

Town of Plymouth

80 Main Street, Terryville, CT 06786

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 May 23, 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-excused absence, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance

2. Pledge of Allegiance

3. Notice of Fire Exits

4. Review and approval of final FY 2017 adjustments

Ann Marie Rheault distributed for discussion purposes the Town of Plymouth, Connecticut/ Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Funds for the Year Ended June 30, 2016 Exhibit IV to take action for the review and closure of two inactive funds at the request of auditors.

Highlighted were the following: (Three funds netted together)

Fund 814	High School	<615,909>
Fund 510	Industrial Park	185,696
Fund 815	Fall Mountain	<u>127,447</u>
		<302,766> deficit

Remaining Deficit	=	<488,462>
		Left to fund this deficit

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 MAY 31 PM 3:51
TOWN CLERK
Barbara F. Polanski

Ann Marie Rheault distributed for discussion purposes the Town of Plymouth, Comptroller's Office, General Ledger Balance Sheet, Description Fund 815 – Fall Mountain Water Project, Fiscal Period 12/2017, GL-Balance Sheet (05/23/2018 – 1:48 PM) Page 1

Ann Marie Rheault stated balances have not changed since FY 2014.

Ann Marie Rheault stated need to Close Fund 815 -127,447 move into Fund 814, which would then reduce to 488,462.

Ann Marie Rheault distributed for discussion purposes the Town of Plymouth, Comptroller's Office, General Ledger Balance Sheet, Description Fund 124 – Subdivision -Engineering Deposits Fund, Fiscal Period 12/2017, GL-Balance Sheet (05/23/2018 – 1:44 PM) Page 1

Ann Marie Rheault stated no activity back to FY 2010

Ann Marie Rheault stated we need to address and develop a plan to eliminate the deficit in that fund and briefly elaborated.

Briana Brumaghim made a motion, seconded by Vicky Carey to close Fund 815- \$127,447.07 and fold into Fund 814.

Motion passed unanimously

Vicky Carey made a motion, seconded by Briana Brumaghim to close Fund 124 -\$1,113.00, to be returned to the General Fund.

Motion passed unanimously

Ann Marie Rheault distributed and discussed the Extra Duty Fund 121 – Fund Balance Rollforward – Estimated

Pattie DeHuff made a motion, seconded by Vicky Carey to keep \$25,000 in the General Fund Fiscal Year 2017 and not transfer to the Police Extra Duty Fund Fiscal Year 2017.

Motion passed unanimously

Pattie DeHuff questioned if all of the Police Extra Duty Fund goes into the General Fund first

Ann Marie Rheault confirmed everything comes into the General Fund first so that everything is accounted and briefly described accounting entry processes relating to Extra Duty revenues and expenditures.

Ann Marie Rheault distributed the General Ledger Balance Sheet, Description – Recreation Revolving Fund – Fund 122 GL Balance Sheet (05/23/2018-6:44 PM) Fiscal Period 12/2016

Ann Marie Rheault stated Fund Balance \$49,685.64

Ann Marie Rheault stated original intent was to retain \$7500 or adjust for bank fees keep \$4915 in general fund impact would be to increase by “0”.

Ann Marie Rheault stated keep in mind presently there is a \$50,000 balance sitting in this fund.

Briana Brumaghim stated the balance has not been utilized.

Jim Kilduff stated two different funds, sources, and purposes, when we draw up agreement it will then be stipulated.

Vicky Carey stated I do not feel comfortable leaving that amount in the Fund.

Briana Brumaghim stated it is presently that amount since no guidance has been given and briefly elaborated.

Ann Marie Rheault stated goal was to keep balance flat and not add an additional amount.

Jim Kilduff questioned what happens if no motion is made.

Ann Marie Rheault stated then will move everything to Recreation Revolving Fund.

5. Preparation for June 6, 2018, Joint meeting with Town Council and Board of Education

Jim Kilduff stated the Board of Finance fiduciary responsibilities' are that we should not only look at this budget but the future budget.

Jim Kilduff stated want to discuss items prior to the joint meeting and briefly elaborated.

Jim Kilduff stated we do not have control over mandates that are already in place.

Jim Kilduff stated the Board of Finance put together a responsible budget.

Jim Kilduff stated distributed and read into the record an email received from Dr. Martin J. Semmel, Superintendent of Schools, Subject: Fw: Request, dated May 23, 2018.

Briana Brumaghim stated reiterated these are not additional dollars and that is misleading since it was not taken from their budget -we do not suddenly have extra 1.1 M.

Jim Kilduff stated understand complicated situations that we need to maintain things, referenced capital improvements and pointed out this may be last year that we can fund any of these things and briefly elaborated.

Ann Marie Rheault plugged in approved ECS number in the formula, which reflects a Mill Rate of 39.37.

Vicky Carey stated the 1.1 M should be accountable on the revenue side. The Board of Education is not the total budget. Only cut \$175,000 out of their last year's budget and they made due with \$800,000 - concerned we cut Public Works and town side, residents are complaining.

Vicky Carey stated in favor of giving residents a break.

Ann Marie Rheault stated Capital Fund 814 -deficit of \$488,000 - to eliminate a Management Letter Comment we need to fund that to get that to "0". Need to come up with a specific dollar amount moving forward to accomplish keeping that goal in mind.

Ann Marie Rheault stated with the budget passed the Governor cannot hold back education grants he certainly has the ability to hold back any other grants.

Ann Marie Rheault stated if the Governor comes back in a year and cuts, we would have a hole in the budget vs if we had put a contingency in the budget.

Jim Kilduff questioned when would we add a line item and what would be recommended amount.

Ann Marie Rheault stated you have the ability to change budget when you go into the meeting and make any proposed changes before you hand it to the Town Council.

Ann Marie Rheault stated any amount going forward would eliminate Management Letter should plan a dollar amount for potential excess revenue to apply that to the deficit on an annual basis.

Jim Kilduff questioned any other line items, to consider.

Ann Marie Rheault stated reiterated to put into contingency, which is the most conservative plan.

Ann Marie Rheault pointed out that if you want to keep the Mill Rate at the 39.69, which is flat for real estate, not flat for Motor Vehicles.

Vicky Carey stated if we take \$1.1 M taking some of that into the revenue what would be tax consequence.

Ann Marie Rheault stated state revenue in at approved rates, bringing ECS money and adjustments to rest of the state revenue line items it would be 39.37 (.33% decrease).

Ann Marie Rheault stated if we add half million into contingency the new Mill Rate would be 40.05 (.36% increase).

Ann Marie Rheault stated if we put \$235,000 in contingency in addition to the \$30,000 already in Board of Finance Contingency Fund the new Mill Rate would be 39.69.

Pattie DeHuff stated confirmed \$100,000 in Fund Balance Restoration excluded.

Ann Marie Rheault stated "Yes"

Ann Marie Rheault plugged different numbers into formula and stated those different Mill Rates for comparison and consideration.

Pattie DeHuff questioned if Auditors are looking to have this all done in one year.

Ann Marie Rheault stated "No, need to start addressing - Only brief discussion"

Briana Brumaghim questioned the High School Fund deficit

Ann Marie Rheault confirmed "Yes"

Jim Kilduff confirmed that recommendation is that we need to create a line item for that, move money into contingency fund, and need amount to be determined.

Ann Marie Rheault stated "Yes", this would leave some cushion to cover/absorb any possible cuts from the State of Connecticut.

Briana Brumaghim stated further guidance on the pay increase for elected officials.

Jim Kilduff stated no response but expect will have for next meeting.

Briana Brumaghim stated referenced Motor Vehicle - we could make a point that this was a State of Connecticut mandated cap and the town did not send out supplemental tax bill.

Jim Kilduff stated our next regular meeting is Thursday, May 31, 2018.

Vicky Carey stated leave mill rate as it is - not a cut flat, we can put some money into contingency of \$235,000 to cover part of the bill for High School and add dial-a-ride \$4,500, need to pay some older bills.

Jim Kilduff stated for the record the issue is - it is not enough, keep Mill Rate under 40.

Ann Marie Rheault stated you would have the ability to transfer from Contingency and briefly elaborated.

Briana Brumaghim stated in favor of keeping flat recognizing we have underfunded some items, and do not want to set us up for future problems next year.

Pattie DeHuff stated fine at keeping same or slightly lowering.

Ann Marie Rheault plugged in various amounts and are reflected as follows:

Total Dollar Amount	Mill Rate
150,000	39.58
165,000	39.60
200,000	39.65
235,000	39.69
250,000	39.72
300,000	39.78
350,000	39.85
400,000	39.92
425,000	39.95

6. Public Comment

John Murphy, 385 Greystone, Terryville - questioned if ECS 1.1 M was accounted for in the proposed budget, school enrollment down-close school, revolving fund, Charter, and accountability.

Jim Mozelak, 18 Carriage Drive, Terryville - motor vehicle mill rate, Board of Education positions, and savings of insurance cost.

Melanie Church, 128 Main Street, Terryville - read Charter, one-time appropriation, transfers, accountability, and Board of Finance is advisory.

7. Correspondence

None

8. Board Member's Comments

Pattie DeHuff - questioned referenced the Economic Development Commission – Business Grant 50/50 how much is left in that. (Will follow-up with Vance Taylor)

Vicky Carey - None

Briana Brumaghim - None

Our next meeting is currently scheduled for May 31, 2018.

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Briana Brumaghim, seconded by Pattie DeHuff to adjourn at 9:12 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary