting
April 2, 2018
Page 4 of 8

| Short Term Financing of Cap Projects | Original Cost | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2021-2022 | Total w/out interest | 2019 Interest (est.) |
|---|---------------|-----------|-----------|-----------|-----------|-----------|----------------------|----------------------|
| Town wide Security Upgrades 5 yr. lease-ann. Payments FY15-16-19/20** | 173,958 | 34,972 | 34,792 | | | | 69,584 | 1,411 |
| Engine 7 Replacement-2017 Ford F450 | 90,593 | 28,456 | 30,164 | | | | 58,620 | 3,517 |
| Mechanical Broom Sweeper-5 year lease | 235,363 | 43,600 | 45,690 | 47,879 | | | 137,169 | 3,000 |
| Comm. Upgrade Proj. – Motorola ***-5 yr. Lease | 207,333 | 37,530 | 39,402 | 41,368 | 43,432 | | 161,732 | 8,070 |
| Replacement Front Loader | 119,658 | 31,134 | 28,717 | 29,501 | 30,306 | | 119,658 | - |
| | 826,905 | 175,512 | 178,765 | 118,748 | 73,738 | | 546,763 | 15,998 |

| | | |
|--|-------------------------|---------|
| * - To be funded from P.D. Extra Duty fund transfer into General Fund. | 2016 principal payments | 34,792 |
| *** - Total Estimated lease payment includes principal & interest. | 2017 principal payments | 83,556 |
| | 2018 principal payments | 161,794 |
| | Total Original Cost | 826,905 |

Vicky Carey stated Mayor David Merchant requested a feasibility study to have one comptroller for both town and school -\$25,000.

Ann Marie Rheault stated the Board of Education has budgeted for software.

Vicky Carey stated this would be a new line item.

Vicky Carey reviewed the Short Term Financing of Cap Projects above.

Vicky Carey question if any members would like to add any additional items.

Pattie DeHuff requested clarification on the amounts of the Communications Upgrade Phase 2 -\$35,000 at top of spreadsheet - is that the same as the \$35,000 Communications Upgrade Project – Motorola.

Ann Marie Rheault stated have details from Communications of all that is entailed -will confirm those amounts.

Vicky Carey stated this is a work in progress we have not finalized capitals and will at a later date and briefly elaborated.

Pattie DeHuff made a motion, seconded by Jay Dorso to move Public Comment

The motion passed unanimously.

5. Public Comment

Melanie Church, 328 Main Street, Terryville – questioned number of Police Vehicles, mileage, if replacement is necessary, F.D. furnace replacement/timing and cost savings, and radios for Fire Department and Ambulance.

James Mozalak, 18 Carriage Drive, Terryville questioned amount of money from State for possible road repairs.

Sue Murawski, Town Councilwoman questioned if proposed cut is for the current year's budget.

Ellen Roth, 13 Holt Street, Terryville –Educator and parent, look at numbers and there are other ways for Board of Education to manage their money –students deserve quality education without cutting teachers, facility and/or materials. Board of Finance is doing the right thing.

Melanie Church, 328 Main Street, Terryville, -previously added \$144,000 for bus, move to High School, cost savings from closing Main Street, State Insurance no longer self-insured money for catastrophic loss, and ECS, consider increasing MBR to \$266,000.

Chris Simo, 52 Old Farms Road, Terryville – BOE looking at Insurance, important things to be clarified, cut staff, they never look at administration positions and regionalize. (ECS) Educational Cost Sharing you have prerogative in dispersing those funds. Support discussion this evening.

Board of Education

Jim Kilduff gave brief review -2018 Budget was \$24,212,791 request 2018-2019 -\$24,235,376, which is a 0.09% - \$22,585 increase for the Board of Education.

Jim Kilduff stated Rollup of all Budget Areas and Accounts by Facility –Plymouth-Board of Education - previously distributed to the Board of Finance.

Jim Kilduff stated we received the MBR -\$266,189 – can cut without being penalized by the State of Connecticut.

James Zalot would like to see the Board of Education cut by \$175,000, which would allow a cushion.

James Zalot made a motion, seconded by Pattie DeHuff to cut the Board of Education by \$175,000.

James Zalot amended the motion, seconded by Pattie DeHuff for the Board of Education's budget to be 24,037,790, seconded by Pattie DeHuff.

Motion passed unanimously.

Discussion on Motion:

Vicky Carey stated the Board of Education could use their money wiser. Taxes are going up and we are trimming on the town's side.

James Zalot stated do not want supplemental tax bill to go out to the taxpayers in town.

Jay Dorso questioned how James Zalot came up with that number.

James Zalot stated I did not want to get too close to the MBR and wanted leave a cushion, if they sharpen their pencil they have an attainable goal and comfortable position.

Jim Kilduff stated for discussion when does cuts start to impact and affect performance. We do not know answer to that.

Vicky Carey stated the Board of Education two years ago they encumbered 1 M last year \$500,000 they are starting to use their money more wisely.

Vicky Carey stated even though requested - the Board of Education did not give us a list of encumbrances. This list is best used and looked at the end of the year for detailed figures. Maybe the Board of Education will spend their money more prudent.

Jay Dorso questioned the State Plan 2.0 health care plan.

Jim Kilduff stated received update from Dr. Martin Semmel and they are still looking at and projecting that they will go with State Plan.

Ann Marie Rheault stated 3-year minimum lock -reviewing cost, increases, population serving, coverages, and many factors, they are diligently looking at to make an informed decision.

Vicky Carey stated the Board of Education receives revenue and grants that we do not see or do not know about and we do not have a list of those presently.

Briana Brumaghim stated the Board of Education should be clear on all of their revenues.

Ann Marie Rheault stated those revenues are reflected as a reduction of their expenditures - as an offset to their expenditures

Pattie DeHuff stated take into consideration that the SRO was a big issue at past meeting.

Vicky Carey stated it is up to the town if we fund the SRO or not. One line budget, they will cut were they decide.

Briana Brumaghim stated looking at what the town is asking to contribute to the Board of Education's budget. The Board of Education is requesting a 9.5% increase - \$1.3 M from town.

Briana Brumaghim stated even if we cut the maximum MBR \$266,000 that would still be an increase of 7.5% contribution, which would be a lot for town to absorb in one year.

Briana Brumaghim questioned Ann Marie Rheault if we do receive more in ECS funds than what is in our proposed budget from the State of Connecticut what happens to those funds.

Ann Marie Rheault stated any additional revenue would go back to general fund.

Vicky Carey stated if achieved this should go back to town for revenue.

Jim Kilduff stated will follow-up.

Vicky Carey stated will come up with number now and Board of Education will need time.

Ann Marie Rheault stated the Town Council could make changes up until the budget is approved.

Vicky Carey stated joint meeting with Town Council could add or subtract any line item then.

Jim Kilduff stated the salary increases are included in those figures.

Ann Marie Rheault requested if the Finance Director's Report could be added to the Agenda.

Jim Kilduff made a motion, seconded by James Zalot to add the Finance Director's Report to the agenda.

Motion passed unanimously

Ann Marie Rheault stated was informed today that the Circuit Breaker under Assessor's Office –which was budgeted for \$100,000 Line item -101-12-014-003 will now be "0" – Estimated Revenues

6. Municipal Fraud Risk Assessment Updates

None

7. Correspondence

Jim Kilduff stated received minutes from Melanie Church and will forward to Board of Finance members and the Council's original intent was at time and will be useful for future meetings.

8. Board Member's Comments

Pattie DeHuff – None

Vicky Carey - None

Jim Kilduff – None

Jay Dorso – Focusing on State Plan would like to see itemized differences and summary. All plans have positives and negatives. Cost exposures and risks and should look at detail.

James Zalot – None

Briana Brumaghim –In favor of Board of Education, but with significant cuts we cannot put on taxpayers. A study should be done on regionalization since a town cannot maintain spending this amount on Board of Education and not good for long-term fiscal health. They should consider State Plan for insurance since significant savings and keep teachers.

9. Adjournment

There being no further business of the Board of Finance, a motion was made by James Zalot, seconded by Jay Dorso to adjourn at 8:55 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for April 3, 2018.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary