

# Town of Plymouth

80 Main Street, Terryville, CT 06786

[www.plymouthct.us](http://www.plymouthct.us)

# Board of Finance

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**1. Call Meeting to Order:** Jim Kilduff, Chairman called the scheduled March 12, 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, 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. Review of General Fund FY 2018-2019 General Administration – Part 2

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 entirety in the Plymouth Town Hall.

\*\*\*=Follow-up

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
095	Cemeteries	6,000	-	0.00%
Vicky Carey stated the Cemeteries are maintained/ grass cutting, which keeps them neat and clean.				
101-08-097-012	Contractual Services	22,000	-	0.00%
Ann Marie Rheault stated Beautification is not part of Economic Development; they were informed that they have a certain amount, and are not allowed to carry forward.				
Vicky Carey questioned if Vance Taylor is still Contractual Services. Follow-up				
Vicky Carey questioned if Economic Development is marketing for Industrial Park only. Follow-up				
097	Economic Development	29,300	(500)	-1.68%

## 5. Municipal Fraud Risk Assessment updates

Jim Kilduff stated \$15,000 as a holder and will review at end of process.

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Barbara A. Pappalardo  
TOWN CLERK

## **6. Public Comment**

Melanie Church, 328 Main Street, Terryville – Distributed information on Parks & Recreation revolving account, March 27, 2008, and April 7, 2011 –any amount over \$10,000 goes back to general fund, number of police cruisers, service revenue account that helps offsets taxes, and contracts.

### **Discussion**

Ann Marie Rheault stated unclear of the history of the recreation revolving fund and the extra duty fund as to whether they were approved or not.

Ann Marie Rheault stated we need to write and propose a policy for revolving funds, which will show how those funds will work going forward.

Ann Marie Rheault stated the policy would need to go through the proper approval process/channels and have the policy recorded in the Town Clerk's office.

Vicky Carey stated prefer black and white regarding revenues and expenditures and briefly elaborated.

Ann Marie Rheault clarified the document specialist was not destroying records. The document specialist was going through every piece of paper determining based on document retention rules of what we can destroy and what we cannot destroy.

Pattie DeHuff, Board of Finance member stated I will then concede.

Jim Kilduff stated need to have an accounting of the Recreation Department and we need to give them the opportunity to come up with a plan regarding their revolving fund and briefly elaborated.

Vicky Carey stated concern is revenues and expenditures; they need to bring forward to the Board of Finance a policy, confer with Attorney William A. Hamzy and follow proper order for approval Town Council and then know it is tangible.

Vicky Carey stated these policies should be clearly explained when written and would supersede any previous policy.

Ann Marie Rheault stated it does not have to come from the commissions; this is something I can help draft and briefly elaborated.

Ann Marie Rheault stated this would supersede any previous policy.

Jim Kilduff stated the Board of Finance would follow up after budget.

Briana Brumaghim questioned how would it be recorded other than in the Town Clerk's office and should there be a separate book or record.



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Ann Marie Rheault stated suggested any policies established should be filed in the Town Clerk's office in one specific area for easy accessibility.

Ann Marie Rheault suggested a book in the Town Clerk's office of all financial policies anything that the Town Council has approved that we should be using as a guideline and briefly elaborated.

Pattie DeHuff questioned the Chairman regarding timeframe of when Board of Finance will address these policies.

Jim Kilduff stated policies should be formulated, written and compiled going forward so that there are no questions.

Vicky Carey stated when going through Parks & Recreation a discussion should start regarding structuring a policy moving forward.

Ann Marie Rheault stated with the absence of a formal policy the Board of Finance is the governing body and has the discretion as to what amount dependent on results should stay in the general fund and briefly elaborated.

Jim Kilduff stated they are presently set up a certain way and we need to give the Parks and Recreation Department the opportunity to explain how these programs function, etc. and briefly elaborated.

Vicky Carey stated we need to set policies and procedures to move the town forward.

### **7. Correspondence**

Jim Kilduff stated regarding fees charged after speaking with Sue Murawski, Margus Laan, and Carl Johnson these are some of the shared notes regarding fees:

Presently are looking at developing a detailed fee schedule, process, comparisons to other municipalities to stay competitive, and some problems are in language in the general statutes.

Jim Kilduff stated forwarded information to Board of Finance regarding the MBR (Minimum Budget Requirement) formula for perusal.

Jim Kilduff stated questions regarding security issue, will field these questions with care knowing presently the SRO is not currently in the budget.

Jim Kilduff stated security would not be discussed in detail at any meeting, as this would not be responsible.

Jim Kilduff stated the Board of Education presentation will open discussion in reference to the MBR formula, enrollment figures/explanations, and technology, etc. which allows Dr. Martin Semmel, Superintendent of Schools the opportunity to discuss in further detail.

Jim Kilduff stated the Board of Education did come in with a very small increase.

Briana Brumaghim stated compared to what they had for their budget last year but not adjusted, due to our reduction of ECS funds.

Briana Brumaghim questioned what they voluntarily reduced their budget by this year due to the reduction of the ECS funds and what areas those reductions were made.

Briana Brumaghim questioned how much ECS are they expected to receive this year.

Ann Marie Rheault stated our actual ECS Grant for this year based on the Governor's hold back is 8,471,430 M, which is not what was in the budget for 2018. In our budget for 2018 was 10,550 M Combined ECS and Special Education, for 2019 what is in our budget is 8,623,462 M for ECS and \$650,000 for excess cost and briefly elaborated.

Vicky Carey stated the Town Planner, Public Works and the Building Inspector are also using the GIS Mapping in the Accessor's Office under Service Contracts.

#### **8. Board Member's Comments**

Pattie DeHuff – 2016 audit update, land use fees (not tax payers dollars) –general fund/future discussion

James Zalot – Keep to agenda order

Vicky Carey – None

Jim Kilduff -None

Jay Dorso – None

Briana Brumaghim – Special revenue funds would have basic structure in how it should operate Parks & Rec. and Police Commission could start and tweak appropriately for their specific departments.

Ann Marie Rheault stated basic draft should come out of the Comptroller's Department and that specific department could make suggestions in regards to request limits and their intent of the fund and briefly elaborated.

#### **9. Adjournment**

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by James Zalot to adjourn at 8:05 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for March 15, 2018.

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary