

Town of Plymouth

80 Main Street, Terryville, CT 06786
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Board of Finance

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1. **Call Meeting to Order:** Eugene Croce, Chairman, called the March 16, 2026, Board of Finance meeting to order at 7:00 p.m. in the Assembly Room. Members in attendance: Victoria Carey - Vice Chairman, Jennifer Brunnoli, Jon Draper, Roxanne Perugino, and Tony Osipiak. Also Present: Vijay Dora, Finance Director, Gretchen D. DelCegno, Library Director, Linda Konopaske, Town Clerk, and Margus T. Laan, Director of Planning & Economic Development
2. **Pledge of Allegiance:** Eugene Croce, Chairman, led the group and audience in the Pledge of Allegiance.
3. **Notice of Fire Exits** - Eugene Croce noted the Fire Exits for the record.
4. **Approval of Minutes**

MOTION:

Roxanne Perugino made a motion, seconded by Jennifer Brunoli, to table the March 12, 2026, Minutes.

VOTE:

Motion passed unanimously

5. **Discuss Library/Town Clerk/Land Use Boards sections of the budget.**

Library

Gretchen D. DelCegno, Library Director, distributed and discussed in detail the FY 2026-2027 Terryville Public Library Budget narrative

Gretchen D. DelCegno, Library Director, distributed and discussed in detail the FY 2026-2027 Terryville Public Library Budget Request pg. 1 of 9, for perusal.

Gretchen D. DelCegno, Library Director, distributed and discussed in detail the Library Staff Salary Package Request FY 27 Budget Options (Option 1: P/T Library Assistant and FT - 4% increase), (Option 2: FT - 4% increase), and (Option 3: FT - 3% increase)

Highlights from the presentation included:

Gretchen D. DelCegno, Library Director, stated incredible growth in digital circulation, modest in physical, and noted that many patrons still prefer physical books, and briefly elaborated.

Tony Osipiak questioned whether circulation figures reflect Interlibrary loan agreements.

PLYMOUTH, CT
 TOWN CLERK'S OFFICE
 RECEIVED FOR RECORD
 2026 MAR 19 PM 4:02
 Linda Konopaske
 TOWN CLERK

Gretchen D. DelCegno, Library Director, stated yes.

July 2024 – June 2025

Gretchen D. DelCegno, Library Director, stated has seen increases in many of our key statistics.

Circulation – 53,802 items – 9.4% increase from FY23

Physical Circulation – 45,243 items (84.1% of total) – 3.7% increase from FY23

Digital Circulation – 8,559 items 4625 (15.9% of total) – 40% increase from FY23

Visits – 63,648

Study Room Reservations - 352

Computer Sessions – 8,151 sessions (43.2% increase from FY23)

FY 25 Library Programs – 623 (averaging 2.2 programs a day)

FY25 Attendance – 9,878 participants

Gretchen D. DelCegno, Library Director, noted past ARPA funding (4 years ago) - for the study rooms.

Gretchen D. DelCegno, Library Director, noted that everything is online and that many individuals are accessing information and resources through websites, and briefly elaborated.

Service Highlights

Inventory of Library Collection - periodic review of Library collection to ensure that what's on the shelf matches what we show in our Library catalog. Adult collections have been done and we're in the midst of reviewing the juvenile collections. The Transitions students at the High School have been helping us with some of the data entry required for this project. Library staff have simultaneously shifted collections to make them more accessible and easier to browse. I attribute some of the growth in our physical circulation numbers to our attention to this basic collection management practice.

Gretchen D. DelCegno, Library Director, noted past fulfillment issues; the library switched to Amazon Books and Brodart Books, and briefly elaborated.

Outreach and Collaboration within the Community

In FY25, Children's staff participated in 63 outreach story time events in the community, connecting with over 1,037 children, without them having to leave their daycare or preschool setting. They have participated in Read Across America Day, the Holiday Tree Lighting and community Literacy Nights. The Library has supported and collaborated with local community organizations in other ways too. We have begun helping select books for the Small Wonders Christmas program, and the Library has been significantly involved in planning America250 events in Plymouth. (We've hosted 11 events, with total participation of 219 people.)

FY26 Grants - \$14,570.15

\$2,000	Main Street Community Foundation Grant – Digital Library Support
\$ 270	Knights of Columbus Grant – Virtual Programming with Mr. Matt and Turtle Dance – Invitations sent to Public School Classrooms – well-received and will be continuing again this year
\$1,600	Thomaston Savings Bank Foundation Grant – Civics & Conversation multi-week Library Program
\$ 950	Phyllis Corsetti Endowment Mini Grant – Imagine Nation Children’s Programming (multiple sessions)
\$ 9,750	CEN Community Wi-Fi Grant – Outdoor Wi-Fi Expansion* - Reimbursable grant, but have been advanced the funding.

Line Item Review

Gretchen D. DelCegno, Library Director discussed in detail the line item review.

Some notable highlights included:

Gretchen D. DelCegno, Library Director, noted that funding for warranty and networking for the EB charging station at the library was removed. No longer paying the portion of equipment leasing for Johnson Controls Security Monitoring.

Gretchen D. DelCegno, Library Director, stated our Consortium fees are going up for our return on our investment, with a nominal increase.

Gretchen D. DelCegno, Library Director, noted audio visual - purchasing some through Amazon – strong discounts there.

Gretchen D. DelCegno, Library Director, noted that library books have a nominal increase to keep up with the cost of materials.

Gretchen D. DelCegno, Library Director, noted a slight increase in Periodicals.

Eugene Croce questioned re. Service Contracts took \$2,200 out of \$30,000, leaving \$27,800, and the mayor gave you \$29,000.

*Gretchen D. DelCegno, Library Director, stated that the mayor's initial narrative was increased. I was not aware that Public Works would cover the cost of networking and warranty. Now I am not responsible for those costs. *(follow-up)*

Gretchen D. DelCegno, Library Director, stated the mayor did put forward recommending funding for this part-time position and noted the importance of this position.

Roxanne Perugino questioned why all of your part-time employees only work 19 hours weekly.

Gretchen D. DelCegno, Library Director, stated that one is a 10-hour weekly position, historically those are set hours, sometimes extra is added if needed, and briefly elaborated.

Roxanne Perugino stated Why don't you add extra hours to the present staff?

Gretchen D. DelCegno, Library Director, stated perhaps we could consider that idea. An additional person gives the flexibility needed for sick time or vacation, and briefly elaborated.

Roxanne Perugino questioned the amount of raises, understanding that minimum wage is going up fifty-nine cents an hour, bringing it up to standards, noted a big increase to absorb.

Gretchen D. DelCegno, Library Director, stated that I am pushing for the 4% for my staff because it is worth it. They have consistently been under pay level to comparable staff in the town hall, and they are doing professional work with significant responsibility. Part-time work wages are creeping up to where they are, and given more responsibility, and my professional staff need to be making more for the kind of work they are doing compared to their part-time counterparts.

Roxanne Perugino stated part time for 2026 is \$16.94.

Eugene Croce noted they are non-union positions.

Gretchen D. DelCegno, Library Director, noted the different options and was hopeful for option 1, and briefly elaborated.

Tony Ospiak questioned the charging station at the library.

Gretchen D. DelCegno, Library Director, stated as the site that hosts access to the dashboard. We can provide service if there is a problem, monitor the revenue stream, and usage. I do not receive revenue from that; the finance department is working on where that went, understanding going into the town coffers.

Roxanne Perugino questioned grant revenue; in our budget, it is "0".

Eugene Croce stated it is not in the general fund; they are grants, noted in the narrative.

Gretchen D. DelCegno, Library Director, noted that grants go into the miscellaneous grant line for the library, so they are tracked there.

Tony Ospiak questioned the Wi-Fi project on course.

Gretchen D. DelCegno, Library Director, stated that a request for the advance, additional paperwork has been filled out, and expects the advance to be delivered EFT (Electronic Funds Transfer) to the town within the next couple of weeks. We have begun the process of equipment and schedule deployment as soon as we get the advance. Plan is to expand our outdoor wi-fi and refresh one of the access points, and briefly elaborated.

Tony Ospiak questioned what happens if you go under or over the amount.

Gretchen D. DelCegno, Library Director, received a quote in advance, which should be "zero out" exactly, and if under it would be returned to the State of Connecticut.

Eugene Croce stated we are going 42 to 51 hours.

Gretchen D. DelCegno, Library Director, stated yes.

Specific Advocacy

Library Assistant – 19 hours per week – annual cost of \$17,700.15. This position was approved as part of a FY20 and had been filled in early 2020 before being cut due to COVID impacts. This role directly serves the public by providing reference and circulation assistance, readers' advisory, digital literacy support, and computer troubleshooting, as well as contributing to Makerspace activities and young adult programming. The ROI on this is significant. Restoring this position would allow the library to extend its hours by up to nine additional hours per week, including two additional mornings and a third evening. A December 2023 patron survey underscored the demand for expanded library hours, with patrons expressing a strong desire for increased access to the library's services and programs.

This budget request also includes salary adjustments for full-time and part-time staff. Increases for part-time staff reflect the state minimum wage increase anticipated on January 1, 2027. A 4% increase for full-time staff is requested to address wage compression, align with Connecticut Library Association benchmarks, and reflect the higher complexity and responsibility of full-time roles.

Headcount clarification:

We currently have 5 full-time employees, including myself. We currently have 4 part-time employees, including the custodian and student worker (at 10 hrs/wk). Funding my FY27 staffing request would increase our part-time employee headcount by 1.

Town Clerk

Linda Konopaske, Town Clerk, distributed and discussed in detail the FY 2026-2027 Town Clerk's Budget narrative for perusal.

“Town Clerk FY2027 Budget Request”

It is becoming increasingly difficult to meet statutory obligations or public expectations in the Town Clerk’s office without the requested budget increases and converting our part-time assistant to full-time.

1. Increasing Workload Driven by the State (Not Local Choice)

These are requirements mandated by the state; they are not optional.

- Early voting enacted; highly complex, time-consuming, and costly.
- Anticipated “no-excuse” absentee ballots will be a major additional burden.
- Switching to a new statewide election reporting platform requiring extensive training.
- New vital records requirements (short-form death certificate, new processes).
- Trade Name Certificate changes requiring dual processing and backfile to January 1, 2025.
- Numerous state-mandated meetings, webinars, and compliance check-ins.

2. Records Are Growing and Must Be Maintained Forever

Permanent records increase every year.

- Burial & military records kept in perpetuity.
- Land records dating back to 1795.
- Maps, vital records, minutes & agendas are all permanent.
- Need to digitize and manage archival records and plan for storage/vault expansion.

3. Customer Service and Mandated Duties compete for the Town Clerk’s time.

When I am in mandated meetings, only one person is left to handle phones, service counter, assisting residents, and urgent recording tasks. That is not sustainable for legal compliance or for the level of service taxpayers deserve.

- I am pulled into frequent mandatory state election meetings, vendor meetings, training sessions and department head meetings.
- I would like to be able to include my full-time assistant but that would leave only my part-time person or no one to staff the office.
- Under the new administration, I have become more involved with uploading agendas/minutes to the website and assisting with best practices for the recording secretaries as well as researching AI transcription use.

Linda Konopaske, Town Clerk, noted that recording secretaries are not department secretaries and are being asked more of them, and briefly elaborated.

4. Specialized Work Means You Cannot Use Volunteers

- All staff must be registered with the State to process legal documents.
- Confidentiality and legal compliance requirements prohibit volunteers.

With that in mind, I hope to investigate bringing some interns in to perhaps work on social media and AI improvements along with some increased finance duties in tracking deposits and payments, etc.

5. What if the budget is not approved:

These are compliance issues, not opinions

- Failure to meet municipal recording mandates can result in severe legal, financial, and operational repercussions for a town. Potential consequences range from lawsuits and the invalidation of official actions to personal liability for local officials.
- Election compliance risks due to unmanageable workload.
- Public dissatisfaction due to longer wait times and reduced accessibility.
- Risk to historical or permanent records if not properly digitized or stored.
- Staff burnout, turnover, and training gaps.

6. Benefits of Adding 1 Full-Time Staff Member

Allows for:

- Maintaining full compliance with state mandates.
- Timely, accurate elections administration.
- Proper handling of land and vital records (reducing legal liability).
- Faster public service.
- Ability to manage digitization and record preservation initiatives.
- Fewer bottlenecks.
- Continuity of services and knowledge to properly operate and staff the department going forward.

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In conclusion: One full-time assistant allows us to function as the State requires, serve the public effectively, and maintain the integrity of Plymouth's permanent records. This request is not about convenience. It is about compliance, accuracy, and preserving the public trust. The Town Clerk's Office is the legal backbone of municipal government, and these resources are necessary to meet the responsibilities imposed upon us by the State and by our community.

Linda Konopaske, Town Clerk, noted the importance of having a backup. Instances when we need back-up/ extra coverage and briefly elaborated.

Jennifer Brunoli questioned whether you are only planning on certifying your primary assistant.

Linda Konopaske, Town Clerk, stated both are registered with the State of Connecticut.

Jennifer Brunoli questioned whether any of the fees have gone up.

Linda Konopaske, Town Clerk, noted yes, land records, and MERS (Mortgage Electronic Registration System) fee.

Jennifer Brunoli questioned whether you charge for notaries.

Linda Konopaske, Town Clerk, stated, "No." I am happy that the library does it, since more and more banks are not doing it, and some things we can't do, and briefly elaborated.

Roxanne Perugino questioned whether your increase in salary does not include the benefits that go with it.

Linda Konopaske, Town Clerk, stated correct, noting that she does not do the payroll.

Vicky Carey questioned the security in the vault.

Linda Konopaske, Town Clerk, stated, "No." No cameras or electronics are allowed in the vault.

Vicky Carey noted that some things are missing from the vault re. (contracts).

Linda Konopaske, Town Clerk, noted that someone could have helped themselves.

Linda Konopaske, Town Clerk, noted that the Board of Finance records and papers need to be decided on what we need to keep, and briefly elaborated.

Vicky Carey stated appreciate all of your hard work.

Linda Konopaske, Town Clerk, stated that she is always trying to get something accomplished, noting a lot of time-consuming tasks.

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Eugene Croce questioned the full-time position; would that be the current part-time position upgraded to a full-time position?

Linda Konopaske, Town Clerk, stated yes.

Tony Ospiak noted that your department stays on top of all our statistics and vital records. How many residents do we have?

Linda Konopaske, Town Clerk, stated 12,000 population.

A brief discussion compared town populations with the number of employees in various town clerks' offices across Connecticut.

Linda Konopaske, Town Clerk, stated that Canton has 3 or 4 people, and they are our size.

Linda Konopaske, Town Clerk, noted that DataHub online <https://datahub.com> lists towns and population, and briefly elaborated.

Jennifer Brunoli questioned, " Does the State Library come in and inspect your vault?"

Linda Konopaske, Town Clerk, stated, " Typically, no, unless they get a complaint."

Linda Konopaske, Town Clerk, noted that digital records allow reprinting if necessary and briefly elaborated.

Linda Konopaske, Town Clerk, noted title searchers and attorneys have access to the vault, which we trust. Noted, we service the public, and we charge them, we monitor, but are limited due to space, and briefly elaborated.

Land Use

Margus T. Laan, Director of Planning & Economic Development, distributed and discussed in detail the FY 2626-2027 Budget Template with Narratives.

Margus T. Laan, Director of Planning & Economic Development, distributed and discussed in detail the FY 2626-2027 Budget Requests.

Margus T. Laan, Director of Planning & Economic Development, stated that he provided a printout of the land use budget, which excludes the Historic Properties Commission, and noted that he is not involved in its management or operations. The budget is similar to previous years, and I've included a narrative explaining each line item.

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Margus T. Laan, Director of Planning & Economic Development, stated that one key change, recommended by the mayor, is making the zoning and wetlands enforcement officer a full-time position for the coming year. Based on a 37.5-hour workweek and the current contract rate, the salary is approximately \$75,000 (excluding benefits). This role requires significant expertise, including the ability to review applications, advise commissions, and engage with engineers and soil scientists. For comparison, a similar position in Bristol pays about \$89,000 annually.

Margus T. Laan, Director of Planning & Economic Development, stated I have also reformatted the budget document for clarity, removing prior-year columns and enlarging the current figures for readability.

Margus T. Laan, Director of Planning & Economic Development, stated this year, I am requesting \$3,000 for professional studies that are done/completed by an engineer or expert. These funds cover professional studies when needed, particularly in cases where it is not appropriate to require applicants to pay for third-party reviews. For example, the town spent about \$2,500 this year on expert analysis related to a solar project at 270 Preston Road, which was withdrawn and is now before the Connecticut Siting Council. These funds allow the town to present informed, technical arguments. Grounds why they are denying it, rather than just we don't like it, and briefly elaborated.

Margus T. Laan, Director of Planning & Economic Development, stated that advertising costs have decreased due to switching to a more affordable newspaper. Legal notice expenses are also lower this year, though final costs depend on the number and complexity of applications, public hearings, and required notices. Noting after the decision is made, the decision needs to be published and briefly elaborated.

Margus T. Laan, Director of Planning & Economic Development, stated additionally that a new expense was added for the Natural Hazard Mitigation Plan developed by the Naugatuck Valley Council of Governments. While this is only a portion of a larger effort, not sure if the second part has been included in this budget, and future related costs may fall under Emergency Management.

Margus T. Laan, Director of Planning & Economic Development, stated the land use budget includes four areas: Planning and Zoning, Inland Wetlands, Zoning Board of Appeals, and Economic Development.

Vicky Carey stated that for the past four years, a time study has been requested for the Zoning Enforcement Officer position, but has not been provided. She noted that funding decisions are limited, as it is typically a union position, with a salary of around \$75,000 that can only be adjusted slightly less or more, and briefly elaborated.

Vicky Carey pointed out that the previous employee worked evenings, spent little time in the field, and was not certified, which may have contributed to current issues.

Vicky Carey raised two main concerns:

1. A time study has still not been completed despite repeated requests.
2. There is no current job description available, as it is no longer in the Town Clerk's office. While she understands a new one is being developed, she has not yet seen it and would like to review it.

Vicky Carey suggested considering splitting the role into two part-time positions, one focused on zoning enforcement and the other on inland wetlands, which could potentially reduce costs for the town, and requested that someone explore that idea.

Margus T. Laan, Director of Planning & Economic Development, stated "That is another option".

Vicky Carey stated re. A time study has not been done - I would like it done, and if not, I would like someone to come here and explain if and why it can't be done.

Roxanne Perugino stated the overall question for everyone: how can we justify giving extra money if we don't know the job description and/or need?

Linda Konopaske, Town Clerk, stated that most are outdated; to be honest, the union should have job descriptions.

Vicky Carey stated looking for two new positions for the mayor's office and a few others, and briefly elaborated.

Margus T. Laan, Director of Planning & Economic Development, confirmed noted part-time position has been made full-time.

Tony Ospiak noted increases not only in the expense of the position, but also in benefits and moves forward to other budgets.

Tony Ospiak questioned how work was done and/or completed with a part-time position.

Margus T. Laan, Director of Planning & Economic Development, stated, "I think the record-keeping that was desired under that position wasn't being done. If you went out in the field to record something, the way the PermitLink system operates. Noted that he doesn't deal with PermitLink. Ultimately, when you go to a site, you're supposed to write into the system what you saw, what actions you directed them to take, what needs to be done, what the condition of the situation was, what you observed, and what prompted certain actions from you.

Margus T. Laan, Director of Planning & Economic Development stated by doing that, it allows the people in the office, specifically the Tax Collector's office who are working with the PermitLink system and answering questions from phone calls and walk-ins about the status of applications, to report: this is what was discovered, this is what's lacking, this is what needs to be done, this is what was observed, and what needs to be addressed and briefly elaborated.

Margus T. Laan, Director of Planning & Economic Development, stated that my recommendation was, because my understanding is that the overall goal is not to increase the budget but to keep it under control, the only practical way to do that is to not add staff and to keep the position part-time.

Margus T. Laan, Director of Planning & Economic Development, stated, however, that the problem with keeping the position part-time is that you are asking the person in that role to have technical expertise to, for example, have a disagreement with a soil scientist, or to challenge and support their position when dealing with a civil engineer or structural engineer. They need to understand soil types, site conditions, and wetland characteristics, recognizing, for instance, that it's not just a 'babbling brook,' but specific plant and environmental conditions. They need to verify mapping accuracy and assess whether conditions have been properly documented.

Margus T. Laan, Director of Planning & Economic Development, stated that if you're doing a site walk near a lake, you also need to evaluate how a retaining wall is being designed, especially in relation to drainage, and assess what has been presented in terms of engineering and construction.

Margus T. Laan, Director of Planning & Economic Development, stated: "It's very unlikely that you're going to find someone with that level of knowledge and expertise at \$45,000 a year."

Margus T. Laan, Director of Planning & Economic Development, reiterated that the zoning enforcement position needs to be certified because it requires both knowledge and technical expertise, especially for wetlands. The officer must be able to engage meaningfully with a soil scientist or civil engineer, challenge approaches when necessary, and, if needed, hire a consulting engineer to support their position.

Vicky Carey stated that the previous employee mostly worked nights, which is why a time study was needed. Notably, with fieldwork, public meetings, and hearings covering planning & zoning, and inland wetlands, it's worth considering either splitting the role between two people or reviewing the job description to see how hours are allocated for justification of need.

Eugene Croce noted that this isn't a Board of Finance issue. He doesn't want to micromanage roles or debate full-time versus part-time; that is the mayor's job. If \$75,000 isn't justified, the Board could vote to either reduce or split.

Vicky Carey stated I am not micromanaging.

Eugene Croce questioned why the Naugatuck Valley Council of Governments, which is used by everyone in the Town of Plymouth, is included in your budget.

Margus T. Laan, Director of Planning & Economic Development, explained that it falls under planning, and the planning agency is the logical place (my budget) for it, and it is critical/essential. Once you get into the financing of roadway projects, you need to be part of the council of governments, and briefly elaborated.

Margus T. Laan, Director of Planning & Economic Development, explained that Memberships & Dues, including the Brownfields Partnership at NVCOG, are part of the Economic Development budget. He proposed reallocating about \$6,000 currently set aside for advertising and a potential replacement business park sign. Since the original sign (on private property) has been removed and is no longer necessary due to GPS and existing signage, he suggested redirecting those funds toward hiring an Economic Development Consultant who specializes in helping the Economic Development Commission better address business, industrial, and commercial policy, and briefly elaborated.

Margus T. Laan, Director of Planning & Economic Development, stated that the Economic Development budget is largely fixed, with major expenses including consultants, memberships in organizations such as the Connecticut Main Street program and CEDAS, the Brownfields program, and Commission expenses such as the recording secretary. Unlike boards such as Inland Wetlands or the Zoning Board of Appeals, the Commission has fewer required public notices - limiting expenses.

Eugene Croce questioned where the Historic Properties Commission is, and who is overseeing it?

Margus T. Laan, Director of Planning & Economic Development, stated I'm not sure whether Stephen Mindera submitted a budget to the Finance Committee. I informed them that a budget request had been received using the numbers Vijay Dora provided, which I then forwarded to Steve. Since he doesn't have an email, I've been communicating through his son. I've kept him informed, including notifying him in advance about tonight's meeting. When the budget came in, I immediately told him he needed to address it.

Margus T. Laan, Director of Planning & Economic Development, stated I don't work directly with that group. I work with the Economic Development Commission, Zoning Board of Appeals, Inland Wetlands Commission, and Planning and Zoning Commission.

Jennifer Brunoli stated that the only thing that went up was the meeting secretary.

Vicky Carey noted the building inspector is under the public works director.

Margus T. Laan, Director of Planning & Economic Development, noted that, from observing the previous Building Inspector, recording inspection details is time-consuming and best done back at the office. It's difficult to do in the field, and if it's not documented the same day, important details are easily forgotten.

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT – Historic Properties not part of town, books numbered (minutes), document page numbering, records, part-time with experience, library – cut hours, complimented sewing class at Library, computers, and noted prioritize library.

Anita Hamzy, Library Board of Directors, spoke in favor of the Library commended Gretchen as a phenomenal asset to the community, noting that since we do not have a youth community center or senior center, the library serves as a vital hub for residents. Noting that Gretchen is highly resourceful and makes only necessary requests, the Library Board expresses its continued support for providing support for her request for part-time assistance.

Jeanine Audette, Library Board of Directors, stated as Treasurer of the Library Board. I strongly support Gretchen's request for additional hours. Extending library hours by nine more hours per week directly benefits seniors, families, and individuals on tight budgets. The library provides essential free programs, literacy support, and serves as a heating and cooling center. Increasing hours enhances these services and supports community members who might otherwise struggle. I encourage the board to approve her proposed budget, as it is vital to our community.

Jim Klaneski, Beach Avenue, Terryville, CT, stated I fully support the library and Gretchen's request for additional part-time hours. The library serves as our community center, hosting art displays, social activities, puzzles, and projects like 3D printing. Noted, extending hours is a small investment for such a valuable community resource.

Ron Tiscia, Town Council, Liaison for Library, noted can't agree more, Gretchen only asks for what she needs to run the library as it should be run.

Linda Konopaske, Town Clerk, stated that the library is important to the Community. Noted Library is our Heating and Cooling Center - Emergency Preparedness. The hours increased are worth it!

7. Correspondence

Plymouth Public Schools Budget Report from date 2/1/2026 to 2/28/2026

8. Board Member's Comments

Tony Ospiak - None

Jon Draper – Questioned Vijay Dora, Finance Director, regarding the intern working in the Finance Department.

Vijay Dora, Finance Director stated a college intern, paid, a few hours a week.

Jennifer Brunoli – None

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Vicky Carey stated that requesting job descriptions is both reasonable and necessary to understand the rationale for what is needed or requested and to make an informed, fair decision. The goal is to ensure we meet the needs of each role while managing budgets responsibly and exploring ways to serve the community and staff better. This is not micromanaging; it is about offering options, supporting sound decision-making, and using resources (we only give the bottom line). If obtaining job descriptions is challenging, fine, but the request is made for transparency not only for the Board of Finance but also for the town.

Roxanne Perugino – One more question for the library: during COVID, how many did you lay off?

Gretchen D. DelCegno, Library Director, stated that I had lost all my part-time positions and had only five full-time employees, and briefly elaborated.

Gretchen D. DelCegno, Library Director, clarified - head count - not seeking another full-time, it is part-time, so 5 part-time and 5 full-time.

*Eugene Croce noted land use, two part-time or one full-time, and follow-up with the mayor, and job description. *(follow-up)*

Roxanne Perugino stated that it would behoove each department to provide us with a copy of all job descriptions. So that we know what we are voting on, and briefly elaborated.

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Roxanne Perugino, seconded by Jennifer Brunoli, to adjourn at 8:45 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary

