

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 January 20, 2022, Board of Finance meeting to order at 7:08 p.m. Zoom Meeting online-Meeting ID: 416 918 410. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Briana Brumaghim, and Jennifer Brunoli. Also Present: Joseph Kilduff - Mayor - Grace K. Zweig - Director of Finance and Roxanne McCann - Town Council Liaison

2. Pledge of Allegiance: James Kilduff led the group and audience in the Pledge of Allegiance.

3. Acceptance of Minutes

Eugene Croce made a motion, seconded by Jennifer Brunoli to accept the November 18, 2021, minutes with the following correction:

Pg. 2, Item 5 Correction: Noted Election of Officers (Vice-Chairman) did not pass unanimously

Motion passed unanimously

Barbara Rockwell made a motion, seconded by Eugene Croce to move Item No. 4 topic regarding updates on revaluation to become a separate item.

Motion passed unanimously

4. Updates on Revaluation

RaeAnn Walcott, Certified Assessor, gave an overview of the update received from eQuality Valuation Services, LLC. – highlights included: number of hearings - 137, percentage value increases, and noting list will be signed by January 31, 2022, and briefly elaborated.

Vicky Carey questioned why they did not go to every house/property to do a revaluation.

RaeAnn Walcott stated a full physical revaluation was not required - only permits, sales, or specific requests were done/completed.

RaeAnn Walcott stated five years ago was a full physical revaluation and this year update.

Vicky Carey stated will check past notes.

Brian Brumaghim thanked and appreciated RaeAnn Walcott for sticking with Plymouth and continuing to certify the grand list.

Briana Brumaghim questioned number of parcels in Plymouth.

TOWN CLERK
Eugene Croce
2022 JAN 27 PM 1:20
TOWN OF PLYMOUTH
CLERK'S OFFICE

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RaeAnn Walcott gave broad range of 5500-5800, until splits and divides are counted.

Briana Brumaghim questioned if there will be a detailed analysis including various increases and comparisons for the past few years for perusal/review.

RaeAnn Walcott confirmed will be done.

Jim Kilduff, Chairman turned the meeting over to Mayor Joseph Kilduff.

Mayor Joseph Kilduff gave status of the audit and budget timeframe noting (approved extension from State of Connecticut OPM (Office of Policy and Management) and briefly elaborated.

Mayor Joseph Kilduff welcomed and introduced the Director of Finance Grace K. Zweig to the Board of Finance members.

Jim Kilduff thanked Grace K. Zweig for several detailed reports.

Grace K. Zweig reviewed and discussed in detail the following:

Town of Plymouth Account Number / Description Expenditure Report with Detail Options Fiscal Year: 2021-2022 From Date: 7/1/2021 To Date: 12/31/2021 Page 1 of 20

Town of Plymouth Account Number / Description Revenue Report with Detail Options Fiscal Year: 2021-2022 From Date: 7/1/2021 To Date: 12/31/202 Page 1 of 5

TOWN OF PLYMOUTH GENERAL FUND REVENUE/EXPENDITURES SUMMARY AS OF 12/31/2021 PROJECTED 12/31/2021 Page 1 of 2

Jim Kilduff, Chairman stated it is beneficial to view the budget that was prepared/projected last year by the Board of Finance and review the figures to see where we are presently and briefly elaborated.

Briana Brumaghim questioned page 13 under the Highway Department, re clothing budget allowance line noted that two new employees have been hired - did we have two employees retire or leave the highway department.

Grace K. Zweig, Director of Finance -- will follow up

Briana Brumaghim questioned the previously mentioned NVCOG (Naugatuck Valley Council of Governments) re. administration of COVID19 funds.

Mayor Joseph Kilduff stated now that we do have a permanent Director of Finance will not pursue that route at this time - Noted availability of using NVCOG (Naugatuck Valley Council of Governments) as a resource if beneficial.

Briana Brumaghim questioned CRF (Coronavirus Relief Funds) that were to be spent by the end of last year wondering if all of those funds were expended and would a report on that be available.

Grace K. Zweig stated the report is due February 15, 2022, and the spending needs to be incurred by December 31, not necessarily spent (projects in work to use that money).

5. American Rescue Plan & Fraud Risk Assessment

Jim Kilduff gave an update of the American Rescue Plan meeting noting stakeholders were requested to compile a list of projects that would meet guidelines.

Jim Kilduff gave a brief explanation of the American Rescue Plan procedure noting (if the committee decides a project is valid) Board of Finance gives input and makes a recommendation for Mayor and Council and briefly elaborated.

Jim Kilduff stated re. Federal Government has further expanded the use of the funds for the American Rescue Plan stressed the importance of being very cautious.

Mayor Joseph Kilduff noted Board of Finance will have input but ultimately Town Council will make the final decision.

Briana Brumaghim stressed the importance to have accurate figures when making recommendations pertaining to American Rescue Plan (when allocating to various projects) and briefly elaborated.

Jim Kilduff gave an update of Fraud Risk Assessment re. process, and RFP (Request for Proposal) and briefly elaborated.

Vicky Carey stated there has been a figure put in the budget in the past for Fraud Risk Assessment but reminded that does not carry over to new budget and briefly elaborated.

6. Assignments for budget review

Jim Kilduff gave a brief overview of the budget review assignment process/dates and briefly elaborated.

7. Public Comment

None

8. Correspondence

None

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9. Board Member's Comments

Victoria Carey - None

Eugene Croce - None

Barbara Rockwell - Per charter - Mayor needs to get budget to Board of Finance by February 10, 2022

Briana Brumaghim - Request implementation of a policy that we receive information in ample time to have opportunity to review documentation via email or opportunity of pick-up at Town Hall (Police Department).

Jennifer Brunoli - None

Our next meeting will be on February 17, 2022.

10. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey seconded by Barbara Rockwell to adjourn at 8:50 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

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Recording Secretary