

Town of Plymouth

Board of Finance

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled April 13, 2020 Board of Finance meeting to order at 7:10 p.m. Zoom Meeting online- Meeting ID: 416 918 410. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Elizabeth Wollenberg, Dave Sekorski, Also present: Ann Marie Rheault - Director of Finance, Margus Laan, Director of Planning & Economic Development, and Vance Taylor, Economic Development Consultant

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

3. Review and discussion of Land Use section of Budget

Board of Finance members discussed and reviewed the Land Use section of the Town of Plymouth Fiscal Year July 1, 2020-June 30, 2021 – Mayor’s Proposed Budget Draft Revised April 7, 2020 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 AFTER APPROVAL BY THE TOWN COUNCIL.

Department	Account Description	FY 2021 Mayor Recommended	\$ Change	% Change
Land Use	Department Head	74,298	-	0.00%
Land Use	Regular Employees	39,638	-	0.00%
Land Use	Overtime	500	-	0.00%
Land Use	Meeting Secretary	2,300	-	0.00%
Land Use	Longevity	250	-	0.00%
Land Use	Conferences & Training	1,800	1,100	157.14%
Land Use	Other Professional/Tech Services	2,000	-	0.00%
Land Use	Technical Services	350	-	0.00%
Land Use	Telephone & Communications	-	(200)	-100.00%
Land Use	Advertising	3,500	1,000	40.00%
Land Use	Printing	400	-	0.00%
Land Use	General Office Supplies	-	(540)	-100.00%
Land Use	Membership & Dues	12,000	-	33.26%
Combined above			-	0.00%
Combined above			-	0.00%
Total		137,036	4,355	3.28%

Ann Marie Rheault stated the supervisors and non-supervisors contract has not been renegotiated since June of 2017 - believe they're in the process but on hold now due to Coronavirus – may not be settled before the end of June.

Board of Finance Meeting

April 13, 2020

Page 2 of 4

Margus Laan, Director of Planning & Economic Development stated there are five boards in the Land Use Department budget –Planning & Zoning Commission, Inland Wetlands & Conservation Commission, Zoning Board of Appeals, Economic Development Commission and Historic Properties Commission.

Ann Marie Rheault stated some of the accounts have been moved around or combined in the new system and briefly elaborated.

Margus Laan stated Conferences & Training includes various educational program but do not take advantage of everything available and briefly elaborated.

Margus Laan requested Zoning & Wetlands Enforcement Officer hours be increased from 25 hours to 29 hours which would be utilized for the review process and inspections.

Vance Taylor, Economic Development Consultant stated primarily I am serving as a liaison for the lots in the business park and marketing those lots to prospective companies to build on them.

Vance Taylor stated involved this past year with updating for State of Connecticut evaluations (appraised value) of lots.

Vance Taylor noted significant archaeological findings (Native Americans) used ECB funds to pay for archaeologist, clear artifacts, and preserve them. Also, by leveraging state funds - so that municipal budget was not impacted by those expenses.

Vance Taylor stated promoting the business park through additional signage of availability of lots, web page upgrades - online marketing and briefly elaborated.

Vicky Carey questioned when will Plan of Development be done – re. Zoning Regulations Budget amount - updates and timing.

Margus Laan stated 2025.

Margus Laan stated variables dependent on if hiring a consultant, online, references, printing, with possibility of moving funds if necessary and briefly elaborated.

David Sekorski questioned the Zoning Enforcement officer duties.

Margus Laan stated “Blight” duties included - notifications, letters, and follow up.

Barbara Rockwell stated in favor of increasing Zoning Enforcement officer hours.

Vance Taylor stated Historic Properties Commission - we were successful - wrote a grant funded for \$22,500 to allow us to proceed with the historic resources inventory of 150 historic properties in town this year and will be getting phase 2 funding.

Jim Kilduff noted will follow-up - Zoning Enforcement Officer hours.

4. General Budget discussion

Jim Kilduff noted the upcoming Board of Finance meetings with specific departments, will confirm future dates per Governor's mandate (extra 30 days) and briefly elaborated.

5. Correspondence

None

Ann Marie Rheault requested an item be added to agenda - Appointment of Auditors for discussion purposes.

Vicky Carey made a motion, seconded by Dave Sekorski to add to the agenda Request for Appointment of Auditors for discussion purposes.

Motion passed unanimously

6. Appointment of Auditors for discussion purposes

Ann Marie Rheault stated we discussed briefly about RFP (Request for Proposal) with the Covid 19 (need to appoint by June 1, 2020, RFP, response and evaluate) - ability to accomplish, research would need to turn around quickly and briefly elaborated.

Jim Kilduff questioned Finance Director's recommendation on this.

Ann Marie Rheault stated with inability to meet (not in person) only online –this needs to be considered and briefly elaborated.

Vicky Carey stated this RFP not conducive for this year, next year January – interview a few firms and briefly elaborated.

Eugene Croce questioned reappointing process and/or authority of Board.

Ann Marie Rheault stated entertain possibility would have to be put out to RFP.

Jim Kilduff stated will add to Thursday's Agenda.

7. Public Comment

None

8. Board Member's Comments

Vicky Carey - None

Eugene Croce - None

Dave Sekorski - None

Barbara Rockwell - None

Elizabeth Wollenberg - None

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Barbara Rockwell to adjourn at 8:04 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

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Recording Secretary