

Town of Plymouth

80 Main Street, Terryville, CT 06786
www.plymouthct.us

Board of Finance

Telephone: 860-585-4001
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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled April 11, 2019 Board of Finance meeting to order at 7:01 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot, Jay Dorso-excused absence, Pattie DeHuff-excused absence, 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.

Vicky Carey made a motion, seconded by Briana Brumaghim to amend the agenda to allow Public Comment after each department/section.

Motion passed unanimously

4. Acceptance of Minutes (March 28, 2019)

Vicky Carey made a motion, seconded by Briana Brumaghim to accept the minutes of March 28, 2019.

Motion passed unanimously

Jim Kilduff stated the state has mandated us to increase the amount we give to the Board of Education.

5. Capitals and Part II of General budget pass through. Budget adjustments of Revenues and Expenditures and approve Budget totals

Jim Kilduff/Ann Marie Rheault/Vicky Carey/Briana Brumaghim/James/Zalot- reviewed and highlighted Capital Projects -FY-2018-2019. - Town of Plymouth- Fiscal Year July 1, 2019 – June 30, 2020, Proposed Budget Draft dated 2/13/2019 for discussion purposes – DRAFT/WORKING COPY* can be viewed in its entirety at the Plymouth, CT Town Hall and on the Town of Plymouth’s website.

***NOTE:** Mill Rate calculation is for reference only. The final mill rate has not been determined by the Board of Finance and will not be final until the budget is approved.

***NOTE:** This is a draft working copy of the budget to be utilized by the Board of Finance in determining a final budget for the Fiscal Year 2019-2020. All Amounts Are Subject to Change.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2019 APR 22 PM 2:08
Briana K. Brumaghim
TOWN CLERK

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Reviewed Capital Projects – FY 2019-2020

Depart.	Project Description	Amt. Requested	Amount Recomm	General Fund	Town Aid Grant	LOCIP Grant	Municipal Grant	Financed Purchases	Total Cost
Assess.	Revaluation	10,000	10,000	10,000					10,000
Comm.	Upgrade Town wide Comm. System-Phase 2 (Year 1 of 2)	140,000	70,000	70,000					70,000
Comm.	Comms. Upgrade-Police Radios – Phase 2*	45,000	45,000	45,000					45,000
Compt.	Computer/Tech Upgrades Year	30,000	25,000	25,000					25,000
F.D.	Portable Radio Upgrade (Year 1 of 3) \$90,000 total	45,000	30,000	30,000					30,000
F.D.	Mechanical Exhaust System for Apparatus	265,000	-	-					-
F.D.	Station 2 Generator Replacement	60,000	-	-					-
Library	Replace Carpeting (Year 1 of 2) \$40,000 total	20,000	20,000	20,000					20,000
Library	Replace Air Handler Units	100,000	-	-					-
Public Works	Highway Salt Shed-Req'd by DEEP (Year 1 of 2) \$400,000 total	200,000	200,000	200,000					200,000
Public Works	Repaint Maintenance Garage	35,000	-	-					-
Public Works	Excavator	155,000	-	-					-
Public Works	Backhoe	120,000	-	-					-
Public Works	2019 Chevy Colorado – Maint. Supv.	30,000	-	-					-
Public Works	Maintenance Garage Vehicle Diagnostic System	12,000	12,000	12,000					12,000
Public Works	Ten wheel Dump Truck Replacement	210,000	-	-					-
Public Works	Street Sign Replacement	8,000	8,000	8,000					8,000

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Depart.	Project Description	Amt. Requested	Amount Recomm	General Fund	Town Aid Grant	LOCIP Grant	Municipal Grant	Financed Purchases	Total Cost
Public Works	Highway Garage Storage	45,000	-	-					-
Public Works	Town Aid Roads	2,000,000	700,000	175,448	259,972	112,716	152,434		700,000
Public Works	Town Hall Renovations	25,000	20,000	20,000					20,000
Public Works	(2) Lawnmowers	18,000	-	-					-
Police	Taser 5 year lease*	8,551	8,551	8,551					8,551
Police	Two Police Cruisers with extended warranties*	90,000	90,000	90,000					90,000
Police	Class A Dress Uniforms*	17,500	17,500	17,500					17,500
Police	Twenty Bullet Proof Vests (year 3 of 5) \$20,000 total	4,000	4,000	4,000					4,000
Police	License Plate Reader (year 2 of 2) \$10,000 total*	5,000	5,000	5,000					5,000
Police	Police Cruiser Vests*	7,200	7,200	7,200					7,200
Parks & Recreation	Lake Winfield- Re-roof and repairs – Bathhouse/gazebo	10,000	-	-					-
Parks & Recreation	Tower 48" mower	6,000	6,000	6,000					6,000
Parks & Recreation	Chevy Silverado 2500 w/extended cab and plow	60,000	-	-					-
Parks & Recreation	Upgrades – Veterans Playground and Basketball Courts**	40,000	40,000	40,000					40,000
		3,811,251	1,308,251	783,699	259,972	112,146	152,434	-	1,308,251

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Short Term Financing of Cap Projects	Original Cost	2019-2020	2020-2021	2021-2022	2022-2023		Total w/out interest	2020 Interest (est.)
Town wide Security Upgrades 5 yr. lease-ann. Payments FY15-16-19/20	173,958	34,972					34,792	1,411
Engine 7 Replacement-2017 Ford F450	90,593	30,164					30,164	1,810
Mechanical Broom Sweeper-5 year lease	235,363	45,690	47,880				93,570	4,484
Comm. Upgrade Proj. – Motorola ***-5 yr. Lease	207,327	39,402	41,367	43,431			124,200	6,198
Replacement Front Loader	120,993	28,812	29,938	31,109			89,859	3,513
Street Light Purchase Program	512,105	97,309	99,801	102,356	104,976		404,442	10,354
Total	1,340,339	276,169	218,986	176,896	104,976	-	777,027	27,770

* - To be funded from P.D. Extra Duty fund transfer into General Fund .*\$ 173,251	2016 principal payments	34,792	
** To be funded from Recreation Revolving Fund.	** \$ 40,000	2017 principal payments	83,556
	*** \$213,251	2018 principal payments	161,793
***transfers in		2019 principal payments	283,174
		Total Original Cost	1,340,342

**Assessors, Communications, Comptroller, and Technology
Comments/suggestions**

Briana Brumaghim suggested to change/specify Assessors -Revaluation –Can we be more specific ex. Year/timeframe.

Ann Marie Rheault read into the record an email addressed to Ann Marie Rheault, dated February 26, 2019 Subject: Town Hall Computers 19-20 and Attachments: Town of Plymouth PC Spec (1).xlsx

Ann Marie Rheault will add Annual Computer Replacement Program under Technology (follow-up)

Public Comment-Assessors, Communications, Comptroller, and Technology

Melanie Church, 328 Main Street, Terryville, CT complimented Richard Trudeau –very conservative, for replacement-cost savings.

**Fire Department, and Library
Comments/suggestions**

Chief Mark Sekorski stated have not gone out to bid – (furnace replacement) if we go out three years - cannot predict radio prices, suggested →\$31,000 total (estimate)

Ann Marie Rheault suggested they get estimate every year (split difference)

James Zalot questioned if voted/approved money for library carpet previously. (will follow-up)

Briana Brumaghim questioned air handlers (expense/timeframe) –what previous work was done.

Ann Marie Rheault read into record information from Gretchen DelCegno –Terryville Public Library.

Public Comment - Fire Department, and Library

Cathy Paskus, 4 Arrow Drive, Terryville, CT - Complimented the work/research Gretchen DelCegno – Terryville Public Library has done.

Public Works
Comments/suggestions

Charles Wiegert, Director of Public Works gave a detailed lengthy explanation of what a Salt Containment structure involves.

Briana Brumaghim questioned how many tons of salt is it expected to hold.
Charles Wiegert stated 800.

Charles Wiegert stated will need zoning and wetlands approval.

Briana Brumaghim compared quotes that were previously emailed for perusal, steel master building, metal roofing, \$256,000, 30 Mil, 30 year backed warrantee.

Charles Wiegert confirmed metal frame/metal roof, 30 mil thickness and briefly elaborated.

Briana Brumaghim questioned size and capacity for \$300,000, variables, size, and capacity.

Jim Kilduff stated need to put number in and not under build and/or (underfund) and briefly elaborated.

Charles Wiegert stated continual groundwater testing and briefly elaborated.

Briana Brumaghim stated we as a board (Finance) have not recommended any of these amounts.

Ann Marie Rheault stated we would need to update the LOCIP →\$96,124.

Ann Marie Rheault questioned (re. Town Hall Renovations-needs replacement of carpet) -ADA compliant -request \$25,000 amount suggested \$20,000

Charles Wiegert stated ADA compliance- transition plan - (plan and working towards it)

Briana Brumaghim questioned project timeframe.

Charles Wiegert stated ongoing, no set plan.

Public Comment-Public Works

Jim Mozelak, 18 Carriage Drive, Terryville, CT – Salt Shed – Peacedale Street, Bristol re. dome

Melanie Church, 328 Main Street, Terryville, CT– house size comparison (cost), lighted street sign replacements-electronic, back to basics.

Gerry Bourbonniere, 6 Fairmount Avenue, Terryville, CT – confirmed salt dome James P. Kassey, Bristol, CT, employed with the city of Bristol 18 years, 20-25 year range, state specifications have changed over the past years – reason why costs are up.

Capital Improvements
Comments/suggestions

Charles Wiegert, Director of Public Works - Truck leasing (would need to go out to bid) - or buying (with set replacement plan) newest truck is 10 years old –all well past their useful life and don't want to wait until town needs to buy all at once.

Jim Kilduff stated in support of leasing program.

Charles Wiegert stated would need to go out to bid, budget number \$45,000 (not set in stone).

Briana Brumaghim stated before we can consider, not opposed to leasing, positive attributes, to keep trucks updated, -don't know if we would do one a year. Like to potentially discuss reducing some line items, salt shed put off now it has to be in the budget, inevitable the Library needs air handlers - would prefer to have it spread out.

Briana Brumaghim stated the salt shed should be able to be built for \$300,000. -Faced with catch up year -Board of Education -\$450,000 increase – looking forward I'd rather take a bigger hit on paying more for salt shed next year. Budgeting \$100,000 this year and add more next year, which would balance our expenses out more evenly.

Vicky Carey stated put salt shed at \$150,000.

Vicky Carey suggested putting \$45,000 towards leasing, try one and see how it works out,

Rich Lyga, Chairperson for Public Works – they never did say how much we have to put down to get it built, will not see it until next year – not a large amount of money.

Charles Wiegert stated 10-month process –to build a truck.

Ann Marie Rheault stated still need to budget when you take delivery need to make payment

Ann Marie Rheault questioned if you are committed with seven-year lease.

Charles Wiegert stated full seven years, custom built for our purposes. (follow-up)

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Briana Brumaghim stated still need to cover (insurance) and questioned at end of the lease –any fees (excessive fines for condition) –follow-up

Charles Wiegert stated we could draft in contract/specify (maintain for resale/ reasonable for 7-year vehicle value)

Charles Wiegert stated you could buy the vehicle, if good history - hold onto it.

Ann Marie Rheault questioned if you pay \$210,000 plus maintenance would it equal what we would pay to lease.

Charles Wiegert stated rough average \$50,000/7 maintenance for truck each year without major issues.

Briana Brumaghim stated can you provide an inventory, condition, and status of trucks. (follow-up)

Jim Kilduff stated buying vs leasing, actual cost, and many variables.

Charles Wiegert stated 7 trucks 2005-2009, good working condition at the moment.

Jim Kilduff stated ultimate goal level funding -slowly building up the fleet.

Capital Improvements
Public Comments

Melanie Church, 328 Main Street, Terryville – Both Leasing and purchasing will cost you

Richard Lyga, Chairman -Town of Plymouth, Public Works -Listed leasing positives, option to turn in or buy it.

Charles Wiegert, Director of Public Works - Town aid road, looking for consistent number for future, establish a program and have backing financially for many years in the future.

Police
Comments/suggestions

Vicky Carey questioned Class A Dress Uniforms- Capital Projects - State of Connecticut guidelines – does not belong in Capital Projects – Police budget line item.

Briana Brumaghim questioned what would happen if not in Capital Projects.

Ann Marie Rheault stated for transparency one-time non-recurring item, put in general fund budget uniforms/ allowance (general fund) and come out of extra duty fund. (one area or the other) impact on mill rate (nil).

Vicky Carey stated prefer under uniforms/allowance.

Ann Marie Rheault stated your preference, no impact on the budget.

Karen Krasicky, Chief of Police questioned –are you proposing to approve police items in the budget.

Police
Public Comment

Jim Mozalak, 18 Carriage Drive, Terryville, CT - questioned how many miles do you get on police cruiser.

Chief Karen Krasicky stated not just mileage, wear and tear; fleet manager makes recommendation/determination.

Rick Rene, Police Officer - over 3 years, 80,000 Miles- Police Cruisers, 24 hours a day, after 3 years - use for extra-duty.

Melanie Church, 328 Main Street, Terryville, CT, -questioned number of vehicles, extra duty fund

Parks & Recreation
Comments/suggestions

Michael Ganem stated distributed photos of Veterans Playground Basketball Courts present condition and two quotes for Basketball Courts. As of June 30, 2008 (audit) their Recreation Revolving Fund Account \$80,000. Quote #1 Fineline Construction, LLC. quote dated April 3, 2019, and Quote 2 Classic Turf Company, LLC. Written quote dated April 8, 2019, on file.

Ann Marie Rheault questioned if there would be security/motion lighting.

Gerry Bourbonniere, Chairperson – Parks & Recreation Commission - Feasibility to have a contractor (something solar) installed.

Michael Ganem-Director of Parks & Recreation - requested to increase this to \$65,000 which would include tree work, to properly install courts and allow some contingency according to quote.

Jim Kilduff stated more than sufficient funds to cover this request.

Gerry Bourbonniere, Chairperson – Parks & Recreation Commission stated this was built up over many years.

Gerry Bourbonniere, Chairperson – Parks & Recreation Commission – pre-dated, newer basketball court hoops conforming to how these kids play now.

Michael Ganem stated important to get done when still warm would take around three months to complete.

Gerry Bourbonniere, Chairperson – Parks & Recreation Commission -will have to go out to bid -RFP (Request for Proposal) will look at construction/application details closely and briefly elaborated.

Parks & Recreation
Public Comment

Jim Mozalak, 18 Carriage Drive, Terryville, complimented Michael Ganem on Basketball and Touch Football programs, questioned if paving company would be less expensive, and noted Chevy Silverado-prices with plow.

Ann Marie Rheault stated may need increase re. Technology, cyber-attack, any recommendations from Blum Shapiro, some cost associated with upgrade town wide and Board of Education, some costs and recommendations from the result of what happened -\$25,000 may not be enough.

Ann Marie Rheault stated my suggestion is to go through the list again make any suggestions/changes just to see the impact and briefly elaborated.

Ann Marie Rheault stated will update/print copy an updated budget for your review for Monday, April 15, 2019.

Jim Kilduff reviewed/confirmed along with all Board of Finance members changes made to the draft budget Capital Projects –FY2019-2020.

Ann Marie Rheault reviewed the Short Term Financing of Cap Projects.

Ann Marie Rheault reviewed/confirmed Revenues and Estimated Expenses sections of the budget. (Will provide update/print copy for Monday, April 15, 2019.

Ann Marie Rheault distributed/explained calculations Page 1 of 2, for elected officials -Mayors, Registrars, Tax Collector and Town Clerk (budgeted/proposed salaries) given for informational/clarification purposes only.

Briana Brumaghim stated all of the other positions have 1.5% increase.

Vicky Carey stated put them it.

Jim Kilduff stated will discuss on Monday.

Ann Marie Rheault stated without changes in salary, with \$450,000 to Board of Education, .95 increase, 40.64 mill rate, and spending 2.09%.

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT – read car lease definition – listed positives & negatives

7. Correspondence

Accounts by Facility – Plymouth Board of Education 03/29/2019 02:51:40 PM Fiscal Year 2018-2019

8. Board Member's Comments

James Zalot - None

Vicky Carey - None

Briana Brumaghim - questioned Quadrennial Report and Real Estate & Personal Property- Plymouth Library Association

9. Adjournment

Our next meeting will be April 15, 2019

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey seconded by James Zalot to adjourn at 10:00 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary