

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 March 20, 2023, Board of Finance regular meeting to order at 7:00 p.m. Members in attendance: Victoria Carey - Vice Chairman, Eugene Croce, Barbara Rockwell, Briana Brumaghim, and Jennifer Brunoli. Also Present; Grace K. Zweig - Finance Director, Paul Pronovost, Interim Public Works Director, and Roxanne McCann - Town Council Liaison, Town Councilman Dan Gentile, and Town Councilman Nate Brown

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

Fire Exit Notification: Jim Kilduff noted the Fire Exits for the record.

3. **Acceptance of Minutes - March 9, 2023**

Barbara Rockwell made a motion seconded by Briana Brumaghim to accept the minutes of March 9, 2023.

Motion passed unanimously with the following corrections

Corrections

Briana Brumaghim noted pg. 4

Add for clarification:

Eugene Croce stated there is a regionalization bonus built into the ECS – (so much per student)

Briana Brumaghim stated it should state - We are getting less of the proposed ECS grant continuing in that manner as far as what we can tell right now. Yet regional schools are maintaining a higher rate of reimbursement.

Eugene Croce noted pg. 7

Replace:

Brian Falcone, Superintendent stated two people, no HR - took part-time receptionist made a full-time position.

With the following:

Brian Falcone, Superintendent stated two people, no HR (Human Resources) took part-time receptionist made a full-time Human Resources position.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2023 MAR 23 PM 3:34
Shirley Kowalski
TOWN CLERK

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4. Review Public Works section of the Budget

Various Members of the Board of Finance discussed in detail the Public Works section/ Town of Plymouth Fiscal Year July 1, 2023-June 30, 2024 – Mayor’s Proposed Budget Draft #1 dated February 10, 2023, 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 (www.plymouthct.us)

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 AFTER APPROVAL BY THE TOWN COUNCIL.

Jim Kilduff, Chairman welcomed Paul Pronovost, Interim Public Works Director.

4301 Public Works Director

Eugene Croce questioned 2022 – Other Professional/Technical Services - \$58,599.

Paul Pronovost, Interim Public Works Director stated previous Public Works Director used that for other payments such as software licenses. Noted - on narrative changed to payments to other organizations and briefly elaborated.

4303 Highway

Eugene Croce questioned under Highway if this additional hire is just one position.

Paul Pronovost, Interim Public Works Director stated Yes, one position.

Jim Kilduff read into record Regular Employees from Public Works Director 23/24 Budget Narrative: This increase is for contracted raises, along with the addition of a Maintainer II, by hiring an additional maintainer we can perform more work in-house and not have to contract out work. This employee can also be utilized to help Parks and Recreation perform their work as needed.

Briana Brumaghim stated I mentioned previously at last week’s meeting that it would be helpful to have a list of what work is currently contracted out and work to be covered by the hiring of an additional full-time maintainer. To see - how that balances out? If that’s the reason for bringing in another full-time position.

Paul Pronovost, Interim Public Works Director stated when work was done with an outside contractor due to (not having enough individuals to perform our own drainage) for example. If we had an extra person while two people sweeping, one person mowing, and one extra maintainer – this would then help out in this situation and briefly elaborated. Noted - Will provide a list.

4307 Snow Removal

Briana Brumaghim questioned if the old salt shed was being used.

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Paul Pronovost, Interim Public Works Director stated Yes, sand, a small amount of salt so the sand doesn't freeze and briefly elaborated.

Paul Pronovost, Interim Public Works Director gave a brief explanation of the procedure done in storms (snow and/or ice) Noting the utilization of salt, pretreat process, and noting the switching process from salt/sand combination and ultimately back to salt in the morning. Thus not using as much in an attempt to help keep salt usage down while still maintaining safety.

Grace Zweig questioned for clarification purposes - Are you going to buy salt/sand in this current fiscal year? Noted you can't carry money over unless you encumber it and briefly elaborated.

Paul Pronovost, Interim Public Works Director stated still in the discussion stage with Mayor Joseph Kilduff presently – still waiting before we decide to encumber it - in case of overages and briefly elaborated.

4313 Maintenance Garage

Briana Brumaghim questioned who uses town gasoline (re. Gasoline line item).

Paul Pronovost, Interim Public Works Director stated all town depts. One central budget line item noted included is Police, Plymouth Volunteer Ambulance Corps , Sewer Plant, Recreation, Public Works, and Board of Education.

Paul Pronovost, Interim Public Works Director also noted vehicle maintenance (one line item).

Briana Brumaghim questioned what about the Fire Department.

Paul Pronovost, Interim Public Works Director stated Fire Department has a diesel tank at their headquarters, we are only utilized as backup.

Briana Brumaghim questioned if that includes the Fire Chief, PVAC.

Paul Pronovost, Interim Public Works Director stated cannot speak for Fire Department's policy noting that town-issued vehicles get gas there and briefly elaborated.

Briana Brumaghim questioned who has access and if there is a cap to it and if utilized for certain purposes, and who is monitoring it (gas).

Paul Pronovost, Interim Public Works Director stated there is an individual FOB/printout every month at the town garage – noting aware of when and how much and briefly elaborated.

Briana Brumaghim stated would be nice to know it is not an unlimited benefit.

Paul Pronovost Interim Public Works Director noted in Thomaston Volunteer Chiefs allowed (a tank of gas) as part of compensation and briefly elaborated.

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Briana Brumaghim questioned how much of the mechanical work is outsourced vs done in-house, do we have any tracking and/or percentages for that?

Paul Pronovost, Interim Public Works Director stated any major repairs are sent out - we could get percentages -noted motors and large cylinders, and briefly elaborated.

Briana Brumaghim questioned to what degree are we maintaining vehicles.

Paul Pronovost, Interim Public Works Director stated most Police Department cars since newer are covered under warranty. Noted Truck Leases - all maintenance/repairs mostly are covered under the lease, and briefly elaborated.

Briana Brumaghim stated we are paying two full-time mechanics.

Paul Pronovost, Interim Public Works Director stated we have plenty of work for both the full-time Mechanic and Assistant Mechanic - re. ambulances, heavy equipment, small engines, and lawnmowers.

Briana Brumaghim stated Parks & Recreation maintains its equipment.

Paul Pronovost, Interim Public Works Director stated only small engines.

A brief discussion took place regarding PVAC ambulances.

A brief discussion took place regarding Parks & Recreation.

Briana Brumaghim questioned re. Highway Department full-time additional maintainer. It is noted that employees will also be utilized in Parks & Recreation performing work as needed– Does that mean that Parks & Recreation will not be hiring anyone part-time to supplement the two full-time employees under facilities?

Paul Pronovost, Interim Public Works Director stated will follow up.

4317 Transfer Station

Jim Kilduff questioned how is the equipment is working.

Paul Pronovost, Interim Public Works Director stated equipment getting older, more breakdowns, - next year and probably will be put in Capitals 2024-2025 - noted trailers need to be replaced since vintage and reiterated the compactor needs to be worked on frequently.

Briana Brumaghim questioned regular employees under Transfer Station's – the 27.52% increase.

Paul Pronovost, Interim Public Works Director noted this is a 2% increase for the transfer station.

Grace Zweig stated will correct it to \$42,976 instead of \$53,000

Jennifer Brunoli questioned why the transfer station position gets overtime.

Paul Pronovost, Interim Public Works Director stated because of the contract states anything over 40 hours, and briefly elaborated.

Briana Brumaghim questioned if there are two new pieces of equipment from the ARPA funds.

Paul Pronovost, Interim Public Works Director stated yes.

4329 Utilities

A brief discussion took place regarding fire hydrants

Briana Brumaghim questioned if there is a summary available of the street light savings over the past years since the switch and briefly elaborated.

Paul Pronovost, Interim Public Works Director – will follow up

4331 Town Hall

Briana Brumaghim questioned the custodian position.

Paul Pronovost, Interim Public Works Director stated presently one full-time and one part-time custodian position, reflected in the budget in another line item set up by the past Public Works Director – noted will clarify-follow-up.

Briana Brumaghim questioned the longevity line item in Facilities.

Paul Pronovost, Interim Public Works Director stated negotiated out.

Briana Brumaghim questioned the clothing allowance.

Paul Pronovost, Interim Public Works Director stated clothing allowance under Highway line item.

Barbara Rockwell questioned the town-wide sewer use bill.

Paul Pronovost, Interim Public Works Director stated some have their own line items and briefly elaborated.

A brief discussion took place regarding the Parks section of the budget and the supervisor's duties.

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5. Public Comment

Melanie Church, 328 Main Street, Terryville, CT - Documentation of duties (Parks & Recreation), questioned if town vehicles are taxed, and 1099 for subcontractors.

Jim Moslak, 18 Carriage Drive, Terryville, CT - Parks & Recreation duties, Town Council - Job Description change of Public Works Director.

Dan Gentile, 269 Mount Tobe Road, Plymouth, CT - Thanked Paul Pronovost for all of his knowledge - noted Paul is very open and understanding – noted certification doesn't mean that you are going to do the job better. Questioned lease vehicle savings. Confirmed ARPA-approved included a Loader, Excavator, and Grapple Attachment. Questioned LCD (Litchfield County Dispatch), and streetlight savings summary/report.

6. Correspondence

None

7. Board Member's Comments

Jim Kilduff stated for clarification purposes the Mayor did send a response to the Board of Finance saying that if the Board of Finance decides to approve a motion to get a legal opinion there would be a cost involved in that and briefly elaborated.

Barbara Rockwell - None

Jennifer Brunoli - Questioned cost of legal opinion.

Eugene Croce - None

Vicky Carey - None

Briana Brumaghim - None

MOTION:

Briana Brumaghim made a motion, seconded by Eugene Croce, that the Board of Finance request a formal legal opinion from the town attorney as to the budget approval process and specifically the authority of the Town Council to amend specific line items, not making overall adjustment to the budget that has been adjusted for line items by the Board of Finance.

VOTE:

Eugene Croce - Yes
Briana Brumaghim - Yes
Vicky Carey - Yes
Barbara Rockwell - Yes
Jennifer Brunoli - Yes

Motion passed unanimously

8. Adjournment

There being no further business of the Board of Finance, a motion was made by Eugene Croce, seconded by Vicky Carey to adjourn at 8:30 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary