

Town of Plymouth

Board of Finance

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

Telephone: 860-585-4001
Fax: 860-585-4015

1. Call Meeting to Order: Chairman Ralph Zovich called the scheduled February 16, 2017, Board of Finance Meeting to order at 7:01 p.m. in the Community Room at Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, Chairman Ralph Zovich, James Zalot-Absent, Jay Dorso, Pattie DeHuff and Jim Kilduff. Also present: Ann Marie Rheault, Director of Finance; Councilwoman, Sue Murawski, and Michele Yokubinas - Recording Secretary.

Chairman Ralph Zovich welcomed Jim Kilduff who was appointed this week as the newest member of the Board of Finance to fill Dan Murray's place.

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 – Regular meeting 1-19-17:

Chairman Zovich asked for a motion to accept the minutes of January 19, 2017.

Motion to Accept made by Vicky, seconded by Pattie.

Vote: Jay Dorso-Yes, Vickey Carey-Yes, Pattie DeHuff-Yes, Jim Kilduff-Abstention.

The motion was approved.

Victoria Carey
TOWN CLERK

17 FEB 23 PM 3:21

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD

5. Mayor's Report - No report

Chairman Zovich stated that Mayor David Merchant could not be present at this meeting, but would join us next week.

6. Tax Collector's Report: Joe Kilduff, Tax Collector not present but filed report.

Chairman Zovich distributed copies of the Tax Collectors monthly report. He stated he would not read aloud into record but wanted to relay that Joe (Kilduff) point out the 93.6% collection rate compared to last year's 91.6%, which shows that we are a little ahead. (See tax report)

7. Finance Director's Report:

Ann Marie Rheault gave copy for file and attendees of summary pages of the General Fund Revenue/Expenditures Summary Year to Date as of 1/31/2017, noting she would send out a memo to departments to keep eye on their budgets.

Ann Marie offered an applicant a position in her department.

Revenue and Expenditures discussed briefly.

- 8. Update on progress of independent audit by Blum Shapiro for FY2014-15:**
a. Finalize timing to complete draft CAFR and set date for preliminary review.

Ann Marie Rheault provided an update to the Board of Finance on the Blum Shapiro 2014/15 Financial Audit.

Chairman Zovich stated will keep this as open action item and requested advance copies via PDF.

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

- a. Review Financial Summary report for period ending 01/31/17, budget vs actual.**

Previously Discussed

- b. Update on status of BOE budget vs. actual expenditures – Phillip Penn**

Phillip Penn highlighted positive and negatives that he shared with his finance subcommittee at the Board of Education and elaborated at length.

- c. Discuss & Take action on any internal transfer requests, if required**

No action taken

10. TABLED: Discuss & Take Action to authorize an appropriation in the amount of \$33,010.49 from the Capital Reserve Sinking Fund, for various capital equipment purchases, as itemized in the resolution approved by the Board of Education on January 11, 2017.

Pattie DeHuff made a motion to take this off the table, seconded by Vickey Carey, was approved unanimously

Vickey Carey made a motion to approve an appropriation in the amount of \$33,010.49 from the Capital Reserve Sinking Fund, for various capital equipment purchases, as itemized in the resolution approved by the Board of Education on January 11, 2017, seconded by Jay Dorso

Discussion on original motion ensued.

Vote: Jay Dorso-Yes, Vickey Carey-Yes, Pattie DeHuff-Yes, Jim Kilduff-Yes. The motion was approved unanimously.

Phillip Penn stated that the original agreement that was structured here was more restrictive than what is in the state statute; a brief discussion followed. Phillip Penn will send information electronically to Ralph Zovich so that he can forward to all Board of Finance members for review.

The Sinking verses the General Fund was briefly discussed.

Vickey Carey suggested concentrating on the budget first and address this issue after the budget.

Phillip Penn agreed to forward the revised draft to the Board of Finance for future consideration.

11. Follow-up on creation of BOF electronic “suggestion box” on town’s website – update on work performed by webmaster Connor Raymond.

Chairman Zovich received an email from Connor Raymond that the link for the “suggestion box” is now live and briefly elaborated.

12. Receive proposed General Fund budget for FY 17-18, review voluntary budget assignments by dept. and discuss overall strategy, challenges & BoF responsibilities.

Chairman Zovich reviewed budget assignments to the Board of Finance Members (tentatively) and stressed the importance of the Board of Finance responsibilities. The revised assignments are as follows;

- James Zalot –Public Safety (Police, FD, Communications)
- Victoria Carey – Capitals and Debt Service
- Jay Dorso- Employee Benefits (Pensions, Workers Comp & Health Ins)
- Pattie DeHuff– Libraries and Recreation
- Ralph Zovich –General Administration and Public Works
- Jim Kilduff – Public Health Services & Land Use Boards

Ann Marie highlighted areas of the Estimated General Fund Revenue, noting an item was added for an additional staff member and briefly elaborated.

Reviewed some line items but still needs to confirm those mentioned.

Ann Marie briefly discussed Bond Anticipation Notes and teacher’s retirement.

Philip Penn discussed State Revenues from the office of Policy & Management, DCF, dropping the Special Education Grant and briefly elaborated on changes.

Ralph Zovich stated looking at the total bottom line impact we have to get our revenue from some source for balance out expenditures so our budget would be going up \$1,186,000.

Ralph Zovich reviewed the final budget assignments and the tentative schedule. Assigned Jim Kilduff the Public Health Services.

Chairman Zovich briefly discussed budget strategy, fiduciary responsibilities and limits of authority.

13. Public Comment

James Mozelak, 18 Carriage Drive, Terryville, CT, stated that he felt it wasn’t the time to buy teachers out and briefly elaborated. James Mozelak questioned wire fraud email scams.

Town Councilman Dan Gentile stated he was highly concerned unfunded mandates pushback and briefly elaborated.

Melanie Church, 328 Main Street, Terryville, CT, questioned capital improvements, examining duplicated services and briefly elaborated.

Brian Dunn, 19 Carriage Drive, Terryville, CT, questioned the process as to how the new suggestion box would work.

Christopher Kinzer, 52 Old Farm Road, Terryville, CT, stated he supports Town Councilman Gentile's comments. Christopher Kinzer stated the Board of Education was keeping their budget tight and briefly elaborated.

14. Correspondence:

Expenditures as of January 31

Transmittal letter sent summarize their budget request outlined major drivers of the unfunded pension.

15. Board Members' Comments:

Vicky Carey – Suggestion email to correspondence, public comment kept it rolling, not a round table discussion. This Board of Finance meeting should be properly conducted.

Jay Dorso – Stated he had no comment at this time but later questioned if there would be a thread for the suggestion box to open up conversation.

Pattie DeHuff – Stated the past two years the budget failed; there was distrust in the Town due to lack of communication. Pattie DeHuff stated the Board needs to address items in the correct order.

Jim Kilduff – Thanked the Board of Finance for his appointment, noting there was a lot of work to do and briefly elaborated.

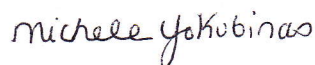
Ralph Zovich – Stated Public Comment could not turn into an interrogation or a debate and briefly elaborated.

It was noted there was no conflict with the next Board of Finance meeting date and the Tax Collector would be invited.

16. 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 9:00 p.m. This motion was approved unanimously.

Respectfully submitted,



Michele Yokubinas,
Recording Secretary