

# 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 Meeting September 20, 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-excused absence, James Zalot, Jay Dorso, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance and Mayor David Merchant

**2. Pledge of Allegiance**

**3. Notice of Fire Exits**

**4. Report from the Tax Collector**

Jim Kilduff stated need to change in Agenda Tax Collector because of full agenda Tax Collector will give a report in October.

Pattie DeHuff made a motion to remove item No. 4 Report from the Tax Collector's from the agenda, seconded by James Zalot

Motion passed unanimously

James Zalot made a motion to move the Finance Director's review of Preliminary 2018 and August 2018 Financial Reports to No. 6, seconded by Jay Dorso

Motion passed unanimously

**5. Town Financial Audit report from Nikoleta D. McTigue, CPA Partner – BlumShapiro discussed in detail the audit report.**

Jim Kilduff welcomed Nikoleta De. McTigue, CPA, MSA of BlumShapiro.

Nikoleta D. McTigue, CPA, MSA of BlumShapiro thanked the Town of Plymouth for giving BlumShapiro the opportunity to be able to present the results of the June 30, 2017 audit/financials. Nikoleta D. McTigue discussed the Independent Auditor's Report and Financial Statements and briefly elaborated.

Nikoleta D. McTigue explained their process of the audit process, briefly explaining their procedure, responsibilities, and guidelines overall. Nikoleta D. McTigue highlighted and summarized areas of the Town of Plymouth Connecticut -Comprehensive Annual Financial Report - Fiscal Year Ended June 30, 2017, prepared by Comptroller's Office – Director of Finance Ann Marie Rheault.

Nikoleta D. McTigue reviewed various sections from the audit -available for viewing in its entirety at the Plymouth Town Hall.

*James Zalot*  
TOWN CLERK  
18 OCT - 2 PM 2:59  
PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD

Pattie DeHuff questioned Nikoleta D. McTigue regarding the fraud risk assessment suggestion/opinions for the Board of Finance regarding value in the timing of the new system.

Nikoleta D. McTigue stated agrees with management that once the new system is implemented internal controls will be looked at closely as with new procedures in place the new system will eliminate issues/concerns, the new system will be sophisticated compared to previous.

Nikoleta D. McTigue stated suggested to identify one area at a time.

Jim Kilduff confirmed with Nikoleta D. McTigue of BlumShapiro that the Town of Plymouth and Board of Finance is functioning in compliance.

**6. Finance Director’s review of Preliminary 2018 and August 2018 Financial Reports**

**Town of Plymouth General Fund Revenue/Expenditures Summary 6/30/2018**

TOTALS		FY2017-18 ORIGINAL BUDGET	YEAR-TO-DATE ACTUALS	ENCUMR.	TOTAL YTD WITH ENCUMBR.	Y-T-D VARIANCE POS. (NEG)	PERCENT VAR. POS. (NEG.)
	MUNICIPAL	16,816,712	15,647,293	182,220	15,829,513	987,199	5.87%
099	EDUCATION	24,212,790	22,710,537	402,170	23,112,707	1,100,083	4.54%
<b>TOTAL GENERAL FUND EXP.</b>		41,029,502	38,357,830	584,390	38,942,220	2,087,282	5.09%

**ESTIMATED FY 2018 GENERAL FUND SURPLUS (DEFICIT) 762,875**

Ann Marie Rheault distributed copies of the General Ledger YTD Actual Revenue vs. Budget Period 01-12

Fiscal Year 2018-2018 Pages 1 of 3

General Ledger YTD Actual Expense vs. Budget Period 01-12

Fiscal Year 2018-2018 Pages 1 of 13

**Ann Marie Rheault distributed and discussed:**

**Town of Plymouth General Fund Revenue/Expenditures Summary 8/31/2018**

TOTALS		FY2017-18 ORIGINAL BUDGET	YEAR-TO-DATE ACTUALS	ENCUMR.	TOTAL YTD WITH ENCUMBR.	Y-T-D VARIANCE POS. (NEG)	PERCENT VAR. POS. (NEG.)
	MUNICIPAL	16,954,279	3,773,758	680,165	4,453,922	12,500,357	73.73%
099	EDUCATION	24,037,790	2,167,121	321,990	2,489,111	21,548,679	89.65%
<b>TOTAL GENERAL FUND EXP.</b>		40,992,069	5,940,879	1,002,155	6,943,033	34,049,036	83.06%

**YTD GENERAL FUND SURPLUS (DEFICIT) 8,926,173**

**TSB General Fund Bank Account Balance 8/31/2018 \$8,017,720**

**(A) Parks and Rec. Dept. expenses not adjusted for year-end transfer of rec. exp to separate fund**

**(B) Extra Duty revenue and expenses not included in general fund results**

**Amended budget reflects any line item transfers approved by Board of Finance**

**Board of Finance Meeting  
September 20, 2018  
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Ann Marie Rheault distributed copies of the General Ledger YTD Actual Revenue vs. Budget  
Period 01-12  
Fiscal Year 2019-2019 Pages 1 of 3  
General Ledger YTD Actual Expense vs. Budget  
Period 01-12  
Fiscal Year 2019-2019 Pages 1 of 13

Ann Marie Rheault stated every department came in under budget, regarding the Revenue/Expenditures Summary and briefly elaborated.

**NOTE:** Ann Marie Rheault distributed the preliminary general fund financial summary for FY 2018 with the revenue and expense detail (before any final budgetary transfers) and the August 2018 financial summary with detail.

**7. Discuss and take action as necessary on BOE sinking fund request to utilize \$60,000.00 for stage 2 (skim coat) for sidewalk repairs at THS**

Jim Kilduff stated and reviewed the agreement made on June 15, 2017 “Operating Agreement and Procedures between the Board of Finance and The Board of Education of the Town of Plymouth regarding a non-lapsing capital expenditure sinking fund

Jim Kilduff read into record letter dated August 15, 2018, from Plymouth Board of Education regarding RE: RESOLVED: Motion was made and passed per recommendation by the Finance/Operations subcommittee at their August 15, 2018 meeting to utilize \$60,000 of the Sinking Fund.

Jim Kilduff introduced and welcomed to the Town of Plymouth the new Business Manager Paul Hendrickson, Plymouth Board of Education.

Jim Kilduff read into record email from Dr. Martin Semmel dated May 9, 2018 –re: THS Sidewalk Patch Explanation – Sinking Fund Request

Jim Kilduff read into record email from Dr. Martin Semmel dated August 21, 2018

Jim Kilduff read into record email from James Mazon dated September 19, 2018, re: Sidewalk Repairs at Terryville High School

James Zalot questioned how long the warranty is on the workmanship.

James Mazon, Facilities Director - Plymouth Public Schools stated will follow-up.

Brianna Brumaghim questioned if there is any concern on applying a good product on top of poor sidewalks (only 10 years old).

James Mazon stated not concerned.

James Mazon stated product is designed specifically for this.

Briana Brumaghim questioned if the Board of Education ever looked into the contractor who previously did the sidewalks. Was there was any previous warranty on workmanship/product?

James Mazon stated since at the 10 year mark - probably not.

Jim Kilduff stated did they get bids.

James Mazon stated contractor who did part one of project would then do part two.

James Mazon stated this is a well-known company using a well-established product, offers a one-year warranty.

**James Zalot made a motion, seconded by Pattie DeHuff to take the recommendation to approve \$60,000 from the Sinking Fund for stage 2 (skim coat) for sidewalk repairs at Terryville High School**

**Motion Passed unanimously**

**8. Public Comment**

Melanie Church, 328 Main Street, Terryville – Economic Development, Real Estate Foreclosures, Charter and Budget, Council and Board of Finance.

Jim Moslak, 18 Carriage Drive, Terryville – does not understand sidewalk request, Charter Revision, Town Manager.

**9. Fraud Risk Update**

None

**10. Correspondence**

Jim Kilduff read into record an email dated September 12 from Charles Wiegert re. Mower

Jim Kilduff read into record an email from Keith Golnik re: Sidewalks on Orchard Street

Jim Kilduff received Accounts by Facility Reports from Plymouth Board of Education

**Accounts by facility 07/10/2018 01:53:01PM Fiscal Year 2017-2018**

	Orig. Budget	Adj. Budget	Mtd Expended	Ytd Expended	Encumbered	Non PO-Encumb	Balance	%Exp.
<b>Grand Total for Report</b>	\$24,212,791.00	\$24,212,791.00	\$3,493,500.16	\$22,710,537.07	\$402,169.64	0.00	\$1,100,084.29	95.46%

Accounts by facility 07/26/2018 03:35:58 PM Fiscal Year 2018-2019

	Orig. Budget	Adj. Budget	Mtd Expended	Ytd Expended	Encumbered	Non PO-Encumb	Balance	%Exp.
Grand Total for Report	\$24,037,791.00	\$24,037,791.00	\$835,081.98	\$835,081.98	\$58,744.62	0.00	\$23,143,964.40	3.72%

Accounts by facility 09/04/2018 03:16:38 PM Fiscal Year 2018-2019

	Orig. Budget	Adj. Budget	Mtd Expended	Ytd Expended	Encumbered	Non PO-Encumb	Balance	%Exp.
Grand Total for Report	\$24,037,791.00	\$24,037,791.00	\$1,332,039.07	\$2,167,121.05	\$321,989.95	0.00	\$21,548,680.00	10.35%

**11. Board Member's Comments**

Pattie DeHuff - None  
 James Zalot - None  
 Jay Dorso - None  
 Briana Brumaghim - None

**12. Adjournment**

There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Jay Dorso to adjourn at 9:00 p.m. This motion was approved unanimously.

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
 Recording Secretary