

Town of Plymouth

80 Main Street, Terryville, CT 06786
www.plymouthct.us

Board of Finance

Telephone: 860-585-4001
Fax: 860-585-4015

1. **Call Meeting to Order:** Jim Kilduff, Chairman called the scheduled February 16, 2023, Board of Finance regular meeting to order at 7:00 p.m. Members in attendance: Victoria Carey - Vice Chairman, Eugene Croce, Barbara Rockwell, Briana Brumaghim, and Jennifer Brunoli. Also Present; Grace K. Zweig - Finance Director and Mayor Joseph T. Kilduff

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

Jim Kilduff expressed our deepest condolences to Barbara Rockwell for the loss of her husband, Thomas Rockwell.

Jim Kilduff asked for a moment of silence held for the following Thomas Rockwell, Ronald Wollenberg, John Wujcik, and Daniel Donavan.

Jim Kilduff stated let's pray for those families and noted the importance of family and friends that are everything.

3. **Fire Exit Notification:** Jim Kilduff noted the Fire Exits for the record.

4. **Acceptance of Minutes**

MOTION:

Vicky Carey made a motion, seconded by Eugene Croce to accept the minutes of March 24, 2022.

DISCUSSION:

Briana Brumaghim stated I will abstain as I was absent. As well as Barbara Rockwell?

Barbara Rockwell stated I read them and accept them.

VOTE:

Motion passed with one abstention

MOTION:

Eugene Croce made a motion, seconded by Jennifer Brunoli to accept the minutes of March 28, 2022.

VOTE:

Motion passed unanimously

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED
2023 FEB 27 PM 4:50
TOWN CLERK

MOTION:

Jennifer Brunoli made a motion, seconded by Vicky Carey to accept the minutes of March 31, 2022.

VOTE:

Motion passed unanimously with the following corrections:

CORRECTIONS:

Briana Brumaghim stated in the introduction Dr. Bonnie Doughty-Jenkins - PVAC is the President of the Board of Directors - PVAC and Ellen Roth is the Training Officer of PVAC

MOTION:

Vicky Carey made a motion, seconded by Eugene Croce to accept the minutes of April 4, 2022.

VOTE:

Motion passed unanimously with the following corrections.

CORRECTIONS:

Briana Brumaghim stated re. pg.2 - collection and motor vehicle statement displayed in a dollar amount should be displayed as a value.

MOTION:

Jennifer Brunoli made a motion, seconded by Barbara Rockwell to accept the minutes of April 14, 2022.

VOTE:

Motion passed unanimously

MOTION:

Barbara Rockwell made a motion, seconded by Jennifer Brunoli to accept the minutes of April 25, 2022.

VOTE:

Motion passed unanimously

DISCUSSION

Briana Brumaghim stated re. pg. 2 - thought Carl Johnson, Finance Officer was not at the meeting for the ARPA disbursement for their kitchen.

Eugene Croce confirmed he was present at the meeting.

MOTION:

Vicky Carey made a motion, seconded by Barbara Rockwell to accept the minutes of May 26, 2022.

VOTE:

Motion passed unanimously with the following corrections.

CORRECTIONS:

Briana Brumaghim stated this was listed as a scheduled meeting but it was a special meeting.

MOTION:

Jennifer Brunoli made a motion, seconded by Vicky Carey to accept the minutes of June 16, 2022.

VOTE:

Motion passed unanimously with the following corrections.

CORRECTIONS:

Briana Brumaghim stated in the introduction - lists Rae Ann Wolcott as Assessor. Briana Brumaghim clarified she is not the Assessor of Plymouth and should be noted as Woodbury Assessor.

MOTION:

Eugene Croce made a motion, seconded by Barbara Rockwell to accept the minutes of June 27, 2022.

VOTE:

Motion passed unanimously with the following corrections.

Board of Finance Meeting

February 16, 2023

Page 4 of 10

CORRECTIONS:

Briana Brumaghim stated abstain - absent - noted this was a special meeting.

Eugene Croce stated it does reflect the Board of Finance Special Meeting

MOTION:

Jennifer Brunoli made a motion, seconded by Briana Brumaghim to accept the minutes of September 15, 2022.

VOTE:

Motion passed unanimously with the following corrections.

CORRECTIONS:

Briana Brumaghim stated this should be reflected as a special meeting as the start was 7:30 pm.

MOTION:

Briana Brumaghim made a motion, seconded by Vicky Carey to accept the minutes of October 26, 2022.

VOTE:

Motion passed unanimously

MOTION:

Vicky Carey made a motion, seconded by Jennifer Brunoli to accept the minutes of December 15, 2022.

VOTE:

Motion passed unanimously with the following corrections.

CORRECTIONS:

Briana Brumaghim stated this was listed as a special meeting and should be a regular meeting.

Briana Brumaghim abstained - absent

5. Presentation from WPCA on Plans for Plant Improvements and Request for ARPA Funds for Partial Funding of Design Plan

A presentation was given by George Andrews, WPCA Chairman provided more details re. the Nutrient Reduction Project. Ten-year project regarding the phosphorus reduction improvement at the plant. The cost of for design fee is \$800,000. WPCA is asking the Town of Plymouth to pay \$320,000 and WPCA would pay \$480,000. WPCA will be looking to apply for a grant which would reimburse them 20% through the Clean Water Fund.

Jim Kilduff stated the ARPA committee approved a recommendation to send to the Board of Finance to approve the \$320,000 using ARPA funds.

George Andrews, WPCA Chairman gave a detailed presentation - focused on need, details, present situation, future referendum, design construction, and timeframe and briefly elaborated.

George Andrews noted the packet of information provided for perusal that included: Clean Water Fund Memorandum (2021-003) Hiring of Engineering Services for Connection Clean Water Fund Projects Pg. 1 of 4 and Town of Plymouth Water Pollution Control Authority -Request for Qualifications /Professional Wastewater Engineering Services Pg. 1 of 6, List of Interested Engineering Firms Pg. 1 of 2, and various correspondence pages 1-6.

George Andrews stated firm chosen was Wright-Pierce who completed the original report and has been with WPCA throughout this process and would be the recipient of the \$800,000 fee looking to pay to get the final design for the plant done and briefly elaborated.

George Andrews stated adopted an interim measure -added chemical to our process - removes phosphorus and other stuff - noted sludge prices doubled. Not sustainable action we need to get to the biological process and get rid of chemicals.

George Andrews reiterated the economic reasoning behind why WPCA is looking for ARPA funds, noted the cost and timeline, and briefly elaborated.

Barbara Rockwell noted the importance of this being completed due to the environment and briefly elaborated.

Jim Kilduff noted this is on top of the list for ARPA funds uses - Clean Water, Sewer, etc., and briefly elaborated.

Briana Brumaghim questioned any discussion of regionalization.

Mayor Joseph Kilduff stated Bristol would have to do some infrastructure upgrades, to accommodate the town- which would be a large expense - not off the table but did not align with our timeline.

George Andrews stated DEEP pushing regionalization component and briefly elaborated.

6. Take action on Recommendation to Town Council for use of ARPA Funds for WPCA

MOTION:

Barbara Rockwell made a motion, seconded by Eugene Croce to recommend the use of \$320,00 in ARPA funds for the Connecticut Clean Water nutrient reduction project for the WPCA.

DISCUSSION:

Briana Brumaghim requested updated ARPA spreadsheet allocations, and the balance remaining, and briefly elaborated.

Grace Zweig, Finance Director confirmed the remaining amount in ARPA as of January 31, 2023, is \$1,193,000.

Eugene Croce questioned the possibility of Federal Funds other than ARPA and briefly elaborated.

Mayor Joseph Kilduff stated will continue to look for grants, and noted would want to offset costs before going to a referendum.

Briana Brumaghim requested materials be distributed to the Board of Finance as quickly as possible for review.

VOTE:

Jennifer Brunoli - Yes

Barbara Rockwell -Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim -Abstain

Motion passes 4 in favor, 1 abstention

7. Mayor Kilduff on 2023-24 Budget Season and Presentation of Draft Budget Estimates

Mayor Joseph Kilduff discussed in detail various sections of the Town of Plymouth Fiscal Year July 1, 2023-June 30, 2024 – Mayor’s Proposed Budget Draft dated February 16, 2021, Pgs. 1 of 26 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 (www.plymouthct.us)

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 AFTER APPROVAL BY THE TOWN COUNCIL.

Board of Finance Meeting

February 16, 2023

Page 7 of 10

Mayor Joseph Kilduff discussed and highlighted the following:

FY 2023-2024 Budget

Total Expenditures \$44,480,259
Difference \$ 1,208,126
% Change 2.79

Board of Education \$25,827,235
Difference \$ 752,250
% Change 3.00

Mayor Joseph Kilduff highlighted some drivers in the proposed budget:

- ❖ Insurance -Umbrella, and public liability increase
- ❖ Increase in headcount -1 additional patrol officer – noted police accountability bill – additional paperwork, accreditation, administrative, scheduling, training, etc.
- ❖ Finance Department -Staff Accountant
- ❖ Public Works – Highway position (1 additional maintainer)
- ❖ Full-time custodian’s salary move to facilities
- ❖ Hiring a part-time custodian
- ❖ Staff increases - all others are contractual, or typical department spending

Mayor Joseph Kilduff stated cut some of our capital expenditures due to ARPA – full transparency – noted may not always be the case moving forward.

Mayor Joseph Kilduff stated re. Debt Service – no new debt recently

Mayor Joseph Kilduff stated this budget fully funds the pensions and does not touch our fund balance. Noting is not opposed to this but recommends not touching the fund balance this year for the second year in a row.

Mayor Joseph Kilduff stated after our budget was approved the State of Connecticut instituted a Motor Vehicle tax cap for mill rate - this budget also reflects that and includes the new grant the state gave which makes up the lost revenue and briefly elaborated.

Barbara Rockwell questioned the cap amount.

Mayor Joseph Kilduff confirmed mill rate tax cap 32.46 noted on page 1 Motor Vehicle Tax Revenue 93% collection rate.

Mayor Joseph Kilduff stated ECS cut by \$100,000, in the Governor’s proposed budget - Motor Vehicle replacement grant in the budget - noted in contact with state representation – historically go with governor’s estimates with draft budget any new information – would adjust and briefly elaborated.

Mayor Joseph Kilduff stated out to market for health insurance – budgeted for a 10% increase – preliminary number.

Capitals

- ❖ Include dump truck lease -2024
- ❖ Town aid to roads
- ❖ Computer technology upgrades town hall and library
- ❖ Revised: Town Hall Renovations - Taken out of general fund - recommending 0

Mayor Joseph Kilduff stated re. Police Department – Extra Duty balance is higher than comfortable with suggest to pay all capital expenses out of extra duty this year.

Mayor Joseph Kilduff stated the need for a policy for Extra Duty Fund, - important capital needs, need flexibility for things that may come up but should be capped and overage should fall into the general fund, need policy agreement written and/or revised.

Vicky Carey stated Firearms and Ammunition do not qualify as capital item, noted budgetary item, and briefly elaborated.

Mayor Joseph Kilduff stated suggested moving Firearms and Ammunition to the Police budget and suggested funding out of the Extra Duty fund and briefly elaborated.

Jim Kilduff noted extra duty due to highway work that contributed to an exceptional amount in the Extra Duty fund – may not repeat itself.

Mayor Joseph Kilduff stated that police cruisers typically historically have been paid for out of Extra Duty funds.

Mayor Joseph Kilduff stated re. capitals -Public Works - the one-ton dump w/plow funded out of the auction proceeds from last summer that the Town Council agreed to put into the town's capital fund – allocation from that and briefly elaborated.

Briana Brumaghim stated the importance of being more efficient with the money that we have and briefly elaborated.

Vicky Carey stated the importance of the Town Council members attending Board of Finance meetings - noting Board of Finance does their due diligence and briefly elaborated.

Briana Brumaghim requested a formal written legal opinion/explanation as to the justification for the Town Council to adjust line items of the budget after the budget has been finalized and proposed by the Board of Finance, referenced the Charter, and briefly elaborated.

Mayor Joseph Kilduff stated will have the town attorney draft a legal opinion.

8. Budget Assignments to Board of Finance Members

Jim Kilduff, Chairman stated the budget assignments (a typed copy will follow) with dates of meetings for various departments and noted that narratives will be forwarded to members.

9. Public Comment

Melanie Church, 328 Main Street, Terryville, CT- Police Department Extra Duty Fund – re. Minutes packet, and town revenue.

James Moslak, 18 Carriage Drive, Terryville, CT – Newspaper - Loan to Board of Education, Extra Duty fund – General Fund

Jim Kilduff confirmed that was the sinking fund agreement, not a loan.

Gerard Bourbonniere, Chairman of the Parks & Recreation Commission – thanked Mayor Joseph Kilduff for the recommendation for an additional staff person for Parks & Recreation. In addition, complimented Parks & Recreation – noted: Paul Denis’s hard work ethic.

10. Correspondence

Plymouth Board of Education

Town of Plymouth	FACILITIES REPORT BY LOC.	From Date: 10/1/2022	To Date: 10/31/22	Printed 10/31/2022 10:32:33 AM
Town of Plymouth	FACILITIES REPORT BY LOC.	From Date: 11/1/2022	To Date: 11/30/22	Printed 11/30/2022 7:59:36 AM
Town of Plymouth	FACILITIES REPORT BY LOC.	From Date: 12/1/2022	To Date: 12/31/22	Printed 1/03/2023 11:01:38 AM
Town of Plymouth	FACILITIES REPORT BY LOC.	From Date: 1/1/2023	To Date: 1/31/23	Printed 02/01/2023 7:27:39 AM

11. Board Member's Comments

Jennifer Brunoli- None

Barbara Rockwell- None

Eugene Croce - None

Vicky Carey – Website - Delinquent taxpayer list, Sales and Foreclosures, and legal fees – real estate

Briana Brumaghim – Appropriate staffing of the Assessment Department – needs to be thorough and accurate - capturing all taxable property in town, value, and list on grand list. Following up on building permits.

Mayor Joseph Kilduff stated that included in the budget is an increase in legal fees. –Note: Mayor elected next year will enter into contractual negotiations and will need additional legal support.

12. Adjournment

There being no further business of the Board of Finance, a motion was made by Eugene Croce seconded by Barbara Rockwell to adjourn at 8:30 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary