

# Town of Plymouth

80 Main Street, Terryville, CT 06786

[www.plymouthct.us](http://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 March 5, 2018, Board of Finance Meeting to order at 7:01 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 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. Acceptance of Minutes –Regular Meeting 1-26-18**

**A motion was made by Vicky Carey, seconded by Pattie DeHuff to change the date of 1-26-18 to 2/26/18 for the Acceptance of Minutes –Regular Meeting**

**Motion passed unanimously**

## Corrections

Jim Kilduff stated No. 7 on page 3 of 5 James Kilduff stated any general questions or comments regarding the budget may be posted to the town website under Budget Suggestions.

**A motion was made by Pattie DeHuff, seconded by Vicky Carey to accept the change that was stated from Chairman James Kilduff**

**Motion passed unanimously**

Jim Kilduff stated requested clarification from Ann Marie Rheault on No. 8 –third sentence down.

**A motion was made by Pattie DeHuff, seconded by Briana Brumaghim to delete the sentence (Ann Marie Rheault stated that already had an rfp (request for proposal) or gone out to bid.)**

**Motion passed unanimously**

Ann Marie Rheault stated on Page 4 of 5, Public Comment noted spelling error -statues correction - statutes.

The record shall show Jay Dorso is present.

**A motion was made by Briana Brumaghim, seconded by Pattie DeHuff to accept the February 26, 2018 minutes as amended**

**Motion passed unanimously**

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
18 MAR 2 AM 1:01  
TOWN CLERK  
*Patricia DeHuff*

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James Kilduff stated the recording secretary has seven days to file which allows time to review.

**5. Tax Collector's Report**

Joseph Kilduff distributed Town of Plymouth –Tax Collections by Month Fiscal Year 2017/2018 (as of 2//28/18)

<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>February</b>	611,494.58 2.41%	46,682.18 0.18%	54,497.53 10.90%	39,005.83 15.60%	530.06 0.21%	31,237.76 10.41%	783,447.94 2.69%
<b>Year to Date</b>	24,741,858.90 97.35%	2,581,175.72 97.37	452,912.14 90.58%	197,608.51 79.04%	3,169.81 1.27%	280,834.40 93.61%	28,257,559.48 96.98%

Joseph Kilduff stated pointed out ANRG Fees are revenue paid in and out monthly and does not affect our general fund/budget.

Joseph Kilduff stated because of different Mill rates Real Estate, Motor Vehicle and Personal Property were broken up for easier understanding for budgeting reasons and transparency.

Joseph Kilduff stated projections were based on historical data and trend lines.

Joseph Kilduff stated the 101-11-016-002 Prior Years Taxes should stay at \$500,000 being conservative.

Pattie DeHuff questioned increase in 101-11-0016-004 Motor Vehicle Supplemental \$65,000, 21.67%.

Joseph Kilduff stated 101-11-016-008 Collection Agency Fees is revenue in and out and is low due to not utilizing them as frequent due to the new Department of Motor Vehicles system.

Joseph Kilduff stated it is difficult to project the vehicle supplemental since we do not receive a grant list until September, October and briefly elaborated.

Briana Brumaghim confirmed that 101-11-0016-001 Current Real Estate Taxes (161,755) -0.64% reflect the personal property being broken out.

Ann Marie Rheault stated that “101-11-017-001 Foreclosure Sale Proceeds should still have a line item and use as a placeholder but should be at “0”.

James Kilduff stated proposed changes will appear under Board of Finance recommendation column for the finalized copy for Public Hearing.

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**6. Finance Director’s Report**

Ann Marie Rheault updated the Board of Finance on the 2016 audit status - final 2016 report which would be possibly issued by the end of the week.

**7. Review of General Fund FY 2018-2019 Revenue**

Ann Marie Rheault stated this is based on the best estimate and based off historical data.

**NOTE: Chart below includes some highlights from the proposed FY 2019 Recommended vs 2018 budget change/%change – Please see 2018-2019 Estimated Expenses draft/working copy in its entirety in the Plymouth Town Hall.**

\*\*\*\*=Follow-up

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-11-016-001	Current Real Estate Taxes	25,254,145	(161,755)	-0.64%
101-11-016-009	Current Motor Vehicle Taxes	3,538,860	887,909	33.49%
101-11-016-011	Current Personal Property Taxes	1,256,777	1,256,777	100.00%
101-11-016-002	Prior Years Taxes	500,000	-	0.00%
101-11-016-003	Interest & Liens	250,000	-	0.00%
101-11-016-004	Motor Vehicle Supplemental	365,000	65,000	21.67%
101-11-016-005	Aircraft Registrations	600	-	0.00%
101-11-016-006	60 Day GAAP Adjustment		-	0.00%
101-11-016-007	Tax Clearing		-	0.00%
101-11-016-008	Collection Agency Fees	20,000	-	0.00%
101-11-016-010	Tax Refunds	(35,000)	-	
<b>016</b>	<b>Tax Collector</b>	<b>31,150,383</b>	<b>2,047,932</b>	<b>7.04%</b>
101-11-017-001	Foreclosure Sale Proceeds	50,000	40,000	400.00%
<b>017</b>	<b>Foreclosure Sale Proceeds</b>	<b>50,000</b>	<b>40,000</b>	<b>400.00%</b>
101-11-022-002	Conveyance Tax	60,000	-****	0.00%
Briana Brumaghim stated Recording Fees and Conveyance Taxes are set by the State of Connecticut.				
Vicky Carey stated Zoning, Building, permits fees, etc. are set by Town Council may be time to revisit and briefly elaborated.				
Susan Murawski stated permit process is required, fees are not required, and proceeds from fees will go back to town - still being discussed at Town Council level.				
Ann Marie Rheault stated town’s responsibilities and those proceeds (fees) would tentatively go under a miscellaneous revenue column.				

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-11-022-003	Sports Licenses	1,800	-	0.00%
101-11-022-004	Vital Statistics	600	-	0.00%
Ann Marie Rheault stated those specific statistics are in the Town's Annual Report.				
101-11-022-005	Misc-Town Clerk	20,500	-	0.00%
101-11-022-006	Historical Documents	1,800	-	0.00%
101-11-022-007	Farm Land Preservation	-	-	0.00%
<b>022</b>	<b>Town Clerk's Office</b>	<b>139,700</b>	<b>-</b>	<b>0.00%</b>
101-11-024-001	Zoning Permits	2,000	-	0.00%
101-11-024-002	Public Hearings	1,000	-	
101-11-024-003	Sub-Division Hearings	1,000		0.00%
101-11-024-005	Blight Fees		-	
Vicky Carey questioned if the town charges for Blight. Ann Marie Rheault stated that would be a question for Margus Laan. Vicky Carey requested Briana Brumaghim to follow-up with Margus Laan				
101-11-024-006	Land Use Application Fee		-	
101-11-024-007	Land Use System Fee	750	750	
<b>024</b>	<b>Planning &amp; Zoning</b>	<b>4,750</b>	<b>750</b>	<b>18.75%</b>
<b>025</b>	<b>Zoning Board of Appeals</b>	<b>2,000</b>	<b>-</b>	<b>0.00%</b>
Jim Kilduff stated this section is James Zalot and any questions can be given to him to get answers. Possible Fee increases.				
<b>031</b>	<b>Fire Marshals Office</b>	<b>2,750</b>	<b>-</b>	<b>0.00%</b>
101-11-032-001	Gun Permits	7,500	-****	0.00%
Pattie DeHuff stated gun permits should probably increase. Follow-up Jim Kilduff stated reluctant to increase if not a definite revenue, dependent on possibility and trend.				
101-11-032-002	Insurance Reports	1,000	-	0.00%
101-11-032-004	Parking Tickets	350	-	0.00%
101-11-032-005	Hancock Dam Patrol	4,000	-****	0.00%
Vicky Carey stated they originally DEEP charge/stay per year but have since increased Ann Marie Rheault stated income from the Army Corp of Engineers for patrols. Follow-up				
101-12-032-001	Police-State of CT Grants		-	
Ann Marie Rheault stated those are Distracting Driving Grants, DUI enforcement grants, are off-setting our costs, factors overhead benefits, overtime, salary - should start pulling out expenditures and matching against revenue.				
101-12-032-002	Police Vest Grant		-	
Ann Marie Rheault stated there are grants available on rotating basis/period of time.				
101-12-032-003	Police-Miscellaneous Grants			
<b>032</b>	<b>Police Department</b>	<b>12,850</b>	<b>-</b>	<b>0.00%</b>
<b>035</b>	<b>Communications/Dispatch</b>	<b>2,000</b>	<b>-</b>	<b>0.00%</b>

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-11-046-001	Public Works-Misc. Permits	-	-	0.00%
Ann Marie Rheault stated need to split out all of these permits to ensure they are in the correct line item.***Follow-up /Pattie DeHuff stated bottom line seems off.				
<b>046</b>	<b>Public Directors Office</b>	<b>30,500</b>	-	<b>0.00%</b>
<b>049</b>	<b>Wetlands/Conservation Com</b>	<b>1,000</b>	-	<b>0.00%</b>
101-11-051-001	Structural Permits	45,000	(5,000)	-10.00%
Briana Brumaghim stated why is that down (5,000) Ann Marie Rheault stated in the mode of not trying to not over budget revenue				
101-11-051-002	Electrical Permits	8,000	500	6.67%
Pattie DeHuff stated electrical permits seems low. Ann Marie Rheault stated not if you look at year to date.				
101-11-051-003	Demolition Permits	2,000	1,000	100.00%
Ann Marie Rheault stated \$2200 presently.				
101-11-051-004	Plumbing Permits	3,000	-	0.00%
101-11-051-005	Heating Permits	6,000	1,000	20.00%
101-11-051-006	Code Enforcement		-	
Vicky Carey stated the Code Enforcement used to be Blight –Bldg. Official at one point****Follow-up				
101-11-051-007	Permit Application Fees	3,000	-	
<b>051</b>	<b>Building Department</b>	<b>67,000</b>	<b>(2,500)</b>	<b>-3.60%</b>
101-11-070-001	Library Petty Cash	5,000	(1,500)	-23.08%
101-11-070-002	Copier Fees			
Pattie DeHuff questioned why Petty Cash was down by \$1500 Ann Marie Rheault stated looking more at where 2017 and 2018 ended up. Pattie DeHuff questioned copier fees. Jim Kilduff stated that although small amounts and most likely logical where it ends up. Ann Marie Rheault stated copier fees move to another library fund and then is utilized as copier supplies also come from that line item.				
101-12-070-001	Library Grant		-	
<b>070</b>	<b>Terryville Library</b>	<b>5,000</b>	<b>(1,500)</b>	<b>-23.08%</b>
101-11-080-001	Recreation Programs	82,000	(4,250)	-4.93%
101-11-080-002	Sponsorships	3,000	-	0.00%
101-11-080-003	Facility Rental	2,500	1,300	108.33%
Vicky Carey questioned what is Facility Rental Ann Marie Rheault stated renting to outsiders /not positive of who is charged to use the field.				
101-11-080-004	Parks & Recreations- Donations	2,000	1,250	166.67%
Dan Gentile donated a portion of his salary to fund some kids that cannot afford to pay/participate.				
101-11-080-005	Parks & Recreation - Grants		-	0.00%

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-11-080-006	Transfer to Rec. Revolving Fund	(87,000)	3,000	-3.33%
Jim Kilduff stated Rec. Revolving Fund is not taxpayer's dollars.				
<b>080</b>	<b>Recreation Services</b>	<b>2,500</b>	<b>1,300</b>	<b>0.00%</b>
101-11-005-011	Interest Income –Bank Accounts	500	500	100.00%
Ann Marie Rheault stated would have to look into why the difference between 2016 and 2017				
101-12-005-001	Miscellaneous State Revenue		-	0.00%
<b>005</b>	<b>Comptrollers Office</b>	<b>500</b>	<b>500</b>	<b>100.00%</b>
101-12-014-001	PILOT-State Property	458	(6,661)	-93.57%
101-12-014-002	Tax Relief - Elderly	-	(2,000)	-100.00%
101-12-014-003	Circuit Breaker	-	(100,000)	-100.00%
101-12-014-004	Veteran's Exemptions	5,000	(4,300)	-46.24%
101-12-014-006	PILOT-Telephone Access	-	-	-
101-12-014-007	Disability Exemption	-	(3,200)	-100.00%
101-12-014-008	PILOT-Ret. Community	15,000	-	0.00%
101-12-014-009	PILOT-Housing Authority	15,000	-	0.00%
101-12-014-0010	Munic Rev Sharing-MV Tax Grants	-	(367,902)	
101-12-014-0011	Munic Rev Sharing – Sales Tax Funds	-	(266,550)	
101-12-014-0012	Municipal Stabilization Grant	-		
<b>014</b>	<b>Accessors Office</b>	<b>35,458</b>	<b>(750,613)</b>	<b>-95.49%</b>
Pattie DeHuff stated the total loss of reimbursements from the state is \$750,613, a -95.49% loss				
101-12-023-001	Judicial Refunds	7,500	-	0.00%
<b>023</b>	<b>Judge of Probate</b>	<b>7,500</b>	<b>-</b>	<b>0.00%</b>
<b>090</b>	<b>Misc. Income-State of CT</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
101-12-099-001	ECS Grant	8,623,462	1,140,224	15.24%
New Account	Special Education	-	(3,066,765)	100.00%
101-12-099-004	School Transportation	-	-	0.00%
101-12-099-005	Out Placement – Excess Cost	650,000	650,000	100.00%
101-12-099-006	Adult Education	11,180	256	2.34%
<b>099</b>	<b>Board of Education</b>	<b>9,284,642</b>	<b>(1,276,285)</b>	<b>-12.08%</b>
101-12-100-002	Pilot Pequot	33,955	(31,361)	-48.01%
101-12-100-003	State Grants-Dial a Ride	19,287	-	0.00%
101-12-100-004	State Grants			
<b>100</b>	<b>Misc. State Grants</b>	<b>53,242</b>	<b>(31,361)</b>	<b>-37.07%</b>

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<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Proposed</b>	<b>2019 Proposed vs. 2018 Budget Change</b>	<b>% Change</b>
100-13-100-001	PILOT-Federal	1,500	-	0.00%
<b>100</b>	<b>PILOT-Federal</b>	<b>1,500</b>	<b>-</b>	<b>0.00%</b>
101-14-100-05	Insurance Reimbursements	5,000	(5,000)	-50.00%
<b>100</b>	<b>Other Revenues</b>	<b>85,000</b>	<b>(5,000)</b>	<b>-5.56%</b>
101-14-200-010	Operating Transfers In	75,000	(35,500)	-32.13%
<b>Total Revenues</b>		<b>41,013,275</b>	<b>(12,277)</b>	<b>-0.03%</b>

Ann Marie Rheault stated re-building fund balance; goal to come in with higher revenues than our expenditures, over budgeting in the past has been a problem and briefly elaborated.

**8. Municipal Fraud Risk Assessment updates**

None

**9. Public Comment**

Melanie Church, 328 Main Street, Terryville – ordinance in effect for raffles, Parks & Recreation – revenue needs to be put back in revenues, transfer station closed one additional day, and where is extra duty fund.

**10. Correspondence**

None

**11. Board Member's Comments**

Pattie DeHuff – At some future point in time- discussion extra duty fund, revolving fund for parks & recreation and some overlaps, self-funding, paid individuals.

James Zalot – Excused Absence

Vicky Carey – Something we approved that changed revolving account, trips, recreational. Need to look for a policy that was approved by Board of Finance that was instituted over 25 years ago, Capital Improvement policy, Police Funding (will follow-up).

Jim Kilduff stated that any excess money that comes from parents would go back into program development. Will follow-up with Ralph Zovich for information.

Jay Dorso – None

Briana Brumaghim –None

**12. Adjournment**

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Briana Brumaghim to adjourn at 9:03 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for March 8, 2018.

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary