

# Town of Plymouth

80 Main Street, Terryville, CT 06786

[www.plymouthct.us](http://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 April 8, 2019 Board of Finance meeting to order at 7:00 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot-excused absence, 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.

Jim Kilduff, Chairman welcomed Dr. Martin J. Semmel, Superintendent - Plymouth Public Schools and Paul Hendrickson, Business Manager- Plymouth Public Schools.

## **4. Acceptance of Minutes (March 25, 2019)**

**Pattie DeHuff made a motion, seconded by Briana Brumaghim to accept the minutes of March 25, 2019.**

**Motion passed unanimously**

### Correction:

Pattie DeHuff stated Pg. 3, 5a second paragraph – the library was created for public use.

## **5. BOE Budget Discussion with Dr. Martin Semmel and Paul Hendrickson**

Jim Kilduff distributed answers that were provided to the Board of Finance's question regarding the Board of Education's 2019-20 budget - (For discussion purposes)

Dr. Martin Semmel, Superintendent of Plymouth Public Schools stated we had a conference call with Kathy Demsey-Chief Financial Officer –Connecticut State Department of Education-Office of Finance and Internal Operations- April 5, 2019, – apparently we were supposed to receive a letter (cc) back in October addressed to Mayor David Merchant) stating that we have not met the (MBR) Minimum Budget Requirement, for the Board of Education. -Town had not met the level by \$413,876.00 they provided calculation/formula, had a follow-up conversation with Ann Marie Rheault-Finance Director.

Dr. Martin Semmel stated this is for the 2018-2019 budget we are short by \$413,876.00 they suggested to hold off until specifics/possible penalties in our entitled ECS grant for the 2019-2020 budget, may get waived due to late notice (info) will be sent to Mayor

Dr. Martin Semmel stated 21 towns did not reach MBR they also were failed to be sent a letter.

Paul Hendrickson distributed Connecticut State Department of Education 2018-2019 Minimum Budget Requirement (MBR) Calculation for K-12 Districts. Town: Plymouth

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
2019 APR 16 PM 3:01  
*Barbara K. Fournier*  
TOWN CLERK

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Briana Brumaghim stated we were provided by your office the MBR and wondered how this happened.

Ann Marie Rheault stated number of ways that MBR can be reduced, explained process/formula and calculation to come up with reduction of \$175,000, the piece missing was the change in the ECS money (ECS money we were entitled to was \$9,273,550 (what we were supposed to get) not what we received –we received \$8,442,379 (is irrelevant to this calculation-whatever governor held back) – \$9,778,621, the difference increase 2018 -\$505,071 net increase (ECS) subtract(–) \$266,195 reduction (decline in enrollment) should have given minimum increase of \$238,876, and briefly elaborated.

Jim Kilduff stated even though we were working off a number/figure we never received.

Ann Marie Rheault confirmed the reduction of \$175,000 in the final budget passed if you take the \$238,876 (should have given) plus \$175,000 on negative this equals \$413,876.00.

Ann Marie Rheault stated this year our base line is \$24,451,667 (minimum) need to get to Board of Education right now regardless of any changes (ECS or decline in enrollment) and briefly elaborated.

Ann Marie Rheault stated based on the numbers we have currently there is no decline in enrollment (based on October 1, 2017 vs October 1, 2018) 16.10% → 16.29% (increase) does not factor in.

Ann Marie Rheault stated if the ECS number comes in far lower we could then pass on that reduction to the Board of Education.

Jim Kilduff stated the revised number is close to what was requested originally.

Ann Marie Rheault stated the final number \$24,037,790 need to add (+) \$450,000 total = \$24,487,790.

Pattie DeHuff questioned the definition of “resident student” and does that include anyone that might be an illegal alien student.

Paul Hendrickson stated resident student is anyone who sleeps in the town of Plymouth, includes Magnet, Technical or outplaced.

Dr. Marten Semmel stated we are instructed not to ask, per Federal Government guidelines.

Jim Kilduff questioned how savings are reflected in the budget.

Dr. Martin Semmel stated re. outplaced students, tracking with PO for individual, encumber all money for the year that is supposed to be paid on their behalf, PO is to know how much we are spending and a number of other things have been done to reduce cost and briefly elaborated.

Dr. Martin Semmel explained the requirements of (NEASC).



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Briana Brumaghim stated the grants if covered 100% -re. budget presentation Dean of Student – Fisher –not noted that this is not part of your budget, -suggested to clarify for transparency.

Dr. Martin Semmel stated no cost to town so not in the operating budget.

Briana Brumaghim questioned number of Special Education Teachers.

Dr. Martin Semmel stated I cannot answer that question right now, gave examples (varies in schools) (will follow-up).

Dr. Martin Semmel stated we are in the middle of the process of a facility study, interested in different options as long as you're looking at the big picture and briefly elaborated.

Mr. Paul Hendrickson stated if a school is ever closed remember if re-opened needs to be brought back up to the latest codes.

Mr. Paul Hendrickson distributed "Board of Finance Meeting" April 8, 2010, for discussion.

Briana Brumaghim stated it would be helpful to show dean position as part of your budget that it is being paid for by a grant and the four special education teachers are also needed and they are also being paid for by a grant to enable all to see the big picture and briefly elaborated.

Dr. Martin Semmel stated reasonable request, something Paul and I will talk about, don't see any issue with that.

Pattie DeHuff questioned the state and federal grants (and how they apply to MBR).

Ann Marie Rheault stated all your grants (education) are listed in your state and federal single audits.

Dr. Martin Semmel stated if you put some specific questions in writing we will answer those and briefly elaborated.

Pattie DeHuff questioned if the grants received directly by the BOE (spending on our students not local taxpayers' dollars) may be used applied to/counted towards the Minimum Budget Requirement.

Dr. Martin Semmel stated federal dollars (grants) coming in very specific rules and briefly elaborated.

Jay Dorso questioned timing/process of grants.

Dr. Martin Semmel stated different process dependent on grant; some renewable, IDEA Grant 2-year grant (if money left over after the first year) - can utilize the following year, ECS Grant-one year, and briefly elaborated.

Dr. Martin Semmel stated a "Title One" –helps poverty –three year look back – Harry S. Fisher – Title One –school (funds need to be spent at that specific school).

Briana Brumaghim questioned what is covered under certified salary vs non-certified salary, why it has increased so substantially.

Dr. Martin Semmel stated certified salary – teacher certification required to do their job as paraprofessionals (are not), spent more of IDEA grant in year one, (flexibility) need to protect year two, and briefly elaborated.

Briana Brumaghim questioned salary increases.

Paul Hendrickson distributed and discussed: Contract Settlements –Salary Increases for Administrators, Teachers, Nurses, and Custodians.

Briana Brumaghim questioned additional money appropriated for a tutor - did not anticipate additional Teacher –did you adjust budget.

Dr. Martin Semmel stated this was adjusted so that we would not have that cost.

Jim Kilduff stated crunch time, need to give a number.

**Pattie DeHuff made a motion, seconded by Jay Dorso to add Public Comment.**

**Motion passed unanimously**

#### **Public Comment**

Jim Moslak, 18 Carriage Drive, Terryville, CT – re \$200,000 savings from insurance plan, \$350,000 beginning of school year -wish list –given by administrators to staff, daughter is a teacher, questioned insurance policy (retention)

Melanie Church, 328 Main Street, Terryville, CT -Education Cost Sharing – would it be cheaper to lower budget and get less education cost sharing,

**6. General Fund Revenues Review and second pass through of Budget. Approve where appropriate.**

Ann Marie Rheault Confirmed the following:

#### **General Fund Estimate Revenues**

014 Assessors Office	101-12-014-009	Pilot Housing Authority	\$15,000→\$5,000
080 Recreation Services	101-11-080-001	Recreation Programs	\$82,000→\$85,500

Ann Marie Rheault stated done as an offset, in and out so it doesn't change, so revenue and expenditures match.

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080 Recreation Services      101-11-080-006      Transfer to Rec. Rev. Fund      (97,000) → \$100,500

051 Building Department      101-11-051-007      Permit Application Fees      \$7,000 →

Briana Brumaghim stated noted possible 101-11-051-007 Permit Application Fees increase to \$7,000 (will follow-up)

Jim Kilduff stated elected officials issues (will follow-up on Thursday –awaiting figures)

Briana Brumaghim questioned mayor's salary is noted as flat, are we going to recommend a 1.5% increase/based on formula/term - only full-time position no noted increased.

Pattie DeHuff stated I am opposed to any raises for any elected official they are public servants.

Jim Kilduff stated you are evaluating the position.

Briana Brumaghim stated it is not fair to those that are not part of a union and briefly elaborated.

Ann Marie Rheault stated need additional detail on the following: (follow-up) – Estimated Expenses

001 Mayor's office	101-01-001-016	Expenses	\$2,500
005 Comptrollers Office	101-01-005-012	Contract Services	\$5,000
005 Comptrollers Office	101-01-005-015	Conference Memberships	\$500
014 Accessors Office	101-01-014-018	Office Supplies	\$2,700

Noted changes

020 Employee Benefits	101-01-020-071	Pensions 401A and MERS	\$550,000 → \$555,000
020 Employee Benefits (Follow-up)	101-01-020-073	Health Insurance	\$940,000 → \$915,000
020 Employee Benefits (Follow Up)	101-01-020-081	Benefits Non-Employee	\$420,000 → 375,000
020 Employee Benefits	101-01-020-072	Pension-Defined Health	\$700,000 → \$755,000

Ann Marie Rheault stated will forward new spreadsheet with (proposed changes) updates for review (potential mill rate-may revisit)

031 Fire Marshals Office	101-02-031-042	Wireless Charges	\$600
032 Police Department	101-02-032-035	Clothing Allowance	\$32,000 → \$35,000



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032 Police Department	101-02-032-037	Vehicle Cleaning	\$2,000 →\$2,500
032 Police Department	101-02-032-042	Wireless Charges	\$6,000 →\$6,200
036 Fire Department	101-02-036-060	Firemen's Compensation	\$40,000 →\$45,000
036 Fire Department	101-02-036-063	Hurst Program	\$10,000→\$7,800

Ann Marie Rheault stated heat, electricity, gas (for all fire departments) -corrected numbers and some reclassifications (will follow-up)

040 Snow Removal	101-03-040-012	Contract Services	\$50,000 →\$55,000
041 Highway Department	101-03-041-005	Wages Overtime	\$22,000→15,000
044 Transfer Station	001-03-044-001	Staff Salary	\$38,938
- not full salary, portion of 1 day a week in highway department 2%			

Briana Brumaghim questioned increase percentage, can we get a copy of the contract.

Ann Marie Rheault stated Public Works contracts -3 years, 2% a year, (cannot confirm -not signed yet)

047 Maintenance Garage	101-03-047-001	Salary Mechanic	\$68,286 →\$69,659
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Pattie DeHuff questioned certified Ford Mechanic (follow-up).

Ann Marie Rheault stated if you were to add an assistance mechanic –union position -you would have to add a 2% (salary)-line items based on union rates now –union contract.

Pattie DeHuff questioned the new figure for Assistant Mechanic.

Ann Marie Rheault stated \$57,920

Ann Marie Rheault stated will confirm figure in the Highway Department 101-03-041-003 Wages FT \$53,000. (Follow-up)

Briana Brumaghim stated Terryville Library requested Salary Part time 101-05-070-004 \$74,981 mayor recommended is \$56,522 which would pay for an Assistant Children's Librarian (for two part-time positions) they would also like to have a reference position that would develop teen programs, that would be very valuable to town.

Briana Brumaghim stated my proposal would be to remove the \$7,000 from the Plymouth Library Association contribution and add that to Terryville Public Library and possibly more.

Briana Brumaghim distributed and read into the record the Charter and contributions (for discussion purposes)

**Section 10. - Contributions.**

The town shall make no contributions to any organization or private corporation unless so authorized by general statute. No such contribution of more than five hundred dollars (\$500.00) shall be made to any such organization or corporation unless the town is represented on its board by one or more members nominated thereto by the council.

**(Amend. of 11-5-2002)**

Vicky Carey stated I always thought the Plymouth Library Association was the town's responsibility and briefly elaborated.

Briana Brumaghim stated re. contributions -not responsible for us to spend money on a privately held entity, we've spent \$200,000 in the past years and briefly elaborated.

Briana Brumaghim reiterated the Plymouth Library Association is a privately held entity; it is not responsible of us to spend money on a privately held entity, and not giving our Public Library what they are requesting to do programs that are valuable to our town and briefly elaborated.

Pattie DeHuff stated the issue is our obligation of following the charter.

Vicky Carey stated why don't we give the Plymouth Library Association \$500 and Terryville Public Library \$18,000

Jim Kilduff stated I don't support cutting them out, see great value in historical district value in town and tradition and briefly elaborated.

Briana Brumaghim stated though how many entities are part of that historical district and we are not giving them any money.

Briana Brumaghim stated have been asking Plymouth Library Association for their financials and questioned general statutes. (follow-up)

Jay Dorso stated mentioned to them previously re. Fundraisers.

Jay Dorso stated agree with \$500 for Plymouth Library Association.

Ann Marie Rheault confirmed items below:

080 Recreation Services	101-06-080-014	Advertising	\$200→ \$750
080 Recreation Services	101-06-080-024	Supplies-Rec.	\$6,000 →\$7500
080 Recreation Services	101-06-080-027	Equipment-Rec.	\$4,000 →\$6000

Ann Marie Rheault stated re. new company – (follow-up -Michael Ganem)



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Ann Marie Rheault stated in Capital Projects noted fire department furnace replacement need to add year two -\$17,385.

Ann Marie Rheault stated additional request from Technology re. replacement of computers for town hall will review in capitals re. Richard Trudeau. (follow-up)

Ann Marie Rheault gave the following example (for discussion purposes only)

Board of Education \$450,000

40.57 mill rate- Total Expenditures to \$41,767,690

1.9% as a whole

1.87% - Board of Education

40.57 - mill rate

Ann Marie Rheault stated included in the calculation are 1.5% for elected individuals, and non-union raises - without making any additional changes.

Ann Marie Rheault stated included in the calculation is the \$200,000 for "salt shed".

Briana Brumaghim stated trying to keep the 40 Mill.

Ann Marie Rheault stated if you want to keep mill the same – would have to cut (for example) reduction \$400,000 from somewhere else if you give Board of Education the \$450,000

Briana Brumaghim stated should not incur any penalties this year; they did not inform us and briefly elaborated.

### **6. Public Comment**

Gerry Bourbonniere, 6 Fairmount Avenue, Terryville, CT -Board of Education member this is what the state said because of the MBR if you don't do it, it will come out of ECS, as taxpayer- small town CT cannot afford education and amenities that town residents need -finance board along with town council and mayor find where you want to go -maybe regionalization with another town (to save) or continue to tow line and watch the mill rate go up. We need to do what is beneficial not only to us but everyone and find out what those cost savings are.

Melanie Church, 328 Main Street, Terryville, CT – extra money- self-insurance account -not part of this budget -put that into contingency to pay for this deficit (one Board of Education side), Plymouth Center School does use Plymouth Library Association (field trips), Parks & Recreation Revolving account, library hours, against increases and raises.



Ellen Roth, 13 Holt Street, Library Trustee just discussed at the Library meeting- how to better utilize the space that we already have, and thoughts on how to reorganize.

**7. Correspondence**

None - (follow-up) next meeting email

**8. Board Member's Comments**

Briana Brumaghim –questioned Board of Finance's responsibilities/decisions in re. consolidation, Recreation Account Expenses (100% covered) –for transparency –covered by fees -paid for by participants of program/activities (not taxpayer's dollars) revenues vs expenses (completely offsets), Salary increases (minimal), compared to contracts handed to us.

Vicky Carey- None

Pattie DeHuff –thanked Ann Marie Rheault for the way she structured the budget/spreadsheet.

Jay Dorso -None

Town Councilwoman Sue Murawski - stated dependent on what department, mayor and council, something that is being looked at constantly.

**Our next meeting will be April 11, 2019**

**9. 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 9:41 p.m. This motion was approved unanimously.**

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary