

Town of Plymouth

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

Board of Finance

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

1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled March 8, 2018, Board of Finance Meeting to order at 7:00 p.m. in the Assembly Room at Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot, Jay Dorso, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance and Town Councilwoman Sue Murawski

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.

A motion was made by Pattie DeHuff, seconded by Vicky Carey to move Correspondence before the Finance Director's Report

Motion passed unanimously

4. Correspondence

Jim Kilduff read into record a Potential Conflict of Interest Disclosure Statement dated 02/26/08 from Briana J. Brumaghim and Jay Dorso to be submitted as part of the permanent record.

Jim Kilduff read into record per Chapter IX – TRANSITION AND MISCELLANEOUS PROVISIONS, Section 3 - Public right to know, procedures and ethics. and Sub. 4. Conflict of interest. Jim Kilduff acknowledged that his son Joseph Kilduff is the Tax Collector for the Town of Plymouth and if any situation arises, he will notify Vice Chairman Victoria Carey and Mayor David Merchant.

Jim Kilduff by the request of Vice Chairman Vicky Carey contacted Ralph Zovich who was the former Chairman of the Board of Finance in reference to the history of the revolving account regarding Parks & Recreation.

Jim Kilduff read into the record pertinent information pertaining to Parks & Recreation and Ralph Zovich's historical perspective to the Board of Finance.

Jim Kilduff read Pattie DeHuff's report on Parks & Recreation that was presented in 2017 to the Board of Finance.

Jim Kilduff read from the Mayor's office a letter from Witt Betts and Henry Martin regarding the MBR law, formula and steep penalties.

Ann Marie Rheault stated if the Board of Finance cuts the Board of Education there is a minimum budget requirement set by the state and you cannot cut beyond from the previous year.

Ann Marie Rheault stated the Board of Education has already done voluntary cuts.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 MAR 15 AM 8:49
Briana J. Brumaghim
TOWN CLERK

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Ann Marie Rheault stated the Town of Plymouth has not been faced with any penalties.

Ann Marie Rheault stated it would be more prudent to wait to see what happens in the legislature and briefly elaborated.

Vicky Carey stated any potential conflict of interest the individual(s) should leave the room, and suggested following up with Town Attorney for advice on law.

Jim Kilduff stated they declared a potential conflict and they have the right to recuse themselves if necessary.

Briana Brumaghim stated that she has a significant interest in the Board of Education’s budget being a parent.

5. Finance Director’s Report

Ann Marie Rheault informed the Board of Finance on the status of 2016 Audit which is in the review process, auditor, and follow-up stage.

6. Review of General Fund FY 2018-2019 General Administration

Ann Marie Rheault stated this is based on the best estimate and based off historical data.

NOTE: Chart below includes some highlights from the proposed FY 2019 Recommended vs 2018 budget change/%change – Please see 2018-2019 Estimated Expenses draft/working copy in its entirety in the Plymouth Town Hall.

****=Follow-up

| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|----------------|-----------------------------|------------------|--------------------------------------|---------------|
| 101-01-001-004 | Benefits-Vacation-Longevity | 6,600 | 300 | 4.76% |
| 101-01-001-005 | Salary-Web Master/Tech. | 3,900 | (1,100) | -22.00% |
| 001 | Mayors Office | 152,323 | (800) | -0.52% |
| 002 | Town Council | 5,575 | - | 0.00% |
| 101-01-003-045 | Safety-OSHA Compliance | 8,000 **** | 3,000 | 60.00% |

Jim Kilduff stated Mandatory OSHA compliance
Ann Marie Rheault stated this needs to be increased to \$11,000
Charles Doback -OSHA compliance – need budgeted for 52 weeks

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|---|--------------------------------------|------------------|--------------------------------------|--------------|
| 003 | Human Resources | 41,000 | 3,000 | 7.89% |
| 101-01-005-001 | Salary | 90,402 | (0) | 0.00% |
| 101-01-005-003 | Salary Staff | 81,706 | (8,540) | -9.46% |
| 101-01-005-004 | Salary PT | 35,000 | 3,800 | 12.18% |
| 101-01-005-005 | Salary OT | 1,000 | (2,000) | -66.67% |
| 101-01-005-007 | Longevity Pay | 525 | - | 0.00% |
| 101-01-005-010 | Temp Audit Staff – Contract Serv. | - | (5,000) | -100.00% |
| 101-01-005-011 | Grant Administrator – Contract Serv. | - | (3,000) | -100.00% |
| 101-01-005-012 | Contract Services | 6,000 | 1,000 | 20.00% |
| 101-01-005-013 | Service Contracts | 50,000 | 15,000 | 42.86% |
| Ann Marie Rheault stated ADP and Spring Brook Fees historically under budgeted. | | | | |
| Ann Marie Rheault stated ADP not using full benefits –possible cost savings | | | | |
| 101-01-005-015 | Conference & Memberships | 500 | (250) | -33.33% |
| 101-01-005-018 | Office Supplies | 1,500 | - | 0.00% |
| 101-01-005-021 | Education/Software | 1,000 | - | 0.00% |
| 101-01-005-099 | Bank Charges | 3,000 | - | 0.00% |
| 005 | Comptrollers Office | 270,633 | 1,010 | 0.37% |
| 101-01-006-010 | Memberships | 8,031 | - | 0.00% |
| 101-01-006-011 | Army Strong Program- Allocation | 3,420 | 360 | 11.76% |
| 101-01-006-012 | Tech Support | 50,000 | - | 0.00% |
| 101-01-006-013 | Service Contracts | 20,000 | 5,000 | 33.33% |
| Briana Brumaghim questioned increase in Service Contracts. | | | | |
| Ann Marie Rheault stated those are copier leases based on actuals. | | | | |
| 101-01-006-018 | Office Supplies | 12,000 | - | 0.00% |
| 101-01-006-019 | Postage | 9,000 | (2,000) | -18.18% |
| 101-01-006-024 | Car Mileage | 2,500 | (500) | -16.67% |
| 101-01-006-027 | Technology Repairs & Upgrades | 5,000 | - | 0.00% |
| 101-01-006-028 | Internet Access Fees | 8,500 **** | 2,000 | 30.77% |
| Ann Marie Rheault stated will have Dawn look up specifics – General Access Fees | | | | |
| Will follow up | | | | |
| 006 | Central Supply | 118,451 | 4,860 | 4.28% |
| 101-01-007-001 | Salary Treasurer | 3,600 | - | 0.00% |

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|--|--------------------------|-------------------------|---|-----------------|
| 007 | Town Treasurer | 3,600 | - | 0.00% |
| 101-01-011-001 | Salary Registrars | 27,000 | - | 0.00% |
| 101-01-011-020 | Maintenance & Repairs | 3,500 | 500 | 16.67% |
| 011 | Registrars | 58,600 | 500 | 0.86% |
| Jim Kilduff stated supplies specific to registrars. Ann Marie Rheault -Note: Accounting/Inventory WB Mason 006-Central Supply for town hall. Specific supplies for departments are charged back to their department. | | | | |
| 101-01-012-003 | Salary –FT | 92,509 | 2,263 | 2.51% |
| 101-01-012-004 | Salary- PT | 15,252 | (6,006) | -28.25% |
| 101-01-012-005 | Salary OT | 1,000 | (2) | -20% |
| 012 | Clerical Staff | 110,511 | (3,745) | -3.28% |
| 101-01-013-016 | Expenses | 1,000 | (500) | -33.33% |
| 101-01-013-050 | Town Report | 500 | - | 0.00% |
| 101-01-013-051 | Town Audit | 80,000 | 1,400 | 1.78% |
| Pattie DeHuff questioned Town Audit. Ann Marie Rheault stated high carry over from 2016 that carried over to 2017 (some disconnect between years) | | | | |
| 101-01-013-052 | Fraud Risk Assessment | 15,000 **** | - | 0.00% |
| Jim Kilduff should leave for now and follow-up | | | | |
| New Account | Fund Balance Restoration | 100,000 | - | 0.00% |
| Jim Kilduff – Fund Balance Restoration -Leave | | | | |
| 101-01-013-099 | Reserve for Contingency | 30,000 | - | 0.00 |
| Leave | | | | |
| 013 | Board of Finance | 230,800 | 900 | 0.39% |
| 101-01-014-001 | Salary Assessor | 72,193 | - | 0.00% |
| Pattie DeHuff questioned Assessor’s Salary Ann Marie Rheault – Assessor Salary budgeted amount. –Union Contract-Certified Assessor- present individual is not earning that amount –not utilizing Note: If you cut and need to bring someone else in they would need to be certified and would then need appropriation if lowered. | | | | |
| 101-01-014-007 | Longevity Pay | 375 | (100) | -21.05% |
| 101-01-014-013 | Service Contracts | 25,440 **** | 4,445 | 21.17% |
| Jim Kilduff stated –increase two major service contracts -plus additional \$6,000 for GIS mapping. Jim Kilduff stated will be provided a breakdown of service contracts and will report. | | | | |
| 101-01-014-018 | Office Supplies | 800 | 300 | 60.00% |

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|--|----------------------------|-------------------------|---|-----------------|
| 014 | Assessor's Office | 103,008 | 4,645 | 4.72% |
| New Account | Secretary | 250 | - | 0.00% |
| Jim Kilduff stated New Account Secretary is a placeholder in case they come in for review. | | | | |
| 015 | Board of Tax Review | 800 | - | 0.00% |
| 101-01-016-001 | Salary Tax Collector | 55,632 | (0) | 0.00% |
| 101-01-016-005 | Salary Overtime | 100 | (150) | -60.00% |
| 101-01-016-013 | Service Contracts | 21,000 | 1,000 | 5.00% |
| Jim Kilduff stated service contracts are related to tax software. | | | | |
| 101-01-016-014 | Advertising | 450 | - | 0.00% |
| 101-01-016-015 | Conferences & Memberships | 500 | (300) | -37.50% |
| Jim Kilduff stated tax collector is only attending two required conferences. | | | | |
| 101-01-016-018 | Office Supplies | 500 | (250) | -33.33% |
| 101-01-016-020 | Collection Agency Fees | 15,000 **** | (5,000) | -25.00% |
| Ann Marie Rheault stated does not match revenue (pass thru fees) need to balance with revenue side - Will change FY 2019 Recommend column to \$20,000 on expense side. Jim Kilduff stated these are the Anrg fees. | | | | |
| 016 | Tax Collector | 93,182 | (4,700) | 4.80% |
| 101-01-017-012 | Services Town Attorney | 35,000 | - | 0.00% |
| 101-01-017-013 | Labor Attorney | 40,000 | (10,000) | -20.00% |
| Jim Kilduff stated the Mayor has 3 major contracts for 2019. Ann Marie Rheault stated due to higher labor attorney costs due to contract negotiations, ongoing grievances, did not want to cut. | | | | |
| 101-01-017-018 | Town Owned Properties | 900 | 150 | 20.00% |
| 017 | Legal Services | 112,900 | (9,850) | -8.02% |
| 101-01-22-003 | Salary FT Staff | - | (39,858) | -100.00% |
| 101-01-22-005 | PT wages | 47,389 **** | 47,389 | 100.00% |
| Presently (1) Part-time-20hr. (1) Part time-23-24 hrs. Ann Marie Rheault stated the Mayor requested - reinstate one full time and one part time. Vicky Carey requested to follow-up on this due to everything is computerized, etc. Ann Marie Rheault stated the amount would be \$40,853, very heavy workload - staff needed. Pattie DeHuff questioned will they have deeds on line. | | | | |
| 101-01-22-012 | Records Computer | 25,000 | 1,485 | 6.32% |
| Jim Kilduff stated computer system did not meet needs. Ann Marie Rheault stated – For indexing / different company/ Unknown final cost. May need increase | | | | |
| 022 | Town Clerks Office | 135,666 | 9,016 | 7.12% |

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| Account Number | Description | FY 2019 Proposed | 2019 Proposed vs. 2018 Budget Change | % Change |
|---|-------------------------|-------------------------|---|-----------------|
| 101-01-027-012 | Family Services | - | (11,000) | -100.00% |
| Ann Marie Rheault stated CMHA –Cost sharing –Is town utilizing? F/U HRA- Briana Brumingham Ann Marie Rheault stated the town contributed in the past -allocated \$11,000 of our budget when we are trying to cut our own budget. Jim Kilduff stated will follow-up. | | | | |
| 027 | Special Services | 5,425 | (13,500) | -71.33% |

Jim Kilduff stated to email any questions and/or concerns and he would seek answers.

7. Municipal Fraud Risk Assessment updates

None

8. Public Comment

Melanie Church, 328 Main Street, Terryville –CMHA – 211, HRA cost of contract, bid for the auditors, and Adm. Asst., longevity

9. Board Member’s Comments

Pattie DeHuff – None

James Zalot – None

Vicky Carey – Questioned Snow cancellation decision/time

Jay Dorso – None

Briana Brumaghim –None

10. Adjournment

There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Vicky Carey to adjourn at 8:22 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for March 12, 2018.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary