

# 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:** Chairman Ralph Zovich called the scheduled December 1, 2016, Board of Finance Special Meeting to order at 7:00 p.m. in the Assembly Room at Plymouth Town Hall. Members in attendance: Victoria Carey, Chairman Ralph Zovich, James Zalot and Pattie DeHuff. Also present: Ann Marie Rheault, Director of Finance; Councilwoman Sue Murawski and Linda Schnaars, Recording Secretary.

Absent: Jay Dorso

**2. Pledge of Allegiance:** Chairman Ralph Zovich led the group in the Pledge of Allegiance.

**3. Notice of Fire Exits:** Chairman Ralph Zovich noted the fire exits.

**4. Acceptance of Minutes – Regular meeting 10-20-16:**

*A motion was made by Pattie DeHuff, seconded by James Zalot to approve the October 20, 2016 Minutes. This motion was approved unanimously.*

### **Discussion:**

Victoria Carey pointed out in the Minutes dated October 20, 2016 there should be a correction in the sentence “Chairman Zovich stated he doesn’t want to compete the contingency fund”. It should say “Chairman Zovich stated he doesn’t want to deplete the contingency fund”.

### **5. Mayor’ Report:**

Chairman Zovich read an email from the Mayor:

North Main Street Bridge will be put out to bid after the first of the year.  
Timelines for bonding project being put together.  
Will not borrow any money until mid-January.  
BAN only for 1 year.  
Will try to come to next month’s meeting.

Chairman Zovich stated Dan Murray submitted his resignation.

### **6. Tax Collector’s Report:**

Chairman Zovich gave the report on behalf of Joe Kildruff.

Tax report as of October 31, 2016:

YTD – current property tax collection \$12,404,289.17. Slightly ahead of last year - 51.65%.

Total collections – \$15,377,779.62 which is 54.83%.

*Pattie DeHuff*  
TOWN CLERK

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
16 DEC -5 AM 11:45

Joe Kildruff reported to Chairman Zovich that has two properties which he feels are candidates for tax sales.

Pattie DeHuff asked if the overall collection rate – is it slightly ahead from last year?

Chairman Zovich replied it is at 40.68% prior year collection.

#### **7. Finance Director's Report:**

Ann Marie Rheault reported that the OSHA fines were \$3,012.00. The breakdown - Town side \$2,412.00 and WPCA \$600.00. The Library, Parks and Recreation, Town Hall and Public Works each received a fine from OSHA. The Mayor and Charlie Doback went to Wethersfield and got a large portion of the fines reduced. The Safety Committee meets every month. Charlie Doback is the Chairman of the Safety Committee.

Blum Shapiro auditors will be coming out on Monday, December 5, 2016 to start the 2014 - 2105 audit.

Ann Marie stated she is still finding a lot of things wrong in the accounts. She is fixing procedures.

Ann Marie stated she will be coming before the Board of Finance and the Town Council sometime in the future, to set up a new account for miscellaneous grants. It will be for small grants that the departments apply for.

A discussion took place about grants that the departments get and the process.

Pattie De Huff asked Ann Marie...when Blum Shapiro comes in, how does that interfere with you? Where are they?

Ann Marie Rheault replied they are set up in the library room, conference room or assembly room. She stated it takes a lot of her time as they asked questions.

Ann Marie reported she emailed all the department heads to start preparing their budgets with a zero percent increase.

#### **8. Update on progress of independent audit by Blum Shapiro for FY2014-15**

Ann Marie reported that the auditors will be here at Town Hall on Monday, December 5<sup>th</sup>.

#### **9. Closing & Reconciliation of all Town Funds for FY2015-16:**

##### **a. Report on preliminary trial balances for Major Governmental Funds.**

Ann Marie Rheault reported she is working on it. If she finds errors, adjustments are made.

##### **b. Review financial results and revised deficit published in "Citizens Annual Report"**

Chairman Zovich went over the Citizen's Annual Report.

Ann Marie Rheault prepared the closing balances - the original budget and final amended budget with transfers made. The projected deficit is \$1,244,801.

A discussion took place regarding the causes of the deficit.

The Board of Finance will review the amounts spent for each department in January to determine if any departments are running over budget.

Chairman Zovich praised Ann Marie for a great job in getting the Citizens Annual Report put together!

**10. Implementation of amended General Fund budget for FY2016-17:**

**a. Review Financial Summary report for period ending 10/31/16, budget vs. actual.**

Ann Marie distributed the General Fund Revenue/Expenditures Summary.

A total of \$17,381,601 was collected.

The Registrars will go over budget due to the Presidential election and the bond vote. Ann Marie talked to them and made them aware of how many hours they should be working.

Dept 19 – Ann Marie stated that the broker from CIRMA will be looking at all workers comp to bring costs down.

A discussion took place regarding where each town department stands to date.

**b. Discuss & Take action on any internal transfer requests, if req'd.**

None

**11. Review impact of approved Charter revisions on budget preparation process and discuss any changes to 2017 meeting dates, if req'd.**

Chairman Zovich stated 3 out of 4 passed. Questions 1, 2 and 3 passed.

Section 2 - date each dept has to deliver their budget to the Mayor on or before January 31<sup>st</sup> The mayor delivers to the Board of Finance on February 10<sup>th</sup> and the Board of Education delivers February 15<sup>th</sup>.

Section 3b – if the first referendum fails – 20 business days before the second referendum.

There was a change in the second paragraph 3b – Council adjustment to the individual department excluding debt service shall not exceed 3% plus or minus over the original adopted budget.

2017 calendar dates – 3<sup>rd</sup> Thursday of the month

Jan 19<sup>th</sup>

Feb 16<sup>th</sup>

Mar 16<sup>th</sup>

Apr 20<sup>th</sup>

May 18<sup>th</sup>

June 15<sup>th</sup>

July 20<sup>th</sup>

Sept 21<sup>st</sup>

Oct 19<sup>th</sup>

Nov 16<sup>th</sup>

Dec 21<sup>st</sup>

Chairman Zovich will prepare a meeting calendar to be adopted at the next meeting for the Board of Finance meetings and the departments coming before the Board of Finance.

Ann Marie reported she emailed all the department heads to start preparing their budgets with a zero percent increase.

## **12. Public Comment:**

**Jim Mozelak - 18 Carriage Drive** – Mr. Mozelak asked if Nicole was hired to just work on the audit?

Ann Marie reported that Nicole works on the audit and as items are found in need of fixing she fixes them.

Mr. Mozelak asked how much is in the rainy day fund?

Chairman Zovich replied need to finish the 2014-2015 audit and that the 2015-2016 audit will determine if accurate.

Mr. Mozelak stated need to be careful with the money.

Mr. Mozelak asked how long before the Town finds out if someone abandons their home as there is someone on his street that did this.

Chairman Zovich stated the mortgage company could be paying their taxes. Chairman Zovich said it could be about six (6) months before Joe Kildruff would know.

**Melanie Church – 328 Church Street** – Non functional spending – which primarily includes debt payments, fringe benefits and raises. Ms. Church stated the Board of Finance needs to look at it this year.

Ms. Church stated a lot of appropriations were made without town approval. That is why the large number of voters said no.

Ms. Church stated the Charter has been neglected by the Town Council, Mayor and the Board of Finance.

Ms. Church stated that Danbury has almost a nearly funded pension. Ansonia had its bond – will have its existing debt paid off by 2020. When will Plymouth be paid... never. Not going to get an increase in bond rating. Pensions – may have to deal away with them. Going to follow Bristol with this... David came recommended. Why don't we look at a town our size. Can't keep increasing – said Plymouth has the best fire trucks in the State.

Ann Marie stated that she talks to Robin (Assistant Comptroller) from Bristol as she is a smart woman... a great resource. Ann Marie also speaks with other Towns to see what they are doing.

**Dan Gentile – 269 Mount Tobe Road** – Mr. Gentile said we need to say no to the unfunded mandates. He stated that Ann Marie is in charge of the budget and the Mayor oversees it.

### **13. Correspondence:**

Chairman Zovich read Dan Murray's letter of resignation effective October 27, 2016.

Chairman Zovich distributed the Board of Education Accounts by Facility.

### **14. Board Members' Comments:**

**Pattie DeHuff** – looking at the last known documents, there is \$543,337 unassigned fund balance. Do we know where we stand with the unassigned fund balance at this point?

Ann Marie replied that the audit is not done yet.

Pattie stated that "austere" comes to mind and that the Government is getting too costly. Things we come to want – are not really needs. She feels the Board of Finance, the Town Council and the public need to have a conversation – what do we really need in our Town. She would like to have this conversation in January before the budget process.

**Jim Zalot** – Mr. Zalot stated he disagrees with Pattie. He stated they are systems and practices in place to take care of our finances. If we need to increase taxes we increase taxes. Mr. Zalot would agree to a strategy session.

**Vicky Carey** – Mrs. Carey stated she sort of agrees with Jim. She stated if the Town Council wants to have an open forum. We must look at each department. Thanked Ann Marie and said she is doing a fantastic job!

Chairman Zovich stated we all appreciate Ann Marie's efforts.

There will be a budget strategy session next month.

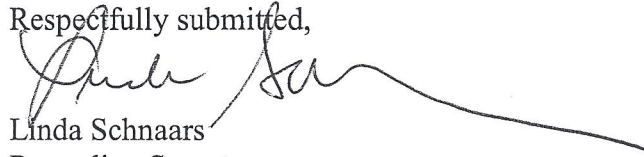
Chairman Zovich thanked Dan Murray for his three (3) terms.

Next meeting Dec 15<sup>th</sup> at 7:00 p.m.

**15. Adjournment:**

*There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Victoria Carey to adjourn. This motion was approved unanimously. The meeting ended at 8:55 p.m.*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Linda Schnaars', written in black ink. The signature is fluid and extends to the right with a long, sweeping tail.

Linda Schnaars  
Recording Secretary