

Town of Plymouth

Board of Finance

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1. Call Meeting to Order: Jim Kilduff called the scheduled January 18, 2018, Board of Finance Meeting to order at 7:04 p.m. in the Assembly Room at Plymouth Town Hall. Members in attendance: Briana Brumaghim, Vice Chairman Victoria Carey, Pattie DeHuff, Jay Dorso, Chairman Jim Kilduff, and James Zalot. Also present were Mayor David Merchant, Town Council Liaison Sue Murawski, and Director of Finance Ann Marie Rheault.

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

3. Notice of Fire Exits: Jim Kilduff, Chairman, noted the fire exits.

4. Finance Director's Report

Jim Kilduff distributed Town of Plymouth –General Fund Revenue/Expenditures Summary dated 12/31/2017

TOTALS		FY2017-18 ORIGINAL BUDGET	YEAR-TO-DATE ACTUALS	ENCUMR.	TOTAL YTD WITH ENCUMBR.	Y-T-D VARIANCE POS. (NEG)	PERCENT VAR. POS. (NEG.)
	MUNICIPAL	16,812,762	8,449,788	491,373	8,941,161	7,871,601	46.82%
099	EDUCATION	24,212,790	9,681,904	1,423,881	11,105,785	13,107,005	54.13%
TOTAL GENERAL FUND EXP.		41,025,552	18,131,692	1,915,254	20,046,946	20,978,606	51.14%

ESTIMATED SURPLUS (DEFICIT) 1,016,689

Jim Kilduff read into record a memorandum to Finance Director Ann Marie Rheault from Chief Karen Krasicky, re: Remodeling of the Booking Room, -attachments included price quotes, dated January 5, 2018. It was noted the request was to approve a transfer of \$3,000 from Line Item #101-02-032-13 Service Contracts to Line Item #101-02-032-020 Repairs and Supplies.

A motion was made by James Zalot seconded by Vicky Carey to transfer \$3,000 from Line Item #101-02-032-13 Service Contracts to Line Item #101-02-032-020 Repairs and Supplies contingent pending the outcome of Police Commission tentatively.

Discussion:

Sue Murawski questioned if the Police Commission would have to discuss and approve this first.

Vicky Carey withdrew her second on the motion motion and James Zalot withdrew his motion

Amended motion on the floor

A motion was made by James Zalot seconded by Pattie DeHuff to transfer \$3,000 from Line Item #101-02-032-13 Service Contracts to Line Item #101-02-032-020 Repairs and Supplies to cover the Police Department Booking Room and contingent upon the recommendation from the Police Commission for the listed equipment needs.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
JAN 29 PM 2:42

Discussion:

Vicky Carey stated the equipment was transportable or moveable and briefly elaborated.

Referencing a November 17, 2017, memo from Sergeant John D'Aniello to the Police Chief, Briana Brumaghim questioned if the equipment would be different if the area size changed.

Pattie DeHuff -Yes
James Zalot -Yes
Vicky Carey -Yes
Briana Brumaghim -Yes

Motion passed unanimously

5. Acceptance of Minutes – Special meeting of 12/05/2017

A motion was made by Pattie DeHuff, seconded by Vicky Carey, to accept the minutes of December 5, 2017, as amended.

Corrections

Pattie DeHuff stated on Page 3 “Pattie DeHuff questioned Ann Marie Rheault if she started on the 2016-2017 audit.” I did not ask if she started it, noting she had known Ann Marie Rheault had been working on the audit since March of last year.

Pattie DeHuff noted under Public Comment the correct spelling of Cathy Kosak’s name; and corrected ECF noting it should read ECS.

**Pattie DeHuff -Yes
James Zalot -Yes
Vicky Carey -Yes
Briana Brumaghim -Yes**

Motion approved and passed unanimously.

6. Mayor’s Report

Mayor David Merchant stated Philip Penn, BOE Business Manager was leaving his position and briefly elaborated.

Pattie DeHuff stated combining the Business Manager position was a good move to make for the town.

7. Discussion of the Municipal Fraud Risk Assessment issue for 2018-19

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Jim Kilduff stated he had confirmed with Rich Trudeau, Director of Technology that a backup of all Town emails was in place. Jim Kilduff discussed his conversation with the Town's Human Resources Director regarding risk assessment and briefly elaborated.

Vicky Carey stated there was \$15,000 in Fraud Risk Assessment, which could be encumbered at the end of the budget in June if necessary in the upcoming budget. She further noted not knowing exact price without a quote we could possibly take out of our contingency fund in future.

Pattie DeHuff stated Blum Shapiro had recommended a Fraud Risk Assessment in June 2011 and briefly elaborated.

Pattie DeHuff made a motion to include Discussion of the Municipal Fraud Risk Assessment issue for 2018-19 as a regular agenda item, Brianna seconded.

Pattie DeHuff	- Yes
Jim Zalot	- Yes
Vicky Carey	- Yes
Briana Brumaghim	- Yes

Motion passed unanimously

Briana Brumaghim questioned who was advising the Town regarding the new software system; a brief discussion followed.

9. Discussion of the initial Board of Education 2018-19 budget proposal

Jim Kilduff stated the Board of Education's Budget Presentation could be accessed online.

Jim Kilduff stated that Dr. Martin J. Semmel and Philip Penn would be here tentatively on February 15 or 22, 2018 to give a quarterly update and present their budget to the Board of Finance.

10. Budget assignments to Board of Finance Members

Jim Kilduff stated the Board of Finance members would have the same assignments as last year (see below), noting the Department Heads would be notified of the dates the Board would be discussing their departments enabling them to attend the meeting(s) if they wanted to; a brief discussion followed.

James Zalot -Public Safety, Police, Fire Department, and Communications

Vicky Carey - Capitals, Debt Service, and Public Works

Jay Dorso - Employee Benefits, Pensions, Workers Compensation, and Health Insurance

Pattie DeHuff – Libraries and Recreation

Jim Kilduff – General Administration and Public Works (Public Works shared with Vicky Carey)

Briana Brumaghim - Public Health Services and Land Use Boards

11. Public Comment

Melanie Church, 328 Main Street, Terryville, CT – Blum Shapiro and software should go out for three bids.

David Dudley, 19 Barry Road, Plymouth, CT – briefly discussed labor contracts, Board of Education medical costs, budgeting and briefly elaborated.

Vicky Carey stated the Board would need extensive comparisons, hours, pictures, and detailed information for this request to be included in the budget.

Richard Lyga, Chairman- Public Works Board Chairman, stated the fact is that the front loader was aged, not cost effective to repair and briefly elaborated.

Pattie DeHuff questioned the life expectancy of the loader; questioned if the master mechanic could repair the machine; and questioned the authorization of the rental.

Charles Wiegert, Public Works Director stated the Board of Finance had previously been made aware of the front loader issues and briefly elaborated. Charles Wiegert, Public Works Director stated the Town approved it by approving the budget and explained the bid/quote difference.

Vicky Carey recommended Charles Wiegert present narratives for the budget.

12. Correspondence

Jim Kilduff distributed the Plymouth –Board of Education, Accounts by Facility dated 12/05/2017, 02:33:15 PM Fiscal Year 2017-2018:

	Orig Budget	Adj Budget	Mtd Expended	Ytd Expended	Encumbered	Non-PO-Encumb	Balance	% Exp
Grand Total for Report	\$24,212,791.00	\$24,212,791.00	\$2,297,417.05	\$7,956,031.46	\$1,454,061.41	\$0.00	\$14,802,698.13	38.86%

Jim Kilduff distributed the Plymouth –Board of Education, Accounts by Facility dated 12/27/2017, 10:48:47 AM, Fiscal Year 2017-2018:

	Orig Budget	Adj Budget	Mtd Expended	Ytd Expended	Encumbered	Non-PO-Encumb	Balance	%Exp
Grand Total for Report	\$24,212,791.00	\$24,212,791.00	\$1,725,872.18	\$9,681,903.64	\$1,423,881.37	\$0.00	\$13,107,005.99	45.87%

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Jim Kilduff read a letter dated January 12, 2018, from Dr. Martin Semmel, Superintendent of Schools, into the record regarding a Request of Transfer from the Sinking Fund to the General Fund that was approved by the Plymouth Board of Education at their regular meeting on January 10, 2018. It was noted this item would be discussed further in detail when the Board of Education presents their quarterly update to the Board of Finance

13. Board Member's Comments

Vicky Carey - None

Jay Dorso -Absent

James Zalot -None

Pattie DeHuff - Read into the record Chapter 6, Section 4, sub-section 6 of charter re: purchases, bids and price Briana Brumaghim - None

14. Adjournment

There being no further business of the Board of Finance, a motion was made by James Zalot, seconded by Vicky Carey to adjourn at 8:30 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary