

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 July 18, 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-excused absence, 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.

4. Approval of Minutes 4/4/2019, 4/8/2019, 4/11/2019, 4/15/2019 and 4/22/2019

Vicky Carey made a motion, seconded by Pattie DeHuff to accept the minutes of April 4, 2019, as presented.

Motion passed unanimously

Vicky Carey made a motion, seconded by Pattie DeHuff to accept the minutes of April 8, 2019, as presented.

Motion passed unanimously

Vicky Carey made a motion, seconded by Pattie DeHuff to accept the minutes of April 11, 2019, as presented.

Motion passed unanimously

Vicky Carey made a motion, seconded by Pattie DeHuff to accept the minutes of April 15, 2019, as amended.

Motion passed unanimously

Correction – page 6 – per Briana Brumaghim – stated library should not be penalized.

Vicky Carey made a motion, seconded by Pattie DeHuff to accept the minutes of April 22, 2019, as presented.

Motion passed unanimously

5. Discuss and take action as necessary on request for additional funding for approved Capital Project: Boiler Replacement at Terryville Fire Headquarters.

Jim Kilduff stated since asbestos was found.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED
2019 JUL 23 AM 9:54
Briana Brumaghim

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Ann Marie Rheault discussed in detail and suggested to use the current year contingency since it should have enough in the 2019 surplus.

Pattie DeHuff questioned Charlies Wiegert if asbestos expert came in prior before going out to bid.

Charles Wiegert, Director of Public Works stated when going out to bid they did not include asbestos removal, after talking to the contractor they informed us they would not know until demolition.

Daniel Gentile stated when in this field, residential or commercial would include asbestos removal as part of the bid, which should include demolition, removal would include asbestos if necessary and briefly elaborated.

Ann Marie Rheault stated you have the ability to transfer from contingency line item and move into capital projects since you are not appropriating any additional money out of your fund balance (already in the approved budget, transferring money around within budget) this does not have to go to council and briefly elaborated.

Briana Brumaghim made a motion, seconded by Vicky Carey to transfer \$6,980 from the reserve contingency line item Fiscal Year 2019 to the capital projects, specifically for the boiler replacement at Terryville Fire Headquarters.

Pattie DeHuff - No

Vicky Carey - Yes

Briana Brumaghim - Yes

6. Discuss and take action as necessary on Board of Education Sinking Fund request to utilize funds for School roof repair.

Martin J. Semmel, Superintendent of Schools, Paul Hendrickson, Business Manager, and Jim Mazon, Facilities Director were present for any questions, concerns or comments regarding information brought forth regarding the request to utilize funds from the Board of Education Sinking fund due to the significant roof issues over the cafeteria at Plymouth Center School.

Martin J. Semmel received a quote for no more than \$125,000.

Martin J. Semmel stated normally would bring this to the Board of Education first - no scheduled meeting until August due to vacation schedule. They do not want to wait due to timeframe (7 days for work to be completed) summer ideal, due to not wanting work to be done while school is back in session.

Vicky Carey questioned if the type of roof is rubber and if solar panels are part of the issue.

Jim Mazon stated "Not rubber and the solar panels are not part of the issue". Core sample showed insulation soaked and roof dry rotted.

Briana Brumagum questioned what warrantee will the new roof will have.

Jim Mazon stated new roof will have a 30-year warrantee.

Martin J. Semmel stated the new roof will not be pierced by solar panels.

Vicky Carey questioned after \$125,000 the amount presently in Contingency.

Paul Hendrickson, Business Manager stated around \$40,000.

Paul Hendrickson, Business Manager stated have identified a general contractor to put this job out for bid - the cost of the roof, solar panel interruption and roof repair - reputable firm Garland Roofing.

Paul Hendrickson stated Jim and I have met with him, part of an ongoing effort in repairing now rather than having damage later on that could end up costing more and briefly elaborated.

Jim Kilduff read part of the contingency fund agreement and pointed out that Board of Education has not approved this prior to this request and briefly elaborated.

Briana Brumaghim read part of the contingency fund agreement and noted the approval process, intent and suggested they clarify this for future use.

Susan Murawski stated clear that it is initiated by the Board of Education, elected officials - have not seen it and in the interest in saving time contingent on approval of the Board of Education.

Martin J. Semmel, stated can start the preliminary process and get five members for a meeting next week.

Jim Kilduff read into the record the email from Paul Hendrickson - dated July 16 – The Board of Education is requesting \$131,000 to be authorized from the sinking fund to repair the roof over the Plymouth Center School cafeteria (currently the sinking fund balance is approximately \$169,000). The Board has received a “not to exceed” bid of \$125,000 to do the roof work. The additional \$6,000 is for the removal and reinstallation of the solar panels and charges for solar power disruption.

Pattie DeHuff made a motion, seconded by Briana Brumaghim to approve up to \$131,000 from the Board of Education non-lapsing Capital Expenditure Sinking Fund for the replacement of the roof over the cafeteria at Plymouth Center School contingent upon the Board of Education’s approval as per the Operating Agreement and Procedures between the Board of Finance and the Board of Education of the town of Plymouth regarding a non-lapsing Capital Expenditure Sinking Fund dated June 14, 2017.

Motion passed unanimously

Briana Brumaghim stated noted/suggested the Board of Education clarifies No. 4 in the Contingency Fund Agreement.

Vicky Carey made a motion, seconded by Pattie DeHuff to add the Finance Director's report.

Motion passed unanimously

7. Finance Director's report

Ann Marie Rheault distributed and gave a brief overview of the General Fund Revenue/Expenditures Summary Preliminary Projected 6/30/2019 for perusal – estimated \$1.1 Million surplus.

Charles Wiegert, Director of Public Works stated as a whole came in under budget – certain departments went over as expected – snow – well under – we took some of the savings from salt and sand and purchased four new plows to replace antiquated equipment, Street Lights (65,659.42) savings not present since project started later than expected and briefly elaborated.

Charles Wiegert, Director of Public Works gave an overview of savings - \$17,000 a month before project (street lights), now with LED bulbs working \$2,200 a month, obviously financing through those savings but when the project is completed will then recognize savings.

Ann Marie Rheault distributed and gave a brief overview of the General Ledger, YTD Actual Revenue vs Budget Period 01-12, Fiscal Year 2019-2020, Pages 1 of 3.

Ann Marie Rheault distributed and gave a brief overview of the General Ledger, YTD Actual Expense vs. Budget, Period 01-June 15, 2019, Pages 1 of 13.

Ann Marie Rheault stated Board of Education surplus is at 23 M, encumbrances \$822,000 anticipated around \$838,000 and Dr. Martin J. Semmel will anticipate portion be put into Board of Education Sinking Fund.

Ann Marie Rheault stated implemented the new software system as of July 1, 2019.

Ann Marie Rheault stated met with auditors – re. 2019 Audit timeline - dates - final work for the weeks of October 14, and 21st, preliminary final issuance -subject to change issuance of draft final statement November 22, approval by the 29th-tentatively, issuance December 6, 2019, and briefly elaborated.

Ann Marie Rheault stated as of July 1, 2019, switched medical insurance (active employees and retirees) - Harvard Pilgrim, the supplemental plan still with Anthem.

Ann Marie Rheault distributed from the Connecticut Conference of Municipalities re. Fraud Hotline Services information for perusal.

8. Public Comment

Melanie Church, 328 Main Street, Terryville, CT –questioned school deficit, Economic Development Committee

James Moslak, 18 Carriage Drive, Terryville, CT – three bids for boilers, dispatchers, Superintendent's surplus vs contingency, first responders insurance, policy management control of the State.

Dan Gentile suggested environmental company, so when we get bid we are informed. Boiler removal should be part of Boiler replacement.

9. Correspondence

None

10. Board Member's Comments

Pattie DeHuff - None

Vicky Carey – alleviate frustration repair maintenance

Briana Brumaghim – silence cell phones, and sinking fund language.

11. 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 8:56 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary