

# Town of Plymouth

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# Board of Finance

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**1. Call Meeting to Order:** Chairman Ralph Zovich called the scheduled December 15, 2016, Board of Finance Meeting to order at 7:01 p.m. in the Assembly Room at Plymouth Town Hall. Members in attendance: Victoria Carey, Chairman Ralph Zovich, James Zalot, Jay Dorso and Pattie DeHuff. Also present: Mayor David V. Merchant, Ann Marie Rheault, Director of Finance; Councilwoman Sue Murawski, Councilman Dan Gentile, Joe Kildruff, Tax Collector; Philip Penn, Business Manager and Linda Schnaars, Recording Secretary.

**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 – Special meeting 12-1-16:**  
*A motion was made by Pattie DeHuff, seconded by Victoria Carey to approve the December 1, 2016 Minutes. This motion was approved unanimously.*

### Discussion:

Pattie DeHuff pointed out two (2) typos –

Under #11 – Chairman Zovich sated... should be stated.

Under Melanie Church's comments – may have to deal away... should be do away.

### 5. Board of Education Quarterly Update:

Philip Penn, Business Manager gave an update on the Board of Education's budget. Mr. Penn stated that the budget is on track. He is keeping an eye on placement for special education kids, private out placement vs. public school placement. Should be ok. He is looking at the electricity at the high school which consists of 2200 panels. They are burning through more electricity than budgeted for. Repairs at Plymouth Center are running above. There will be a deficit in the Unemployment line item because of a provision in the State of Connecticut law called "Clawback". Which means, if an employee leaves Plymouth to go to another job and then loses that job, the State can "clawback," to Plymouth to help pay for the unemployment. They are not using Chartwells for the school lunch program. Board of Education hired Holli LaBarBera to run the program. We share her with Wamogo and Litchfield. The Food Services account is running a deficit of \$7,500. Last year is was \$40,000. The auditors were in town for thirteen (13) dates to review school building projects. He is waiting for their fire draft audit report. Should be reimbursed for the High School, Eli Terry and Fisher Elementary. The initial draft of the budget will be presented to the Board of Education on January 11<sup>th</sup>. There is \$122,000 encumbered from last year's budget. \$91,000 is from security related items. There will be \$85,000 surplus when 2015-2016 is closed out.

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
16 DEC 19 AM 8:39  
Victoria Carey  
TOWN CLERK

## 6. Mayor' Report:

Mayor Merchant reported that the auditors are in the building and are starting the 2014-2015 audit. He stated it is a top priority. He is working on timelines for the upcoming projects but is waiting for the audit to be done. Attorney costs have gone down – not really using the labor attorney as the Mayor is handling them. There have been (5) snow events and he is watching the salt and sand budget. The budget process has started and will have it next month. He is concerned about reevaluation and is worried about Educational Cost Sharing grant. The grand list should be done by the end of January. The motor vehicle tax is going down to 32 mills. The Fire House Building Committee is starting to interview architects.

There are some communication problems in town as the equipment is antiquated. He is looking into getting new equipment. He said it may be a \$2,000,000 project. He feels that in the future, the State may want smaller towns like Plymouth to combine with other towns, such as Thomaston and Wolcott for dispatching. They are working on a town wide energy audit. The Town is looking into purchasing all the street lights and replace them with LED bulbs.

Mayor Merchant stated that he is working with two (2) new companies that may be coming to the business park in the Spring.

Vicky Carey asked if they are going to put cell towers on Greystone Road?

Mayor Merchant replied that some equipment upgrade will solve the problem.

Pattie DeHuff stated that she feels that regionalization we would lose control.

Mayor stated it would be mutual aid.... working together as partners.

Mayor Merchant reported that he is working with Joe Kildruff to find a replacement for Dan Murray.

## 7. Tax Collector's Report:

Joe Kildruff went over his report as of November 30, 2016:

YTD current property taxes \$12,552,743.82 52.26%

Interest and late fees \$126,819.17 56.36%

Total \$15,632,187.96 55.73%

The motor vehicle supplemental list has been finalized. \$314,000 was collected.

Tax collections are slightly higher at this point in time.

Chairman Zovich discussed the delinquent tax for September/October and stated it is down. The delinquent taxes owed is \$1,089,206.

Joe Kildruff will run a new delinquent tax list in January and the Board of Finance will review the list with him.



**8. Finance Director's Report:**

Ann Marie will submit her report for November and December at the next meeting. The auditors are on site. She has spent a lot of her time with them. She is looking to have the 2014-2015 audit done by January 15, 2017 and then will begin the 2015-2016 audit.

**9. Update on progress of independent audit by Blum Shapiro for FY2014-15:**

**a. Estimate the audit resources & timing needed to complete draft CAFR**

Ann Marie reported that it depends on the resources of the auditors and what they are working on. She hopes to have a draft audit for the January 19<sup>th</sup> meeting.

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

**a. Review Financial Summary report for period ending 11/30/16, budget vs actual.**

None

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

None

**11. Discuss & Take Action to approve an appropriation not to exceed \$16,000 from the Police Extra Duty fund, for the purpose of purchasing specific police-related items, as recommended by the Town Council on Dec. 6, 2016:**

Chairman Zovich noted that this is a not a special appropriation transfer.

*A motion was made by Victoria Carey, seconded by James Zalot to approve an appropriation not to exceed \$16,000 from the Police Extra Duty fund, for the purpose of purchasing specific police-related items, as recommended by the Town Council on Dec. 6, 2016. This motion was approved unanimously.*

**Discussion:**

Pattie DeHuff asked if the money is going into the general fund, do we need a special appropriation to take it out?

Chairman Zovich explained that it goes in as revenue and will come out as revenue. There is no impact.

Vicky Carey asked how much is left in that fund?

Ann Marie Rheault replied there is a balance of \$196,246.

Vicky Carey wanted to know what the request is for.

Ann Marie reported the following:

\$9,011 for firearms, rifles and shotguns

\$2,975 for 7 ballistic helmets and ballistic face shields

\$3,534.75 for a storage cabinet for ammunition.

Councilwoman Sue Murawski asked if the radios upgrade could come out of the extra duty fund?

Chairman Zovich replied it is something the Board can look into.

**12. Strategize & Review board member ideas for FY17-18 General Fund budget goals:**

Pattie DeHuff feels that there should be a community conversation. Need to figure out what the priorities are. She said we can't keep funding everything. She stated the wallet doesn't match the wants.

Chairman Zovich stated that the public can submit their ideas via email. A notification will be posted on the website to send suggestions to Chairman Zovich.

Vicky Carey would like to see all the narratives from each department when they submit their budget and wants the capitols done last.

Jim Zalot stated he doesn't want a public forum. He stated that the people made a decision when they voted for us. He agreed with Vicky to just send in emails to the Mayor's office.

Joe Kildruff explained that the employee who used to work part time taking care of the website, found another job and now an employee from the IT department will post when he gets an email. He does not look for stuff to post on the website like the former employee did.

Phil Penn said that this conversation needs to take place in August. The Board of Education will have five (5) public meetings.

Chairman Zovich stated that they Board needs to figure out how to structure a surplus in the budget. There is a Board of Finance contingency line item that can be used as a "reserve allocation".

**13. Discuss & Take Action to adopt a schedule of 2017 Regular Meeting Dates:**

Chairman Zovich distributed the dates that were discussed at the last meeting.

*A motion was made by Pattie DeHuff, seconded by Victoria Carey to adopt the 2017 Regular Meeting Dates as submitted. This motion was approved unanimously.*

**14. Public Comment:** None

**15. Correspondence:**

Chairman Zovich stated the Board of Education meeting will be January 18<sup>th</sup>. Don't need

to file an incidental agenda for this meeting.

Police Awards Ceremony will be December 19<sup>th</sup> @ 5:30 p.m. in the Community Room.

Chairman Zovich presented Vicky Carey with a plaque in honor of her twenty-five (25) years of service on the Board of Finance.

**16. Board Members' Comments:**

Vicky Carey – none

Jay Dorso – none

James Zalot - Happy Holidays!

Pattie DeHuff – none

Chairman Zovich – stated that Linda and Robin made a good suggestion regarding the pay for the Board of Finance recording secretary... it should be raised. Chairman Zovich stated the Town Council and Board of Finance recording secretary should get a little bit more for taking the minutes. He thanked Linda for stepping up. Wished everyone a Merry Christmas!

**17. Adjournment:**

*There being no further business of the Board of Finance, a motion was made by Victoria Carey, seconded by James Zalot to adjourn. This motion was approved unanimously. The meeting ended at 8:52 p.m.*

Respectfully submitted,

  
Linda Schnaars  
Recording Secretary