

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled March 18, 2019 Board of Finance meeting to order at 7:01 p.m. in the Assembly Room, 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

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.

Pattie DeHuff made a motion, seconded by Briana Brumaghim, to add Agenda item to discuss the designation of an independent public accountant for the annual audit.

Motion passed unanimously

4. Review of proposed FY 2019-2020 Public Health Services and Land Use Board

Public Health Services

Lani Johnson, President Board of Directors - Plymouth Volunteer Ambulance Corps stated something that I am not proposing for this budget this year but I would like the Board of Finance to think about. We just purchased an ambulance for \$230,000 (PVAC money). We are hoping for a contribution to the Ambulance Corp. for our deferred compensation plan for retired members and perhaps put aside some money for new ambulance, not now but in the future.

Briana Brumaghim distributed/reviewed sections of the PVCA (Plymouth Volunteer Ambulance Corps) Building Status –Summary dated 03/18/2019 Pages 1 of 2 and photographs provided for review and discussion. (Report by B. Brumaghim, Board of Finance)

Briana Brumaghim stated that there needs to be clarification or agreement of what the town pays for and what expenses the PVCA is responsible for and briefly elaborated.

Vicky Carey stated we need to look for copy of agreement, referenced electric bill for PVAC Building concern.

Jim Kilduff/Ann Marie Rheault reviewed and highlighted the Public Health Services and Land Use Boards section of the Town of Plymouth, Fiscal Year July 1, 2019 – June 30, 2020 Proposed Budget Draft dated 2/13/2019 for discussion purposes – DRAFT/WORKING COPY* can be viewed in its entirety at the Plymouth, CT Town Hall and on the Town of Plymouth's website.

***NOTE:** MILL RATE CALCULATION IS FOR REFERENCE ONLY. THE FINAL MILL RATE HAS NOT BEEN DETERMINED BY THE BOARD OF FINANCE AND WILL NOT BE FINAL UNTIL THE BUDGET IS APPROVED.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2019 MAR-21 PM 2:52
Briana Brumaghim
TOWN CLERK

***NOTE:** THIS IS A DRAFT WORKING COPY OF THE BUDGET TO BE UTILIZED BY THE BOARD OF FINANCE IN DETERMINING A FINAL BUDGET FOR THE FISCAL YEAR 2019-2020. ALL AMOUNTS ARE SUBJECT TO CHANGE

Brandon Johndro, Chief of Service, - Plymouth Volunteer Ambulance Corps stated lights are controlled by motion sensors, auxiliary main ambulance ports plugged in/chargers, electronics, and people are there 24 hours a day and briefly elaborated.

Vicky Carey questioned the PVCA billing and services provided.

Brandon Johndro, Chief of Service, - Plymouth Volunteer Ambulance Corps explained billing procedures, varies due to services provided, billable amounts and briefly elaborated.

Lani Johnson stated guarantee/agreement regarding seniors on (Medicare) which pays 80%, we will never bill additional.

Pattie DeHuff questioned rate.

Briana Brumaghim stated provided the State mandated rate schedule, basic life support services, capped at \$743.00.

Brandon Johndro stated services provided are not always collected and/or received.

James Zalot questioned if an extended warrantee would be beneficial past the typical warrantee that comes with a vehicle.

Brandon Johndro, Chief of Service, - Plymouth Volunteer Ambulance Corps stated yes, although not all items are covered under an extended warrantee and briefly elaborated.

Ann Marie Rheault stated the PVAC should look into an investment advisor and briefly elaborated.

Ann Marie Rheault stated believe requirement of PVAC is to provide annual financials to town.

Lani Johnson, President Board of Directors stated will provide financials for visibility/transparency to Board of Finance and town for review.

Jay Dorso questioned what is being done about uninsured people that don't pay. Is there a collection process in place and does the report show the percentage of people uninsured.

Lani Johnson stated we have a billing service which provides complex records which provide useful information on each call and briefly elaborated.

Brandon Johndro stated we have not made a decision concerning outstanding amounts would need then to set stipulation of how much we would collect of what is not paid through our billing services.

Brandon Johndro stated there are people that don't have insurance and do make good by it.

Briana Brumaghim stated it is in the best interest of the town that Plymouth Volunteer Ambulance Corp. is solid.

Land Use Boards

Margus T. Laan, Director of Planning & Economic Development gave an overview, discussed and reviewed sections of the Planning and Zoning – Land Use-024, Zoning Board of Appeals-025, Wetlands/Conservation Commission-049, Cemeteries-095 Historic Properties-096 and Economic Development-097.

Margus T. Laan stated importance of record keeping (minutes) used for evidence which is important for litigation and briefly elaborated.

Margus T. Laan stated the importance of detailed record so that you have record of what was presented, evidence, determination, stipulations, rationale and full understanding of reasons for (approved or rejected) final decision .

Seth Duke, Chairman - Plymouth Economic Development Commission stated need sound policy position if someone comes back ten years later and questions decision.

Margus T. Laan stated importance of marketing - Economic Development Commission.

Margus T. Laan stated Zoning Map changes -needs to be updated, need to issue brand new Zoning Book needs to be updated, clear regulations with effective dates for the official record, primary online availability but still need some paper copies for reference, and briefly elaborated.

Briana Brumaghim stated a lot of line items with small amounts that have not been utilized.

Margus T. Lann stated would use money already allocated effectively on what needs to be taken care of and would need Board of Finance approval prior and briefly elaborated.

Jim Kilduff thanked Margus T. Lann for being very thorough and found presentation very educational.

James Deutsch, Chairman- Inland/Wetland Conservation Commission stressed the importance to refer to regulations, ask numerous questions if necessary, and the town's responsibility of doing so.

Briana Brumaghim discussed and reviewed the Building Department's -051 line items.

Briana Brumaghim stated contacted Clarence Atkinson, Building Official & ADA Compliance Coordinator contacted through email - noted and acknowledged that the differences in the Building Department are in the Mayor's recommended column and are not in requested.

Ann Marie Rheault stated referenced the Permit Application Fees -101-03-051-019 this is based on 2018 actuals. We pass along processing fees – (online processing fee) that varies on a monthly basis dependent on number of permits that are done. The user licenses initially have not been budgeted for previously – the annual permit end- user licenses cost for three (3) is \$1,000 each. (Included under permit application fees in the revenue - budgeted \$6,000) - could increase that on revenue side to \$7,000. My recommendation is to leave it since permits are variable - rather budget more on expenditure side than on revenue side and stay conservative.

Briana Brumaghim stated would like to know the amount of permits that are waived and the total figure.

Ann Marie Rheault stated there is a cost for the benefit of electronic tracking of all permits, only so much you can pass on to the residents and briefly elaborated.

Ann Marie Rheault stated you can go back to the Town Council to reassess application fees and briefly elaborated.

Briana Brumaghim reviewed the Human Services Commission-060, Human Services-061, Health-Torrington Area Health District-062, North Central Mental Health (066), and Elderly Transportation - Dial-a-Ride-067 sections of the budget.

5. Discuss the designation of an independent public accountant for the annual audit.

James Zalot stated that Blum Shapiro is very thorough.

Ann Marie Rheault stated there is a limited amount of firms in Connecticut that specializes in municipalities and briefly elaborated.

Ann Marie Rheault stated the Board of Finance should be working on some of those recommendations that are easily implemented – and other recommendations will go away with the new computer system and briefly elaborated.

Ann Marie Rheault stated if you decide to go out for RFP (request for proposal) we still need to report to State of Connecticut by May 31, 2019 who our Auditor is going to be.

Jay Dorso stated I trust what Ann Marie Rheault thinks.

Ann Marie Rheault stated not necessarily an ideal time due to issue of switching systems, coupling that with finishing up old system and starting a new system and briefly elaborated.

James Zalot stated we have had Blum Shapiro for years and they are familiar with this town, know history, turned over different rocks, retain same firm of Blum Shapiro and bring to a vote tonight.

Pattie DeHuff stated Blum Shapiro initially stated longer than six years ago that a Fraud Risk Assessment should be done due to bank statements that were not reconciled in a timely fashion.

James Zalot made a motion, seconded by Jay Dorso, to appoint and retain the auditor Blum Shapiro, for the upcoming 2018-2019 fiscal year audit.

Pattie DeHuff-Yes, James Zalot-Yes, Briana Brumaghim-Yes, Jay Dorso-Yes

Motion passed unanimously

6. Public Comment

Jim Deutch, 34 Orchard Street, Terryville questioned online applications -good for tracking –so much additional paper/supporting documents, status of progress in capability of downloading any supporting documents to attach to permanent applications (electronic storage).

7. Correspondence

Jim Kilduff stated received email/ proposal from Charles Wiegert-Director of Public Works regarding lease truck agreement. Company involved in the truck lease program would give brief presentation/discussion regarding the lease program) on March 28, 2019. (Will follow-up on different date and request information for review)

Jim Kilduff received Accounts by Facility Reports from Plymouth Board of Education.

Accounts by facility

02/28/2019 10:50:43 AM Fiscal Year 2018-2019

	Orig. Budget	Adj. Budget	Mtd Expended	Ytd Expended	Encumbered	Non PO-Encumb	Balance	%Exp.
Grand Total for Report	\$24,037,791.00	\$24,037,791.00	\$1,975,586.46	\$13,895,640.06	\$799,527.82	0.00	\$9,342,623.12	61.13%

Jim Kilduff stated very important decisions need to be made regarding the budget and briefly elaborated.

8. Board Member's Comments

Pattie DeHuff - None

James Zalot – Suggested starting meetings at 6:00 pm or having meeting on Saturday.

Vicky Carey - None

Briana Brumaghim - None

Jay Dorso - None

Our next meeting will be March 21, 2019

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Briana Brumaghim to adjourn at 8:51 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary