

## Town of Plymouth

80 Main Street, Terryville, CT 06786  
www.plymouthct.us

## Board of Finance

Telephone: 860-585-4002  
Fax: 860-585-4015

1. Call Meeting to Order – The Special Meeting of the Plymouth Board of Finance was called to order on Thursday, December 3, 2015 by Mayor David Merchant at 7:00 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Pattie DeHuff, Jay Dorso, Dan Murray, Jim Zalot, Ralph Zovich. Also present: AnnMarie Rheault, Director of Finance; Sue Murawski, Council Liaison; Robin Gudeczauskas, Recording Secretary; Joe Kilduff, Tax Collector.

2. Pledge of Allegiance

3. Notice of Fire Exits

4. Approval of Minutes: October 15, 2015

**MOTION:** To approve the minutes of October 15, 2015 by Vicky Carey; second Pattie DeHuff. Discussion: none. Vote: Unanimous with Dan Murray and Jay Dorso abstaining.

5. Election of Officers – Mayor Merchant welcomed returning and new Board members.

a. Chairman

Nomination for Chairman: To nominate Ralph Zovich as Chairman by Vicky Carey as he has been previous chairman and on board and will be excellent; second Jim Zalot.

Discussion: V. Carey stated Ralph has previously been Chairman and will be excellent.

**MOTION:** To close Nominations by Vicky Carey; second Jim Zalot and the vote unanimous.

Vote On Chairman: Dan Murray, yes; Pattie DeHuff, yes; Jim Zalot, yes; Vicky Carey, yes; Jay Dorso, yes and Ralph Zovich abstained. Motion carries.

b. Clerk (Vice Chairman)

Nomination for Clerk: To nominate Vicky Carey for Clerk by Ralph Zovich; second Dan Murray.

**MOTION:** To close the nominations and appoint Vicky Carey as Clerk by Dan Murray; second Jim Zalot and the vote unanimous.

Mayor Merchant turned the meeting over to Chairman Ralph Zovich.

6. Director of Finance Report – (a) Working on 2014 audit and auditor has been in to finish open items; target by December 8 to have remainder of items to auditors to begin compiling financial statement schedules, reviewed. Target to have draft report by Friday, December 18 for auditor.

Auditors going into busy season and turn around before end of year; we will get draft, review and make changes. (b) 2014-2015 audit will then begin, need to finalize books; target to have done by end of March as goal. (c) Will be returning to OPM on

Thursday, December 10 to give update on where we are. (d) Budget vs actual now, overall in general fund we are at 68% available. Departments running around 50% or above for availability. (e) WPCA – we are presenting to them a summary of money owed back to the town of things never billed to them from the town such as payroll, insurance, and a list of transactions the town owes back to WPCA. Went back to 2012 and have gone through end of 14-15 and currently working on summary for 15-16 current year. Will then bill WPCA on a monthly basis. WPCA now has access to their own bank statements and can see their own accounts. Review held. (f) BOE showing 29.6% expended as of October 30<sup>th</sup>. (g) Vicky Carey asked for hard copy of general ledger. (h) Review of items discussed with Town Council reviewed for overages: Director of Finance office (last meeting there was a motion to fund through the end of December); tax refund line item was never budgeted line item and at \$31,000 and flip side there is revenue sitting in there and will net against revenue; foreclosure legal expenses and items not previously budgeted; grievance resolution is approx. 5,000 over and today she approved an additional 10,000 invoice to this line item; total legal expenses not including 10,000 has 44% available; actuarial fees are over due to valuation of OPEP pension and not done in 2012; o/t salary for police department is 28,000 over however in total they are at 50% of budget; Dial a Ride vehicle repairs was not previously budgeted and 5,000 over and will continue to climb as van is getting older and the Mayor is looking for grant money. Repairs that can be done in house are.

7. Review and Approve 2016 Meeting Dates – first draft of budget to BOF is due by February 22.

**MOTION:** To accept the 2016 Meeting Dates as presented by Dan Murray; second Patti DeHuff and the vote unanimous.

8. Public Comment

- a. Melanie Church, 328 Main Street – a few questions - bonding money spent and remember when first started never mentioned o/t with police and when they were doing bonded they did extra duty and gets billed and when went to 4 day 3 day and that was to save overtime and does not look like it saved and while in negotiations go back to 5 and 2. Need handle on bonding money spent and how much of that was police and how much billed to bonding and not as o/t to budget. Anything over 50,000 has to go to the people and she went back and researched and BOF never approved the money for Bemis Street grant and that has to be done and Council has not approved. The 150,000 to buy property was not approved by the Board and that is over 50,000 and the Charter is clear. Chairman Zovich responded that they are following up on overtime issue.
- b. Dan Gentile, 269 Mt. Tobe Road – welcome new members and good luck. He was in attendance when Ralph proposed 20 year pay down.
- c. Joe Kilduff, Tax Collector stated revenues are good and 55% of expected collections and will have a formal report at next meeting.

9. Correspondence - none

#### 10. Board Member Comment

- a. Dan Murray – welcomed Ralph back and Jay as a new member and congrats to Vicky. Dan will get his travel schedule to us.
- b. Pattie DeHuff – Congratulsiion to Ralph, welcome to Jay and congratulations to Vicky. Distributed information on CT General Statutes, some of them, on role of BOF and feels we are operating on an illegal budget and going forward we are a Board that recommends and not adopts. Do need monthly reports on where we stand by department. Think about putting a freeze on budget due to over expenditures and something to consider and asked Ralph to put as agenda item.
- c. Jim Zalot – welcome aboard and congratulations on Chair; congratulations Vicky and welcome to new member.
- d. Vicky Carey – thank you and congratulations to Ralph. If anyone is going to be sick or unable to attend a meeting, the best bet is to get an email or call Robin and or Ralph; when she sends email to people she expects those people and only them to read message and not put it out there for general public; reasons stated.
- e. Jay Dorso – Appreciative to be on board and congratulations to Ralph and Vicky and looks forward to being a part of the team.
- f. Ralph Zovich – Thanks everyone for confidence and support. Next meeting December 17<sup>th</sup>. Email agenda items to Ralph.
- g. Dan Murray – congratulations to the Mayor for reelection and welcome for another term.

#### 11. Adjournment

**MOTION:** To adjourn by Dan Murray; second Vicky Carey and the vote unanimous. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary

David Merchant  
Mayor