

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 15, 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-excused absence, Jay Dorso-excused absence, 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. Acceptance of Minutes (April 1, 2019)

Vicky Carey made a motion, seconded by Briana Brumaghim to accept the minutes of April 1, 2019.

Motion passed unanimously

5. Final pass-through of General Budget. Final adjustments to Revenues and Expenditures and approve Budget totals

Jim Kilduff read into record re: Plymouth Library Association Town Contribution, From: William A. Hamzy, Esq., The Hamzy Law Firm, LLC, dated Monday, April 15, 2019, 12:31 PM EDT

It stated "Your interpretation of Chapter VII, Sec.10 of the Charter is accurate. The Town can only contribute no more than \$500 to an organization where the Town is not represented. However, there's no limit in the amount which may be contributed to an organization that has a representative of the Town on its board.

Town Councilwoman Sue Murawski stated there may have been a representative years ago.

Jim Kilduff stated will follow-up, re. State Statutes, Report, and/or Procedures (contributions)

Jim Kilduff distributed NEEC-New England Energy Controls, Inc. status report/estimate and information re. Air Handler https://en.wikipedia.org/wiki/Air_handler provided by Gretchen DelCegno, Terryville Public Library for review.

Vicky Carey stated would like to hold off on air handlers until next year.

Jim Kilduff confirmed with Charles Wiegert, Director of Public Works that the town's air handlers are the original air handlers.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2019 APR 25 PM 2:51
Briana Brumaghim
TOWN CLERK

**Board of Finance Meeting
 April 15, 2019
 Page 2 of 9**

Jim Kilduff/Ann Marie Rheault/Vicky Carey/Pattie DeHuff/Briana Brumaghim- reviewed and highlighted the General Budget to make final adjustments and approve Revenues and Expenditures Budget totals for all sections of the 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.

Revenues and Expenditures

101-14-200-010	Operating Transfers in \$173,000 of that is coming out of extra duty fund	\$213,251→\$238,521
014 Assessors Office	Pilot Housing Authority	\$15,000→\$5,000
080 Recreation Services	101-11-080-001 Recreation Programs	\$82,000→\$85,500
080 Recreation Services	101-11-080-006 Transfer to Rec. Rev. Fund	(97,000)→\$100,500
051 Building Department	101-11-051-007 Permit Application Fees	\$6,000→\$7,000
001 Mayors Office	101-01-001-001 Mayors Salary	\$66,866→68,149
011 Registrars	101-01-011-001 Salary Registrars	\$27,816→\$27,931
011 Registrars	101-01-011-001 Salary Deputy Registrars	\$7,212→\$7,212
New Account	Software Upgrade And Maintenance	\$3000

Pattie DeHuff made a motion for the Mayor’s salary to not be increased at all.

Failed for lack of a second

Pattie DeHuff made a motion, seconded by Briana Brumaghim for all elected officials to receive no raise/increase.

Briana Brumaghim questioned how to distinguish giving increases to positions that are (contractual) that we have no say over, then justify not giving elected officials an increase because they are not under a union contract which is negotiated outside of the Board of Finance.

Pattie DeHuff stated they are public servants and they know the situation.

Pattie DeHuff amended the motion that all elected officials Mayor, Registrars, Town Clerk, and Tax Collector will not receive raise/increase, seconded by Vicky Carey.

Pattie DeHuff- Yes
Vicky Carey- No
Briana Bruamaghim-No

Motion Failed 2 to 1

013 Board of Finance	101-01-013-053	Fund Balance Restoration	\$100,000 (will revisit)
013 Board of Finance	101-01-013-099	Reserve for Contingency	\$100,000 (will revisit)
016 Tax Collector	101-01-016-001	Salary Tax Collector	\$57,313→\$57,549
022 Town Clerks Office	101-01-022-001	Salary Town Clerk	\$57,313→\$57,549
001 Mayors office	101-01-001-016	Expenses	\$2,500
005 Comptrollers Office	101-01-005-012	Contract Services	\$5,000→\$20,000
005 Comptrollers Office	101-01-005-015	Conference Memberships	\$500
014 Accessors Office	101-01-014-018	Office Supplies	\$2,700
020 Employee Benefits	101-01-020-071	Pensions 401A and MERS	\$550,000 →\$555,000
020 Employee Benefits	101-01-020-072	Pension-Defined Health	\$700,000→\$755,000
Ann Marie Rheault confirmed this is being funded 100% of the ADC per Vicky Carey.			
020 Employee Benefits (Follow-up)	101-01-020-073	Health Insurance	\$940,000→\$915,000
020 Employee Benefits (Follow Up)	101-01-020-081	Benefits Non-Employee	\$420,000→\$375,000
031 Fire Marshals Office	101-02-031-042	Wireless Charges	\$600
035 Police Department	101-02-032-035	Clothing Allowance	\$52,500
		Class A Uniforms	\$17,500

Ann Marie Rheault stated Class A Uniforms will be noted to come out of extra duty on Capital Projects- FY 2019-2020 Schedule.

**Board of Finance Meeting
April 15, 2019
Page 4 of 9**

Jim Kilduff stated this is a one-time expense (Class A Uniforms).

032 Police Department	101-02-032-035	Clothing Allowance	\$52,500 →\$23,500
032 Police Department	101-02-032-037	Vehicle Cleaning	\$2,000 →\$2,500
032 Police Department	101-02-032-042	Wireless Charges	\$6,000 →\$6,200
036 Fire Department	101-02-036-060	Firemen's Compensation	\$40,000 →\$45,000
036 Fire Department	101-02-036-063	Hurst Program	\$10,000→\$7,800

Ann Marie Rheault stated will shift utilities according to actuals (follow-up).

040 Snow Removal	101-03-040-012	Contract Services	\$50,000 →\$55,000
041 Highway Department	101-03-041-005	Wages Overtime	\$22,000→15,000
041 Highway Department	101-03-041-020	Supplies	\$75,000→\$100,000

Pattie DeHuff made a motion, seconded by Briana Brumaghim that 041 Highway Department - 101-03-041-020 - Supplies line item be reduced from \$100,000 to \$75,000.

Pattie DeHuff- Yes
Briana Brumaghim- Yes
Vicky Carey- No

Passes 2 to one

044 Transfer Station	001-03-044-001	Staff Salary	\$38,172→38,938
047 Maintenance Garage	101-03-047-001	Salary Mechanic	\$68,286 →\$69,659

Pattie DeHuff questioned if the mechanic is a certified mechanic and/or a certified Ford Mechanic in the Maintenance Garage.

Charles Wiegert stated general mechanic, not a certified or a certified Ford Mechanic which would be at a Ford dealership, certified in safety measures, and also works on a variety of equipment.

047 Maintenance Garage	101-03-047-003	Wages Assistant	\$57,920
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Pattie DeHuff made a motion, seconded by Briana Brumaghim to add \$57,920, 047 101-03-047-003 for Assistant Mechanic position in the Maintenance Garage.

Motion passed unanimously

**Board of Finance Meeting
April 15, 2019
Page 5 of 9**

Ann Marie Rheault confirmed the Headcount Summary: Highway 6 + 1 supervisor = 7 Total
Maintenance Garage 1 → 2

Briana Brumaghim stated one additional headcount having full six people back in Highway Department.

041 Highway Department 101-03-041-003 Wages FT \$365,000 → \$312,000

Jim Kilduff stated reiterated that he did not speak directly to Michael Malley – President that their board met and rescinded the Plymouth Library Association’s request of \$10,000.

Vicky Carey made a motion, seconded by Briana Brumaghim to remove the town’s contribution to the Plymouth Library Association from \$500.00 to \$0.

**Pattie DeHuff- Abstain
Vicky Carey- Yes
Briana Brumaghim- Yes**

Motion passes 2 to 1

080 Recreation Services	101-06-080-014	Advertising	\$200 → \$750
080 Recreation Services	101-06-080-024	Supplies-Rec.	\$6,000 → \$7500
080 Recreation Services	101-06-080-027	Equipment-Rec.	\$4,000 → \$6000
080 Recreation Services	101-06-080-049	Lake Winfield/PRRA herbicides	\$3,000 → \$3,500
080 Recreation Services	101-06-080-050	Transfer Rec. Exp. to Revolving Fund	(97,000) → (100,500)

Ann Marie Rheault confirmed - 099 - Board of Education - \$24,237,790 → \$24,487,790.

Ann Marie Rheault confirmed included in figure is \$416,000 plus, \$34,000 - change in the current/proposed change in ECS.

Ann Marie Rheault stated the other line item not included - governor’s proposed TRS (Connecticut's Teachers' Retirement System).

Briana Brumaghim questioned where that would be added

Ann Marie Rheault stated would add line item under the Board of Education.

Ann Marie Rheault stated revaluation estimated at \$140,000.

Vicky Carey made a motion, seconded by Briana Brumaghim to put \$50,000 into the Capital Projects –FY2019-2020 – for Revaluation it will be general funded.

Motion passed unanimously

Ann Marie Rheault stated per cyber team- implement replacement program – due to licensing, updates, outdated programs, and/or hardware/software issues.

Briana Brumaghim made a motion, seconded by Vicky Carey under description - Technology request - Capital Projects FY2019-2020 - change to “Annual Computer Replacement Program” amount recommended to \$15,000

Motion passed unanimously

Ann Marie Rheault stated \$20,000 was budgeted never used -carpet for the Terryville Library in 2015.

Pattie DeHuff made a motion to cut \$20,000 from the Terryville Public Library for replacement carpet to \$10,000 under Capital Projects-FY2019-2020.

Pattie DeHuff rescinded the motion.

Briana Brumaghim stated Library should be penalized since they were told not to spend, the \$20,000 was never restored back from FY ending 2015 and other issues beyond their control.

Ann Marie Rheault stated the Charter states after three years - if funds budgeted are not used they would no longer be accessible.

Ann Marie Rheault stated estimate received may not reflect actual square footage and briefly elaborated.

Briana Brumaghim made a motion, seconded by Pattie DeHuff under Capital Projects –FY2019-2020 -Terryville Public Library’s request - Project Description - Replace Carpeting delete (Year 1 of 2), Amount Requested \$40,000, Amount Recommended \$20,000.

Motion passed unanimously

Briana Brumaghim stated re. Salt Containment Structure - the average person looking at a schedule might assume we approved \$400,000.

Ann Marie Rheault stated you are not committing to \$400,000 – you are only committing to \$150,000 this year and will revisit next year after bids/decision - you should keep budgeted estimated total amount and include footnote under Description for informational purposes only - for transparency reasons.

Jim Kilduff stated the Salt Containment Structure still would need to go out to bid.

Pattie DeHuff made a motion, seconded by Briana Brumaghim under Capital Projects FY2019-2020 –Public Works – Project Description - Salt Containment- Required by DEEP (Year 1 of 2) \$300,000 total, the budgeted amount will be taken out of the general fund for \$150,000.

**Pattie DeHuff- Yes
Vicky Carey- No
Briana Brumaghim- Yes**

Motion passes 2 to 1

Pattie DeHuff stated not in favor of leasing due to cost and fact that after seven years you will have to start a new lease or purchase a new truck.

Briana Brumaghim stated I would not necessarily want to start a new lease every year.

Briana Brumaghim questioned buying the leased truck at the end of the lease -knowing it was maintained due to full-service lease.

Pattie DeHuff made a motion to cut \$45,000 from the Public Works Ten Wheel Dump Truck Replacement Lease to “0”.

Lack of second, motion failed

Vicky Carey made a motion, seconded by Briana Brumaghim to approve \$45,000, Ten Wheel Dump Truck Replacement Lease.

Vicky Carey Rescinded motion

Vicky Carey made a motion, seconded by Briana Brumaghim to approve \$45,000, 1 of 7 years, total 7-year lease, Ten Wheel Dump Truck Replacement Lease.

**Pattie DeHuff- No
Vicky Carey- Yes
Briana Brumaghim- Yes**

Motion passes 2 to 1

Ann Marie Rheault stated the results Capital Projects –FY 2019-2020 – Short Term Financing of Cap Projects Ten Wheel Dump Truck Replacement - 7-year lease

Ten Wheel Dump Truck Replacement - 7 year lease \$315,000→\$321,169

090 Interest Payments 101-07-090-120 Leases & Short Term Payment \$276,169→\$321,169

Board of Finance Meeting
April 15, 2019
Page 8 of 9

Ann Marie Rheault confirmed the following:

Total Cost General Fund \$1,301,751 (Amount Recommended)

General Fund	\$793,221
*Town Aid Grant	\$259,972
*LOCIP	\$ 96,124
*Municipal Grant	\$152,434

*Amounts (town aid) are subject to change

Ann Marie Rheault stated without any changes to contingency – confirmed the following:

❖ 40.63 mill rate, 0.94 mill increase - Total Expenses increase: \$852,048, 2.08% increase

Jim Kilduff confirmed with Ann Marie Rheault the following:

020 Employee Benefits	101-01-020-072	Pension-Defined Health	\$700,000→\$755,000
013 Board of Finance	101-01-013-053	Fund Balance Restoration	\$100,000 (will revisit)
013 Board of Finance	101-01-013-099	Reserve for Contingency	\$100,000 (will revisit)

Vicky Carey made a motion, seconded by Briana Brumaghim to send the proposed budget from the Board of Finance of \$41,844,117, with a 2.08% increase of \$852,048 and the proposed mill rate set at 40.63 for 2019/2020 fiscal year.

Motion passed unanimously

Discussion

Briana Brumaghim stated inevitable that mill rate would go over 40 eventually- questioned the amount that would have to be cut from the budget to keep the mill rate at 40.

Ann Marie Rheault stated \$470,000 would keep it at 40.

Jim Kilduff stated difficult to stay under 40 mill rate after the Board of Education increase \$450,000.

Ann Marie Rheault stated municipal expenditures is up \$101,502, 0.62% increase, Board of Education \$450,000, 1.87% increase and capital and non-recurring \$300,544, 56.96% increase.

Ann Marie Rheault stated if ECS money changes, you could potentially make a change when the state budget gets approved, since part of MBR calculation and briefly elaborated. (will follow-up for clarity)

Briana Brumaghim questioned if this needs to be decided tonight.

Jim Kilduff stated “yes”

Ann Marie Rheault stated this is for publishing purposes/timeframe and changes can be made at the joint meeting.

Jim Kilduff stated one thing is important, the Board of Finance asked questions –received answers regarding large amounts and also addressed the smaller amounts and briefly elaborated.

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT – Election and raises, Charter – Board of Finance proposed budget meeting with Town Council, and debt service (roads), reinstitute transfer station open on Wednesday.

James Mozalak, 18 Carriage Drive, Terryville, CT - Board of Education amount, Transfer Station, Mechanic, Lease program (out to bid), Teachers Pension Fund, Main Street School sale, and mill rate.

7. Correspondence

None

8. Board Member’s Comments

Briana Brumaghim -None
Vicky Carey- None
Pattie DeHuff - thanked Briana Brumaghim

Our next meeting will be April 22, 2019.

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Pattie DeHuff to adjourn at 9:41 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary