

# Town of Plymouth

# Board of Finance

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**1. Call Meeting to Order:** Jim Kilduff called the scheduled February 15, 2018, Board of Finance Meeting to order at 7:00 p.m. in the Assembly Room at 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-excused absence, and Town Councilwoman Sue Murawski

**2. Pledge of Allegiance:** Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance and asked for a moment of silence for the students who lost their lives in Florida.

**3. Notice of Fire Exits:** Jim Kilduff, Chairman, noted the fire exits.

**4. Acceptance of Minutes – meeting of 01/18/18**

**A motion was made by Pattie DeHuff, seconded by Vicky Carey to accept the minutes of January 18, 2018**

<b>Pattie DeHuff</b>	<b>-Yes</b>
<b>Vicky Carey</b>	<b>-Yes</b>
<b>Briana Brumaghim</b>	<b>-Yes</b>
<b>Jay Dorso</b>	<b>-Yes</b>

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
18 FEB 23 PM 12:24  
Pattie DeHuff  
TOWN CLERK

**Motion approved and passed unanimously.**

Vicky Carey stated before we go any further I would like to make a motion.

**Vicky Carey made a motion to move item No. 5 Mayor's report to item No. 8 and then move everything else up, seconded by Jay Dorso**

**Motion approved and passed unanimously.**

**5. Tax Collector's Report**

Joe Kilduff distributed the Town of Plymouth Tax Collections by Month Fiscal Year 2017/2018 (as of 1/31/18)

Joe Kilduff stated prior year's taxes collections are up significant and expect a small surplus.

Joe Kilduff stated delinquent accounts have been settled which will make it easier to budget and project collection for future years.

<b>Month</b>	<b>Current Property Taxes</b>	<b>Current MV Taxes</b>	<b>Prior Years Taxes</b>	<b>Interest &amp; Lien Fees</b>	<b>Anrg. Fees</b>	<b>MV Supp.</b>	<b>Total</b>
<b>December</b>	2,407,070.06 9.47%	46,569.20 0.18%	19,224.47 3.84%	15,145.68 6.06%	329.63 0.13%	306.75 0.10%	2,488,645.79 8.54%
<b>January</b>	8,528,855.98 33.56%	36,846.62 0.14%	31,124.96 6.22%	21,954.96 8.78%	204.71 0.08%	249,289.89 83.10%	8,868,277.12 30.44%
<b>Year to Date</b>	24,130,364.32 94.94%	2,534,493.54 95.61%	398,414.61 79.68%	158,602.68 63.44%	2,639.75 1.06%	249,596.64 83.20%	27,474,111.54 94.29%

Vicky Carey questioned if some tax abatements would be coming off the books.

When questioned by Vicky Carey, Joe Kilduff stated he believed some tax abatements would be coming off the books, noting the grand list was increasing this year and the exact figures would show in the budget.

**6. Quarterly BOE Update with Superintendent of Schools Dr. Martin J. Semmel and Phillip Penn, Business Manager.**

Dr. Martin J. Semmel stated that Phillip Penn, Business Manager had an unexpected business meeting and Mrs. Melissa Johnson, Chair of the Board of Education was present.

Dr. Martin J. Semmel stated the Board of Education adopted a budget on February 14, 2018, and will have a full budget presentation for the Board of Finance on March 15, 2018.

Dr. Martin J. Semmel stated the budget increase is \$22,585.00.

Dr. Martin J. Semmel distributed the Plymouth –Board of Education, Rollup of Budget Areas dated 2/13/2018

	15 Actual	16 Actual	17 Budget	17 Actual	18 Budget	19 Prop	Change
Grand Total for Report	\$23,226,987	\$23,715,204	\$23,912,791	\$23,681,179	\$24,212,791	\$24,235,376	\$22,585

Dr. Martin J. Semmel stated insurance increase of \$320,000, which reduced other parts of their budget and briefly elaborated.

Dr. Martin J. Semmel stated the budget handed out today could potentially change due to possible insurance cost/changes and/or state plan and will know more after meeting with Mr. Phillip Penn, Business Manager, and Insurance broker.

Vicky Carey requested a list for 2018-19 number of students in each school and an overall number of full-time equivalent teachers that have been hired over the past five years.

Vicky Carey questioned did they take into consideration when doing the budget did they factor in the ECS grant.

Dr. Martin J. Semmel stated they did not since it is revenue returned back to the town.

Dr. Martin J. Semmel stated the February 14, 2018 presentation is on the town of Plymouth's website and a video on YouTube.

James T. Kilduff, Chairman confirmed that there will always be a cost associated with technology i.e., laptops, Chromebooks, etc.

Dr. Martin J. Semmel stated there is a \$45,000 increase for the sixth and ninth graders and will go into further detail when Mr. Richard Trudeau and Mr. Phillip Penn, Business Manager is present.

Pattie DeHuff questioned who is responsible for replacing a Chromebook if something happens to it.

Dr. Martin J. Semmel stated there are costs associated with Chromebook and optional insurance available to parents for replacement/repair.

Dr. Martin J. Semmel stated 2017-2018 budget doing well – substitute teacher account and maintenance line item, ECS funds cut to protect –moving money from accounts into contingency, reduction of three literacy teachers, changed the title of Assistant Principal to Dean at the middle school, cut one secretary position at Middle School. Move, in school suspension to one, library media specialist not filled, defer costs of self-insurance, feasibility study- long-term, and did not do energy efficiency project and briefly elaborated.

Dr. Martin J. Semmel stated food service program has a surplus of \$30,000 and will be returned back to the food service program, which enables them to upgrade.

Dr. Martin J. Semmel stated doing well overall although our staff is quite overwhelmed and the cuts are having an impact.

James Kilduff questioned the requirement of a Library Media Specialist position for accreditation and period of how long we can go without that position.

Dr. Martin J. Semmel stated this year is safe and this is included in the Board of Education's budget.

Dr. Martin J. Semmel stated the Board of Finance needs to keep in mind the minimum budget requirement, formula and briefly elaborated.

**7. Discuss and take action on the Board of Education request for a transfer of \$31,000.00 from the sinking fund to the general fund approved at the BOE regular meeting of January 10, 2018.**

**Vicky Carey made a motion to withdraw all previous motions, seconded by Jay Dorso**

**Motion passed unanimously**

**Vicky Carey made a motion to transfer of \$31,000.00 from the Sinking Fund to the General Fund as approved at the Board of Education regular meeting on January 10, 2018 from its non-lapsing Capital Reserve Sinking Fund, in accordance with our current agreement with the Board of Education and Connecticut General Statutes Section 10-248, for the following items: 1. \$17,000 for build-out of a Special Education room at Harry S. Fisher Elementary School to address a student/staff safety concern. 2. \$14,000 for the emergency replacement of a water heater at Eli Terry Middle School, second by Pattie DeHuff.**

**Motion passed unanimously**

## **8. Mayor's Report**

Vicky Carey gave a brief synopsis on the budget on behalf of the Mayor as follows:

There are 14 less employees since he has become Mayor. There is no SRO included in the current budget, one officer left and will not be replaced. Unfortunately, the dog is not part of the three-man minimum. Public Works total is now seven. There are no pay increases for elected officials. Included in the budget is the loss of ECS grant of \$1.6 million. Thus, the budget is 1.6 mills - if we get \$9.7 ECS money then the mill rate would decrease. The Library Board came up with a solution for decreasing their budget by decreasing two of their staff and a Saturday closure. Loss of revenues - Municipal Stabilization Grant will no longer be available, pilot- nothing from the State, LoCIP loss is \$64,000, and loss from the Veterans is \$9,000. Certain homeowners qualify for tax abatements and they will no longer receive that from the state, which was \$113,000. Unemployment insurance and compensation is up 9%, health insurance increase is 10%, and other insurance is 4.8%.

When questioned by Pattie DeHuff regarding any discussion of the proposed budget (referencing the different line items for taxes) Joe Kilduff stated the department had started to break out motor vehicle because of different mill rate for the motor vehicle and briefly elaborated.

Vicky Carey stated we want this budget to be as transparent as possible for the public.

## **9. Municipal Fraud Risk Assessment updates**

James Kilduff stated one computer system regarding the technology aspect of fraud risk would be beneficial for the Town of Plymouth and the Board of Education, the timing of implementation of the system before any Fraud Risk Assessment can be done and briefly elaborated.

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**10. Review Budget assignments to Board of Finance Members**

James Zalot -Public Safety, Police, Fire Department, and Communications

Vicky Carey - Capitals, Debt Service, and Public Works

Jay Dorso - Employee Benefits, Pensions, Workers Compensation, and Health Insurance

Pattie DeHuff - Libraries and Recreation

Jim Kilduff - General Administration and Public Works (Public Works shared with Vicky Carey)

Briana Brumaghim - Public Health Services and Land Use Boards

James Kilduff stated interoffice memo will go out to all department heads, appropriate boards/commissions, and liaisons to inform them of budget assignments and briefly elaborated.

Vicky Carey stated proposed budget/draft should be on the website for the public who cannot attend meetings.

James Kilduff stated Conner has updated the Budget Suggestion Box 2018 on the Town of Plymouth's website.

Pattie DeHuff stated we welcome input from the public.

James Kilduff stated would consult with Mayor David Merchant regarding the availability of "Draft/Working Copy" for information via hardcopy made available in Town Hall and Town of Plymouth website for public viewing.

**11. Public Comment**

Cathy Kosak, 201 Harwinton Avenue, Terryville - Regarding Fraud Risk Assessment that all Board of Finance members should be present and feels that this needs to be done.

Melanie Church, 328 Main Street, Terryville – Budget is a working document, discussing is public knowledge. Possible State of Connecticut cuts ECS -\$1.6 M and Board of Education's responsibility, State Medical Insurance for Town of Plymouth, and review pensions.

James Mozalak, 18 Carriage Drive, Terryville, CT – Time frame on audits, rainy day fund, and draft/working copy should be made available on Town of Plymouth website.

**12. Correspondence**

**None**

**13. Board Member's Comments**

Briana Brumaghim – Questioned status of fiscal year ending 2016 audit and update, budget draft should be available online.

Jay Dorso - None

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Vicky Carey - None

Pattie DeHuff - Status of audit, we as a board going forward should view this as the new normal and not count on the state, and town website great idea.

**14. Adjournment**

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Jay Dorso to adjourn at 8:35 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for February 22, 2018.

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary