

Town of Plymouth

80 Main Street, Terryville, CT 06786

www.plymouthct.us

Board of Finance

Telephone: 860-585-4001

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled Meeting May 31, 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.

2. Pledge of Allegiance

3. Notice of Fire Exits

4. James Zalot made a motion, seconded by Jay Dorso add to Agenda Item No. 4 to discuss and take action FY 2017 Unexpended Balance Budgetary Transfers

Motion passed unanimously

Jim Kilduff read into the record the FY 2017 Unexpended Balance Budgetary Transfers- received from Ann Marie Rheault – Finance Director.

Note: The following budget transfers are requested as a result of late audit entries that impacted the final department total expenses.

| Line Item Number | Description | 2017 Original Budget | Transfer Requested | 2017 Revised Budget |
|------------------|-----------------------------|----------------------|--------------------|---------------------|
| 101-01-019-060 | Workers Comp | 550,000 | (37,000) | 513,000 |
| 101-01-019-062 | Umbrella Liability | 33,989 | (3,000) | 30,989 |
| 101-01-020-097 | Compensated Absence Payouts | 60,000 | 23,000 | 83,000 |
| 101-02-032-011 | Training –PD | 50,000 | 14,000 | 64,000 |
| 101-03-041-003 | Highway – Wages | 399,085 | 3,000 | 402,085 |
| Total | | 1,093,074 | | 1,093,074 |

Pattie DeHuff made a motion, seconded by Vicky Carey to transfer \$23,000 out of line item 101-01-019-060 -Workers Comp. transfer it to line item 101-01-020-097 to cover the deficit in Compensated Absence Payouts.

Motion Passed unanimously

Pattie DeHuff made a motion, seconded by Vicky Carey to transfer \$14,000 out of line item 101-01-019-060 – Workers Comp. transfer it to line item 101-02-032-011 to cover the deficit in Training P.D.

Motion passed unanimously

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Pattie DeHuff made a motion, seconded by Vicky Carey to transfer \$3,000 out of line item 101-01-019-062 -Umbrella Liability transfer it to line item 101-032-041-003 to cover the deficit in Highway Wages.

Motion passed unanimously

5. Preparation for June 6th Joint meeting with Town Council and Board of Education

Jim Kilduff stated this represents and presents what the Board of Finance discussed prior and briefly elaborated.

Jim Kilduff read into the record an email received by Ann Marie Rheault, Director of Finance dated May 30, 2018:

In order to keep the mill rate flat at 39.69, the total contingency line item would be \$235,000. This is in addition to the current \$30,000 Board of Finance line item, the \$100,000 restoration of fund balance line and after the \$4500 adjustment for dial-a-ride.

Of the \$235,000 available, the BOF should determine a dollar amount to be transferred out to begin to eliminate the negative fund balance in the THS School Project Fund #814, as previously discussed and recommended by the auditors. The agreed upon amount should be a minimum that will be included in the budget on an annual basis going forward. The remaining negative fund balance in this fund is (\$488,462.02). The majority of the negative balance in this fund stems from unreimbursed expenses from the state as determined in the final audit of the school closeout. - Ann Marie Rheault

Vicky Carey stated May 23, 2018, page 5 Board of Finance Minutes -previously discussed putting money into contingency and the reflected Mill Rates are displayed for discussion/review.

Jay Dorso stated in agreement.

James Zalot stated in agreement.

Vicky Carey stated will need to make a motion, to add to undesignated fund balance and add dial-a-ride.

Jim Kilduff questioned all Board of Finance members if they were in agreement leaving the Mill Rate flat as stated above.

Briana Brumaghim stated in agreement

Pattie DeHuff stated in agreement

Jim Kilduff stated will get numbers for the Board of Finance members review.

Jim Kilduff confirmed that all Board of Finance members were in agreement and briefly elaborated.

Briana Brumaghim questioned -will see figures ahead of the meeting (final dollar amount).

Jim Kilduff stated will work with Ann Marie Rheault – Finance Director to get numbers and forward via email before Joint Meeting with Town Council.

Jim Kilduff stated understood that this has to be handled to eliminate a Management Letter Comment.

Vicky Carey stated we should take \$35,000 out of the \$200,000 into contingency and leave Mill Rate flat by setting up a new line item.

Briana Brumaghim questioned where will this new line item be placed.

Jim Kilduff stated will confirm details with Ann Marie Rheault regarding this new line item and language.

Jim Kilduff stated as soon as this budget is done we will start on Capitals for next year, revolving funds, etc.

Jim Kilduff stated referenced the 1.5% pay raise for elected officials for their term –previous question - will get information/answer prior to next meeting.

6. Public Comment

Melanie Church, 128 Main Street, Terryville – Rainy Day Fund, School Bonding Project difference goes to unreserved fund, never voted on it.

Jim Mozelak, 18 Carriage Drive, Terryville - Motor Vehicle Mill Rate

7. Correspondence

None

8. Board Member's Comments

Pattie DeHuff - Suggest Meeting with Auditors 2016, 2017 CAFR

James Zalot - None

Vicky Carey - More definitions needed for capitals

Jay Dorso - None

Briana Brumaghim – Hopeful for June 6, 2018, will have a final budget.

The Plymouth Town Council Special Joint Meeting with the Plymouth Board of Finance and Plymouth Board of Education is scheduled for Wednesday, June 6, 2018, 7:00 p.m. –Community Room, Plymouth Town Hall

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Briana Brumaghim, seconded by Pattie DeHuff to adjourn at 7:45 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary