

# Town of Plymouth

80 Main Street, Terryville, CT 06786

[www.plymouthct.us](http://www.plymouthct.us)

# Board of Finance

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**1. Call Meeting to Order:** Jim Kilduff, Chairman called the scheduled March 22, 2021 Board of Finance meeting to order at 7:06 p.m. Zoom Meeting online- Meeting ID: 416 918 410. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Elizabeth Wollenberg, and Dave Sekorski. Also present: Ann Marie Rheault - Director of Finance

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

**3. Approval of Minutes – will follow-up**

**4. Public Safety: Police, Fire, Fire Marshal, Ambulance & Communications**

Karen Krasicky, Chief of Police discussed/reviewed all police line items.

Eugene Croce questioned the number of vacancies presently in the police department and the overtime line item amount.

Karen Krasicky stated there are two existing vacancies and one position filled (candidate needs to attend police academy) not able to fill until January of 2022, waiting until July 2021 for other openings - unless a certified officer is hired, noting vacations, and contractual obligations.

Dave Sekorski questioned the overtime amount of \$275,000 - is that a standard number.

Karen Krasicky stated any unused amount would return to the general fund, in lieu of putting us in deficit we use an operational working number and briefly elaborated.

Dave Sekorski questioned any additional COVID 19 expenses that would be reimbursed.

Ann Marie Rheault stated has not received any notification, guidance, and/or what restrictions.

Ann Marie Rheault stated we have to cover all the holidays for the ACO (Animal Control Officers) - increased and decreased Conferences and Training from \$5,000 to \$3,000.

Karen Krasicky stated Communications as a whole is working out pretty good.

Captain Edward Benecchi – Plymouth Police Department stated work in progress, some issues/compatibility with software - trying to work through - officers will be working directly with Litchfield County Dispatch training.

Chief Mark Sekorski discussed in detail the Fire Department's budget.

Captain Anthony Orsini – Emergency Management discussed in detail Emergency Management.

2021 APR - 1 11:12:51  
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Eugene Croce questioned the COVID-19 line item.

Ann Marie Rheault stated all initial COVID-19 related expenses were for any anticipated expenses that were not being captured in a department, any ongoing PPE (Personal Protection Equipment) - mostly absorbed in the respective department- used as a contingency line item and briefly elaborated.

Jim Kilduff stated re. 2-3 pages of duties of Fire Marshal and state statutes, noting budget relatively flat.

Raymond Kovaleski, Fire Marshal wanted clarification regarding cuts.

Vicky Carey stated Mayor Merchant looking to keep the budget flat and not increase taxes due to the COVID-19 impact on the community.

Jim Kilduff stated need to match duties with hours, my prior personal government experience would be to have to show justification of expenditures/request – list detail of duties and/or responsibilities. Suggested meeting with mayor and follow-up with Board of Finance if needed and briefly elaborated.

Barbara Rockwell questioned how many works do you work.

Ray Kovalski stated 18 hours and two deputies work 15 hours every week.

Martin Sandshaw, Chairman - Board of Fire Commissioner's concern is Fire Marshall's office present situation - they can probably handle the workload but "after" COVID-19 – questioned will they be able to handle the responsibilities with just two individuals.

Barbara Rockwell stated they are still servicing a town of 12,000 –nothing has changed - cannot lessen your safety personnel and briefly elaborated.

Brandon Johndro, Chief of Service – Board of Directors – Plymouth Volunteer Ambulance Corps discussed in detail Ambulance line items - noting busy year, "Repairs and Maintenance" facing issues - lack of repairs being done. Re. lack of maintenance on building- needs addressing and briefly elaborated.

Vicky Carey questioned "Payments to other Organizations" and "Service Contracts" line items.

Brandon Johndro stated "Service Contracts) line item is town's agreement registering with CMED and with Norcom (town handles).

Brandon Johndro stated we pay our staffing, Emergency Resource Management - fees, bundle billing, ALS calls/tab, MAR, or bristol hospital.

Vicky Carey confirmed PVAC (Plymouth Volunteer Ambulance Corps) on its own - that they are all EMS.

Brandon Johndro stated BLS unit, not an ALS service.

Vicky Carey stated never received any financial or audits, this has been ongoing for years. – On the record - Requesting to see financials and audit.

Brandon Johndro stated will need to request that from the Board of Directors.

Vicky Carey questioned any idea or discussion of selling off services for profit like Bristol Hospital or Trinity – having them take over the entire service and building.

Brandon Johndro stated never considered that serviced community over 50 years – would not entertain that idea.

Brandon Johndro stated if it went to the town they would be liable (basic coverage) would be around \$220,000 a year to (24 hours day, 7 days a week) \$6-700,000 range dependent on need.

Vicky Carey stated insurances cover most services or would fall on the responsibility of the patient.

Jim Kilduff referenced a letter received last year from Lani Johnson -- re. PVAC increase request.

Jim Kilduff stated looks like you are struggling and any partnership with town/obligation would warrant audit /view of PVAC books and briefly elaborated.

Brandon stated will pass that information to the Board.

Ann Marie Rheault stated need to discuss Request for Proposal

**Vicky Carey made a motion, seconded by Dave Sekorski to add to the agenda to discuss RFP for auditing services and to include a request for a generator for headquarters to come out of with 75% of reimbursement from FEMA. Respectively becomes Item Nos. 5 and 6.**

**Motion passed unanimously**

## **5. Discuss Request for Proposal**

Ann Marie Rheault stated re. RFP (Request for Proposal) questioned if there were any questions and/or concerns of RFP - Fairly standard -- taken from other towns and edited.

Ann Marie Rheault discussed in detail RFP (Request for Proposal) for editing/changes purposes only.

Ann Marie Rheault stated generally send an RFP (Request for Proposal) for auditing services for the review in preparation of our annual financial report, including our single federal single audit and our state's single audit and any other work that needs to be done, related to the Board of Education, and work that they need.

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Ann Marie Rheault stated this would be for a term of three years, with an option to renew for two years. We are looking to go out to bid or put this RFP (Request for Proposal) out as soon as possible with returns on April 15 at 2 pm and then to have the review process.

Ann Marie Rheault stated will have Attorney William A. Hamzy review prior.

**Barbara Rockwell made a motion, seconded by Eugene Croce to approve the RFP (Request for Proposal) with corrections as stipulated.**

**Motion passed unanimously**

**6. Transfer/Purchase New Generator for Harwinton Avenue/75% FEMA reimbursement**

**Vicky Carey made a motion, seconded by Beth Wollenberg to approve the transfer of \$30,000 from the Board of Finance contingency line item to capitals to purchase a new generator for Harwinton Avenue of which 75% will be a FEMA reimbursement - net cost of \$7,500.**

**Motion passed unanimously**

**Ann Marie Rheault, Director of Finance, and members of the Board of Finance discussed in detail Public Safety which includes the following: Police, Fire, Fire Marshal, Ambulance & Communications portion of the draft budget of the Town of Plymouth Fiscal Year July 1, 2021-June 30, 2022 – Mayor’s Proposed Budget Draft dated February 16, 2021, Pgs. 1 of 26 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](http://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.**

**7. Public Comment**

**None**

**8. Correspondence**

**None**

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**9. Board Member's Comments**

Vicky Carey - None

Eugene Croce - None

Barbara Rockwell - None

Dave Sekorski – questioned when was the last time police went over the “overtime” budget. Historically has that happened frequently? Also, reminded and noted all department heads should be tracking and documenting anything COVID-19 related.

Elizabeth Wollenberg – None

Karen Krasicky stated since 2005 we have gone over the budgeted amount.

Ann Marie Rheault stated typically general rule - Plymouth Police Department has been able to cover the overage.

Jim Kilduff reminded members to have a philosophy of where they think we should be and briefly elaborated.

Our next meeting will be on March 25, 2021

**10. Adjournment**

**There being no further business of the Board of Finance, a motion was made by Barbara Rockwell, seconded by Eugene Croce to adjourn at 8:40 p.m. This motion was approved unanimously.**

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas  
Recording Secretary