

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 November 26, 2019 Board of Finance meeting to order at 7:00 p.m. in the Community Room, Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Elizabeth Wollenberg, Also present: Mayor David Merchant, Ann Marie Rheault - Director of Finance, and Town Councilwoman Sue Murawski.

2. Pledge of Allegiance: Mayor David Merchant led the group and audience in the Pledge of Allegiance.

3. Notice of Fire Exits: Mayor David Merchant, noted the fire exits.

Mayor David Merchant welcomed new members of the Board of Finance -Eugene Croce, Barbara Rockwell, and Elizabeth Wollenberg.

4. Election of Officers (Chairman; Vice-Chair)

Vicky Carey made a motion, seconded by Elizabeth Wollenberg to nominate Jim Kilduff as Chairman of the Board of Finance.

Motion passed unanimously

Vicky Carey made a motion, seconded by Elizabeth Wollenberg to close nominations

Motion passed unanimously

Barbara Rockwell made a motion, seconded by Elizabeth Wollenberg to nominate Vicky Carey as Vice Chairman.

Motion passed unanimously

Mayor David Merchant turned the meeting over to Jim Kilduff, Board of Finance Chairman

Jim Kilduff thanked Mayor David Merchant and all members of the Board of Finance.

5. Mayor's Report

Mayor David Merchant thanked all present members for running for office and being part of the Board of Finance and for all of their hard work.

6. Finance Director's report

Ann Marie Rheault distributed and gave a brief overview of the Town of Plymouth -General Fund Revenue/Expenditures Summary as of 10/31/2019 page 1 of 2, including Revenue Report with Detail Options page 1 of 5, also included Expenditure Report with Detail Options page 1 of 23

Ann Marie Rheault distributed and gave a brief overview of the FY 2019 Unexpended Balance Budgetary Transfers.

Ann Marie Rheault stated significant savings due to the street light changeover.

2019 DEC -3 PM 3:01
TOWN OF PLYMOUTH
Vicky Carey

Ann Marie Rheault stated re. Budgetary transfers for the Board of Finance – there is no request for any use of Contingency or any additional allocations in the budget – these are transfers amongst departments and briefly elaborated.

7. Discuss and take action to approve Final Budgetary Transfer for 2019

Vicky Carey made a motion, seconded by Eugene Croce to approve budgetary transfer as presented.

Motion passed unanimously

Ann Marie Rheault stated in the final stages of the audit - tentative draft next week and briefly elaborated.

8. Discuss and take action as required on Resolution approved by Town Council appropriating \$150,000 of unexpended bond proceeds for Town Road Improvements.

Jim Kilduff distributed Resolution pg. 1 of 3, and Exhibit A for discussion purposes.

Jim Kilduff stated re. Original bond package from 2016 –passed referendum –allowed by state statute to use unexpended money -came in under budget therefore able to utilize.

Vicky Carey made a motion, seconded by Eugene Croce to appropriate \$150,000 of unexpended bond proceeds for Town Road Improvements.

Motion passed unanimously

Discussion:

Eugene Croce questioned if unexpended bond funds issuance language used is standard.

Jim Kilduff stated “yes, standard language”

Elizabeth Wollenberg questioned the date of resolution.

Jim Kilduff stated date of resolution was at Town Council Meeting - November 18, 2019

Eugene Croce questioned standard language- referred to position/responsibilities of Director of Finance and Treasurer – questioned if two different individuals.

Ann Marie Rheault stated separate Treasurer.

9. Discuss and take action to approve an amended Sinking Fund Operating Agreement approved by the Board of Education.

Jim Kilduff welcomed Dr. Martin Semmel, Superintendent of Plymouth Public Schools, Paul Hendrickson, Business Manager of Plymouth Public Schools, and Walter Seaman, Board of Education,

Chairman Jim Kilduff read into record House Bill 7424 section 285, section 10-248A General Statutes, page 396.

Sec. 285. Section 10-248a of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2019): For the fiscal year ending June 30, [2011] 2020, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, House Bill No. 7424 Public Act No. 19-117 397 of 580 the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided (1) such deposited amount does not exceed [one] two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.

Jim Kilduff distributed and read into record - the amended Sinking Fund Operating Agreement that was approved by the Board of Education - highlighted the revisions/changes in the language and briefly elaborated.

Dr. Martin Semmel, Superintendent of Schools stated referenced public act 19-117, section 285, was made aware of a change in July and in August brought forth to clarify language to the Board of Education which unanimously passed.

Dr. Martin Semmel stated the non-lapsing fund is like a savings account for when things such as maintenance items come up and briefly elaborated.

Vicky Carey stated does not agree with language presented, previous document “**subject to approval by the Board of Finance**”, amended states “**Board of Finance will approve**” there is a slight difference in understanding.

Elizabeth Wollenberg stated I understood it the same way.

Dr. Martin Semmel stated changes to No. 2 and 4, any other changes not intentional, apologized will edit –not intended change.

Vicky Carey suggested the following to the original:

2. “1%” to “2%”
4. “can only be initiated by an affirmative vote by the Board of Education”

Eugene Croce noted:

2. “cannot exceed 2%” delete “more than”

Ann Marie Rheault noted:

4. No. 4 **“must receive approval by the Board of Finance”** and new agreement reads **“must receive the consent of the Plymouth Board of Finance”**

1. **“subject to approval by the Board of Finance”**, and the new agreement reads **“and that the Board of Finance will approve the allocation following the end of the fiscal year.”**

Dr. Martin Semmel stated the Board of Education will work with the Board of Finance on new language.

Vicky Carey made a motion, seconded by Elizabeth Wollenberg to table No. 9- Discuss and take action to approve an amended Sinking Fund Operating Agreement approved by the Board of Education.

Motion passed unanimously

10. Discuss and take action to approve request from the Board of Education to transfer the year-end balance of \$138,053.24 to the Sinking Fund.

Dr. Martin Semmel stated this is a standard operating business procedures.

Vicky Carey made a motion, seconded Eugene Croce by to transfer the year-end balance of \$138,053.24 to the Sinking Fund.

Motion passed unanimously

11. Discuss and take action to approve request from the Board of Education to move unliquidated encumbrances of \$31,282.77 to the Sinking Fund.

Vicky Carey made a motion, seconded by Elizabeth Wollenberg to approve request from the Board of Education to move unliquidated encumbrances of \$31,282.77 to the Sinking Fund.

Motion passed unanimously

Eugene Croce questioned timing of unliquidated encumbrances.

Dr. Martin Semmel stated consists of a host of purchase orders and briefly elaborated.

Ann Marie Rheault stated not uncommon for open purchase orders- timing of billing, orders, etc. and briefly elaborated.

12. Set 2020 Calendar meeting dates for the Board of Finance

Eugene Croce made a motion, seconded by Elizabeth Wollenberg to approve 2020 Calendar Meeting Schedule for the Board of Finance.

Motion passed unanimously

13. Public Comment

James Moslak, 18 Carriage Drive, Terryville, CT – questioned 10 and 11 amounts, and cost of computer breach.

Melanie Church, 328 Main Street, Terryville, CT – first agreement with Board of Education, referendum projects listed individually – transfers, charter, lower revenues, flag football -sport, and refinancing.

Dan Gentile, Town Council – congratulated the Board of Finance and questioned the balance / amount of sinking fund.

Joseph Kilduff stated clarified for the record tax collection is not down.

14. Correspondence

Jim Kilduff read into record Jay Dorso's resignation letter.

Jim Kilduff thanked Jay Dorso.

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

Accounts by Facility – Plymouth Board of Education 09/03/2019 10:45:10 AM Fiscal Year 2019-2020

| | Orig. Budget | Adj. Budget | Mtd Expended | Ytd Expended | Encumbered | Non PO-Encumb | Balance | %Exp. |
|-------------------------------|-----------------|-----------------|----------------|----------------|-------------|---------------|-----------------|-------|
| Grand Total for Report | \$24,487,790.00 | \$24,487,790.00 | \$1,357,951.99 | \$2,169,523.17 | \$50,354.39 | 0.00 | \$22,267,912.44 | 9.07% |

Accounts by Facility – Plymouth Board of Education 09/30/2019 01:43:47 PM Fiscal Year 2019-2020

| | Orig. Budget | Adj. Budget | Mtd Expended | Ytd Expended | Encumbered | Non PO-Encumb | Balance | %Exp. |
|-------------------------------|-----------------|-----------------|----------------|----------------|--------------|---------------|-----------------|--------|
| Grand Total for Report | \$24,487,790.00 | \$24,487,790.00 | \$2,181,494.46 | \$4,351,017.63 | \$309,271.42 | 0.00 | \$19,827,500.95 | 19.03% |

Accounts by Facility – Plymouth Board of Education 10/31/2019 10:03:49 AM Fiscal Year 2019-2020

| | Orig. Budget | Adj. Budget | Mtd Expended | Ytd Expended | Encumbered | Non PO- Encumb | Balance | %Exp. |
|---|-----------------|-----------------|-----------------|-----------------|----------------|----------------------|-----------------|--------|
| Grand Total for Report | \$24,487,790.00 | \$24,487,790.00 | \$1,863,809.90 | \$6,214,827.53 | \$1,227,544.95 | 0.00 | \$17,045,417.52 | 30.39% |

15. Board Member's Comments

Eugene Croce –None

Vicky Carey - gave a brief history of the extra money left over from the bond totaling \$150,000 - Public Works- for use on other roads and design - had a discussion as a Board of Finance with Charles Wiegert, Director of Public Works, we requested road list- plan with engineering design and construction details which has been provided for the \$150,000.

Mayor David Merchant- briefly discussed the bond package.

Elizabeth Wollenberg- None

Barbara Rockwell - None

16. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Eugene Croce to adjourn at 8:02 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary