

# **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 June 16, 2022, Board of Finance meeting to order at 7:01 p.m. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell-excused absence, Briana Brumaghim, and Jennifer Brunoli. Also Present; Grace K. Zweig - Finance Director and Roxanne McCann, Town Council Liaison, Pamela D. Pelletier, C.C.MC., Tax Collector – Town of Plymouth, Dr. Bonnie-Marie Doughty-Jenkins, PVAC Board of Directors- President, Gretchen DelCegno, Library Director, Rae Ann Walcott, Assessor, Charles Wiegert, Director of Public Works.

**2. Pledge of Allegiance:** Jim Kilduff led the group and audience in the Pledge of Allegiance.

**Fire Exit Notification:** Jim Kilduff noted the Fire Exits for the record.

**Vicky Carey made a motion, seconded by Eugene Croce to move Agenda item No. 3 Approval of Minutes to Item No. 7**

**Motion passed unanimously**

**3. Discuss House Bill 5506 and take action as required on the reduction of mill rate on motor vehicle property tax capped @ 32.46 mills**

Jim Kilduff stated that House Bill 5506 makes a mandatory reduction in the motor vehicle property tax. The State of Connecticut has promised to reimburse towns for that deficit. Town Council has already approved this and we need to concur on that and briefly elaborated.

## **MOTION**

**Briana Brumaghim made a motion, seconded by Jennifer Brunoli to approve the motor vehicle property tax cap at 32.46 mills.**

## **DISCUSSION**

Briana Brumaghim questioned the calculation of revenue loss due to newly capped motor vehicle property tax and estimate motor vehicle supplemental vs state transition grant. (Follow-up)

## **VOTE**

**Motion passed unanimously**

**4. Tax Collector's Report/ Approval of Suspense list for FY 2021-22**

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Pam Pelletier, Tax Collector distributed an interoffice memorandum dated June 6, 2022, To: Mayor Joseph Kilduff, From: Pamela D. Pelletier, C.C.MC., Tax Collector Re. Suspense List – Pg. 1 attachments in detail Suspense List and summary of dollar amounts below for each tax type.

Jim Kilduff, Chairman read into the record:

Real Estate		
2018 GL	Amount	\$ 68,463.91
Personal property		
2018 GL	Amount	\$ 12,452.24
Motor Vehicle		
2018 GL	Amount	\$ 51,217.77
Deceased (MV/RE)		
2018-2020 GL	Amount	\$ <u>3,270.21</u>
<b>Total:</b>		<b>\$135,404.13</b>

**MOTION**

**Eugene Croce made a motion, seconded by Vicky Carey to approve the Suspense list for FY 2021-2022, total of \$135,404.13**

**DISCUSSION**

Briana Brumaghim stated all of this information I just received -Monday afternoon, half the board works, and not enough time to review the information sufficiently. Pam Pelletier has done her due diligence and noted information is legit.

Pam Pelletier, Tax Collector stated I need to have this posted by June 30, 2022 – if we collect before the end of the month - this amount could possibly be lower. Discussed the collection/foreclosure proceeding/process - noting value is taken into account since it could cost the town and briefly elaborated.

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey - Yes

Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

**5. Discuss and take action on BOF recommendation to Town Council of American Rescue Plan (ARPA) proposals**

Briana Brumaghim questioned if we have received further clarification - if it is necessary for the Board of Finance to give a recommendation re. ARPA.

Jim Kilduff stated it is not – it is just a recommendation. The power lies with the legislative body which is the Town Council.

Briana Brumaghim stated they made that abundantly clear with the new budget– this seems like this is a waste of time.

Jim Kilduff stated it is up to the town council. I respect your opinion but I feel it is not a waste of time and that is what the Town Council is elected for and briefly elaborated.

Vicky Carey noted the importance of transparency and this is the way of letting the Town Council know our recommendation - noting open to the public.

Briana Brumaghim questioned if there is any discussion re. ARPA committee - refining the proposal process for remaining funds, setting deadlines for all proposals, and being reviewed all at once.

Jim Kilduff noted the importance of taking this slowly, piece by piece, not spending most of the money already process has been smart and briefly elaborated.

Briana Brumaghim stated I don't think it is as transparent and honest as it should be and as well-publicized as it should be and briefly elaborated.

Vicky Carey suggested taking this up with the Town Council, Mayor, or at an ARPA meeting of your feelings and briefly elaborated.

Vicky Carey stated we still need to take action on these so they can get to the Town Council.

Jim Kilduff stated has been published in newspapers, the town's website, etc.

**MOTION**

**Vicky Carey made a motion, seconded by Jennifer Brunoli to approve up to \$60,000 of ARPA funding for a Temporary Accountant for the 2022-2023 Fiscal Year.**

**DISCUSSION**

Grace Zweig, Finance Director stated this was a recommendation made by the MFAC to add a temporary accountant to get our records up to date.



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Eugene Croce questioned how is this ARPA related.

Jim Kilduff confirmed this question/discussion went to Naugatuck Valley COG (Naugatuck Valley Council of Governments) - if this was a proper use of funds and it was.

Grace Zweig stated all of these projects are under the revenue replacement program part of ARPA so it gives us a lot of freedom as to how we spend the money.

Eugene Croce questioned if this is a temporary position.

Vicky Carey stated yes, will help with ARPA paperwork which is in compliance with ARPA rules and Naugatuck Valley COG (Naugatuck Valley Council of Governments).

Briana Brumaghim questioned the current staffing situation in the Finance Department – I thought it was up to date.

Grace Zweig noted current staffing in Finance Department. Staff Accountant (myself), part-time accounts payable payroll clerk, looking to fill that accounts payable payroll position full time. Noted before my time the records/recording was not up to date – we need to bring that up to date.

Briana Brumaghim stated seems not sufficiently staffed -this is an expensive Band-Aid, we need to be concerned about how the Finance Department is being operated/proper staffing levels, and proper use of our town funds.

Vicky Carey stated aware this is a temporary position (one-year) and will seriously look at this for a final solution - maybe next year add another person, for now, this will help us and briefly elaborated.

Briana Brumaghim questioned number of hours.

Grace Zweig stated part-time 25.5 hours.

Vicky Carey noted can only go up to \$60,000, this is not under our purview of hiring, firing, etc.

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

**MOTION**

**Eugene Croce made a motion, seconded by Vicky Carey to use ARPA funding to purchase two LIFEPAK 15s, preferably refurbished, at the \$9,999 price but up to \$35,000 as a contingency if they are over \$15,000 for each for PVAC.**

**DISCUSSION**

Dr. Bonnie-Marie Doughty-Jenkins, PVAC Board of Directors- President listed what else was included: carrying case L & R, carrying case top, carrying case back, shoulder strap, child bp cuff, pediatric pulse ox, infant BP cuff, AC power adapter, and AC power cord (pg. 4 of Plymouth Volunteer Ambulance Corps Lifepack 15 request dated June 6, 2022, and credited/thanked Bailey McCann with getting all information to the ARPA committee.

**VOTE**

Jennifer Brunoli - Yes  
Eugene Croce - Yes  
Vicky Carey -Yes  
Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

**MOTION**

**Vicky Carey made a motion, seconded by Eugene Croce to allocate up to \$5,000 of ARPA funds to purchase a stand-alone, drive-up Tax Collection Drop Box and security camera.**

**DISCUSSION**

Eugene Croce questioned if this is being done for safety and or security reasons.

Pam Pelletier stated now using Police Department - noting a problem with past procedures to gain access - although received special permission from the Secretary of State of Connecticut and stressed the urgency of this request in detail and briefly elaborated.

**VOTE**

Jennifer Brunoli - Yes  
Eugene Croce - Yes  
Vicky Carey -Yes  
Briana Brumaghim- Yes

**Motion passed unanimously**

**MOTION**

Jennifer Brunoli made a motion, seconded by Eugene Croce to use ARPA funding to give Modelcraft a grant of \$19,000.

**DISCUSSION**

Eugene Croce questioned if any other companies are asking for similar grants.

Jim Kilduff stated not at this time.

Vicky Carey stated on the website, newspaper, etc., and noted this move into town will bring revenue to the town.

Eugene Croce questioned how he heard about it.

Rich Merlino - Modelcraft owner stated the mayor recommended it, noted the presentation distributed for perusal, and welcomed any questions.

Briana Brumaghim questioned the time of move and consolidation.

Rich Merlino stated the third quarter of the year.

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey - Yes

Briana Brumaghim- Yes

**Motion passed unanimously**

**MOTION**

**Eugene Croce made a motion, seconded by Jennifer Brunoli to allocate up to \$30,000 of ARPA funding for a generator, and two freezers for the Food Pantry contingent upon receiving a letter from the property owner giving the Food Pantry permission for continued use.**

**DISCUSSION**

Larry Chiucarella, Plymouth Community Food Pantry Director – re. letter dated June 15, 2022, noted generator, benefits of - automatic turn-on generator - discussed at length.

Eugene Croce questioned if you have signed a formal agreement/lease with the church.



Larry Chiucarella stated yes, 6-year lease, considered part of the community -we as a board discussed if the church ever closed would make effort to buy the building - just used \$84,000 into renovation from donation/benefactor.

Brianna Brumaghim questioned if they had to show financials to the ARPA committee to justify the need.

Larry Chiucarella stated No, we did not – they did not ask. Everything we do is through charitable contributions – if we had money, we would have gladly done it by our own policies - we have to have one year of operating costs set aside, noted other investments - we break even every year and briefly elaborated.

**VOTE**

Jennifer Brunoli - Yes  
Eugene Croce - Yes  
Vicky Carey -Yes  
Briana Brumaghim- Yes

**Motion passed unanimously**

**MOTION**

**Eugene Croce made a motion, seconded by Vicky Carey to approve up to \$20,000 of ARPA funding for concrete work in, around, and behind the library to improve safety and increase ease of access to the Library.**

**DISCUSSION**

Gretchen DelCegno -Librarian re. different projects mainly three targeted areas rear walkway, driveway apron (lower parking lot), add cement sidewalk stairway lower parking lot Prospect Street side. Noted reason for request seeing a lot of traffic to improve safety and accessibility and briefly elaborated.

**VOTE**

Jennifer Brunoli - Yes  
Eugene Croce - Yes  
Vicky Carey -Yes  
Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

**MOTION**

**Eugene Croce made a motion, seconded by Vicky Carey to allocate up to \$25,000 of ARPA funds for two small study rooms at the Terryville Public Library.**

**DISCUSSION**

Gretchen DelCegno, Librarian discussed at length the importance of small study rooms for counseling, study/tutor, etc. partitioned for privacy, power outlets, ample lighting, and ventilation. Noted will have supervised activity in those spaces, noted locked/reserved, and briefly elaborated.

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey - Yes

Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

**MOTION**

**Vicky Carey made a motion, seconded by Eugene Croce to allocate up to \$125,000 of the ARPA funds for GIS mapping system of Town and the purchase of services and maps of Robert Green and Associates, LLC.**

**DISCUSSION**

Rae Ann Walcott noted the importance of (Accessor) online access - re. GIS system has not been updated. Presently a CAMA software that serves as a mass appraisal system through eQuality Valuation Services, LLC that did the revaluation - this seamlessly updates to our GIS system.

Rae Ann Walcott stated we need this money to get to the point of yearly maintenance, noted mismatched parcels, and the importance of (contracting) Bob Green – maps that if purchased digitized can add to GIS, updates important, many GIS components will benefit town overall re. Public Works, Sewer Department, Ambulance, Fire Department, Police, 911 system, etc., and briefly elaborated.

Briana Brumaghim questioned maintenance, re. property lines and estimated annual expense amount.

Rae Ann Walcott noted would have to go out to bid, presently now using New England Geosystems (NEGEO) - they would be updating whatever we have now.

Rae Ann Walcott stated typical est. \$5000-\$7,000 includes service hosting and an additional component of \$3,300 a year – above and beyond of what we allocate and briefly elaborated.



**VOTE**

Jennifer Brunoli - Yes  
Eugene Croce - Yes  
Vicky Carey -Yes  
Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

**6. Discuss and take action on any transfer requests**

**MOTION**

**Eugene Croce made a motion, seconded by Jennifer Brunoli to move within the Public Works Department transfers as presented.**

**DISCUSSION**

Charles Wiegert, Director of Public Works distributed Public Works Department detailed transfer requests Pg. 1 of 5. Noted transfers - not asking for any appropriations just moving money around within the department.

Briana Brumaghim questioned if they are getting a new truck

Charles Wiegert confirmed yes, their existing pick-up truck adding a flatbed dump, one-ton dump truck (white), a third truck two (2) dumps, a non-dump truck, and briefly elaborated.

Eugene Croce confirmed moving within the department -projecting \$78,000.

Charles Wiegert stated this is the expected projection.

Briana Brumaghim stated I feel there was not sufficient time to review - to act on at this meeting.

**VOTE**

Jennifer Brunoli - Yes  
Eugene Croce - Yes  
Vicky Carey -Yes  
Briana Brumaghim- abstain

**Motion passed 3 in favor/ 1 abstention.**

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Discuss and take action on any transfer requests (follow-up) tabled motion - May 26, 2022

Grace Zweig read into the record an email from Edman Austin -Police Department, dated June 1, 2022, re. Transfer funds.

The computer/software program is out of date (approximately 15 years old). The cost of the upgrade is \$7,200.00 and I am hoping that I can get the microphone installed the way that it needs to be for the other \$800.00. The system will not support any updates and will not support the new recording device that has to be installed in the booking room so that conversations with prisoners are recorded. This is something that needs to be done with all the new rules involving transparency.

Dept.	Transfer to	Description	Transfer from	Descrip	Amount	Comments
Police	1000.42.4201.420101.55300	Teleph. & Comm.	1000.42.4201.420101.53200	Confs. & Training	\$8,000.00	To replace the recording system for the police department phone lines.
<b>TOTAL</b>					<b>\$8,000.00</b>	

**MOTION**

**Vicky Carey made a motion, seconded by Jennifer Brunoli to accept the Town of Plymouth Budget Transfer Request of \$8,000.00 as presented.**

**DISCUSSION**

Jennifer Brunoli questioned if this was a transfer within their department.

Grace Zweig stated yes.

Briana Brumaghim stated I think we asked them why it wasn't in the budget request and why it is a sudden need.

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- Yes

**Motion passed unanimously**

**7. Approval of minutes**

**MOTION**

**Jennifer Brunoli made a motion, seconded by Vicky Carey to accept the March 21, 2022 minutes.**

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- abstain (re. excused absence)

**Motion passed 3 in favor/ 1 abstention.**

**MOTION**

**Vicky Carey made a motion, seconded by Jennifer Brunoli to accept the March 24, 2022 minutes.**

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- abstain (re. excused absence)

**Motion passed 3 in favor/ 1 abstention.**

**MOTION**

**Vicky Carey made a motion, seconded by Jennifer Brunoli to accept the March 28, 2022 minutes.**

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- Yes

**Motion passed unanimously**



**MOTION**

**Jennifer Brunoli made a motion, seconded by Vicky Carey to accept the March 31, 2022 minutes as amended.**

**CORRECTIONS:**

Dr. Bonnie-Marie Doughty-Jenkins, PVAC - President

Ellen Roth, Training Officer – PVAC

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- Yes

**Motion passed unanimously**

**MOTION**

**Vicky Carey made a motion, seconded by Jennifer Brunoli to accept the April 4, 2022 minutes as amended.**

**CORRECTION:**

Pg. 2

Briana Brumaghim stated if you bump that up to 93.75% collection rate, the amount adjusted for collections is \$117,184.303 a difference in the grand list of \$1,562,457.00

**VOTE**

Jennifer Brunoli - Yes

Eugene Croce - Yes

Vicky Carey -Yes

Briana Brumaghim- Yes

**Motion passed unanimously**

**8. Public Comment**

Dr. Bonnie-Marie Doughty-Jenkins, PVAC. – President stated – following up on the Lucas – we have used this twice – showed how the funds are helping the community already and briefly elaborated.

Ann Marie Rheault read into record and distributed to Board of Finance members the following: Finance Department Staff Funding document, Interoffice memorandum to Jim Kilduff/Sue Murawski re. Finance Department Staffing dated September 13, 2021, 1:12 PM from Ann Marie Rheault Pg. 1 of 2, also attached FY 2021 Audit Challenges and one page from April 2022 MFAC Draft Minutes for perusal. Noted Motor Vehicle Cap calculation revenue influx \$200,000 built-in surplus and reiterated Finance Department/permanent staffing.

James Moslak, 18 Carriage Drive, Terryville, CT – questioned fire trucks service length (25 years)

Walt Seaman, Asst. Fire Chief Naugatuck, CT re. NFPA (National Fire Protection Association) standards – a recommendation NFPA 1901 states-front line pieces are 20 years and can use in reserve for 5 years. Noted Industry standards that are set that are used for apparatus, fire gear, (NFPA compliant) and briefly elaborated.

Melanie Church 328 Main Street, Terryville, CT - Board of Finance are stewards of the money for the taxpayers -money left over, budget over it should be concerned of money.

**9. Correspondence**

Received by the Plymouth Board of Education: Town of Plymouth: Facilities Report by Location From date: 5/1/2022 To date: 5/31/2022 Fiscal Year 2021-2022 Pg. 1 of 12 Printed 05/31/2022 9:24:54 AM

**10. Board Member's Comments**

Jennifer Brunoli- None

Briana Brumaghim – re: Gear Drive – the irrigation system and (water usage) by the soccer club questioned if we are still paying the water bill.

Charles Wiegert, Director of Public Works confirmed still being paid for by the town.

Eugene Croce - None

Vicky Carey- Noted the American Rescue Plan Ad Hoc Committee gives only recommendations – noted the Town Council makes the final decision. The way the Mayor runs the office is not under our purview.

Briana Brumaghim –Requested information in a more timely fashion, last meeting of transfer request of \$39,000 within the department for professional technical services and would like to see more detail.

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Jim Kilduff noted the substantial amount of time and work that he has done in getting time-sensitive items to members, noted Robert's Rules of Order, and briefly elaborated.

Our next meeting will be on July 21, 2022

**11. Adjournment**

**There being no further business of the Board of Finance, a motion was made by Vicky Carey seconded by Eugene Croce to adjourn at 8:58 p.m. This motion was approved unanimously.**

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary