

Town of Plymouth

80 Main Street, Terryville, CT 06786
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Board of Finance

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled May 26, 2022, Board of Finance meeting to order at 7:01 p.m. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Briana Brumaghim, and Jennifer Brunoli-excused absence. Also Present; Grace K. Zweig - Finance Director, Walt Seaman - Plymouth Board of Education Chairman, Raymond Kovalski - Town of Plymouth Fire Marshal, Linda Schnaars, Administrative Assistant - Fire Marshal's Office/Fire Department.

2. Pledge of Allegiance: Jim Kilduff led the group and audience in the Pledge of Allegiance. A moment of silence was observed for the mental health issues happening in schools and in hope the country works together to solve these issues.

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

3. Annual designation of Independent public accountant or firm to audit books and accounts for FY 2022-23.

Jim Kilduff read into the record from charter

Section 11. - Annual audit.

The board of finance shall annually designate an independent public accountant or firm of independent public accounts to audit the books and accounts of the town in accordance with the General Statutes of the State of Connecticut. All offices, boards, agencies, commissions and others receiving any funds from the town budget shall be subject to audit annually as part of the town audit.

Jim Kilduff stated last year in the spring RFP (Request for Proposal) - the contract was awarded to CLA (CliftonLarsonAllen LLP) noted letter dated April 22, 2021, to Mayor's office - contract 3 years, with an option for another two years - need to renew every year.

Briana Brumaghim made a motion, seconded by Barbara Rockwell to approve CLA (CliftonLarsonAllen LLP) for the audit of fiscal year 2021-2022.

Motion passed unanimously

4. Take action on request from BOE to utilize money in the Sinking Fund for several Capital projects

Walt Seaman distributed estimates for several capital projects for review and consideration.

Northeast Scoreboards/Quote No. 174	date April 10, 2022	\$14,640.00
Northeast Scoreboards/Quote No. 175	date April 10, 2022	\$26,140.00
WeDoLines	date March 28, 2022	\$11,550.00
WeDoLines	date March 26, 2022	\$15,995.00
Modern Counter Tops & Cabinets Inc.	date April 13, 2022	\$28,664.25

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Briana Brumaghim questioned if scoreboards work, how long they typically last, and will the new ones have a warranty.

Walt Seaman stated the ones we are looking at now should get at least 15-20 years, noting parts available.

Walt Seaman stated will follow up and provide warranty info and noted other necessary projects.

Briana Brumaghim questioned concrete material – noting concerns about using the product that was used in the past.

Walt Seaman stated this is a repair of sidewalks at multiple schools, safety hazard, still awaiting RFP (Request for Proposal), noted different processes (installation)- concrete can crack in cold weather, and briefly elaborated.

Vicky Carey noted the importance of a good sub-base, installation and briefly elaborated.

Vicky Carey confirmed request is up to \$200,000 for everything.

Walt Seaman stated “yes”.

Briana Brumaghim clarified in the budget proposal there was an offset deficit from the Sinking Fund Amount of \$291,623 -Is this considered part of that amount that was already factored into the budget. Noting the budget request to the town was \$25,129,000 and there was an amount above that which was the target Board of Education budget that included the \$291,623.

Walt Seaman stated can't comment- will confirm with the Business Manager, and will follow up with the amount -noted still money in the sinking fund.

Walt Seaman stated not asking to put money into Sinking Fund this year and briefly elaborated.

Vicky Carey stated as of August 10, 2021, the fund balance was \$392,000 rounded. Board of Education approved transfer September 2021 was \$496,000, 2% of the operating budget, current sinking funding balance of \$887,808 per MOU (Memorandum of Understanding) \$645,511 can be utilized in the 2021-2022 budget or 2022-2023 budget.

Vicky Carey noted tri board meeting motion (sidewalks).

Briana Brumaghim noted looking at the \$645,511 seems to be off. (\$50,000)

Walt Seaman stated will follow up with the Board of Education Business Manager on the amount.

Jim Kilduff read into the record
(Capital Projects as Presented)

- ❖ Painting common areas at Fisher and Eli Terry Middle School
- ❖ Painting cafeteria at Plymouth Center School
- ❖ Repair sidewalks and stairs at Plymouth Center School, Eli, and Fisher
- ❖ Renovation of family and consumer science kitchen at Eli
- ❖ Renovation tech rooms at Eli
- ❖ Terryville High School baseball and softball scoreboards.

Barbara Rockwell made a motion, seconded by Vicky Carey to approve capital projects as presented by the Board of Education to utilize up to \$200,000 from the Sinking Fund as per the memorandum of understanding.

Motion passed unanimously

Walt Seaman confirmed capital projects – that was what the original sinking funding fund was intended for and briefly elaborated.

5. Discuss and take action on any transfer requests

Budget Transfer

Jim Kilduff read into the record a letter dated May 19, 2022, from Raymond Kovaleski -Fire Marshal to James Kilduff, Chairman- Board of Finance.

Grace Zweig, Finance Director suggested moving the request from Employee Benefits - Account Number 4156- Wages and Adjustments Benefits line item - Account number 100041415600000051904 due to surplus.

Briana Brumaghim confirmed was this due to being the first fiscal year of two individuals (deputy and marshal).

Raymond Kovaleski, Fire Marshal stated still trying to serve the public and its needs, re. site plan reviews, and construction inspections – if not done they can't continue their work – a lot of work for two individuals, noting moving forward hours increased.

Briana Brumaghim stated a fair amount in there suggested giving more money and briefly elaborated.

Vicky Carey suggested increasing the amount of request to avoid possible special appropriation to the town council and briefly elaborated.

Eugene Croce noted although explanations make sense, should have been notified in July, why are we waiting until the end of the fiscal year to address the issue, and briefly elaborated.

Briana Brumaghim made a motion, seconded by Vicky Carey to approve the transfer of \$6,200.00 for the Regular Employees line item account number 100042421900000051610 and pull the amount from Employee Benefits - Account Number 4156 – Wages and Adj. Benefits line item account number 100041415600000051904.

Motion passed unanimously

Vicky Carey made a motion, seconded by Barbara Rockwell to approve the transfer of \$6,206.86 for the Administrative Assistant line item account number 100042421900000051650 and pull the amount from Employee Benefits - Account Number 4156 – Wages and Adj. Benefits line item account number 100041415600000051904.

Motion passed unanimously

Grace Zweig, Finance Director read into the record the Town of Plymouth Budget Transfers Request for the period 7/1/2021-5/31/22 as follows:

Dept.	Transfer to	Description	Transfer from	Descrip	Amount	Comments
Comp	1000.41.4121.000000.51620	PT/Seasonal Employees	1000.41.4121.000000.51610	Regular Empl.	\$130.50	To cover part-time staff
Comp	1000.41.4121.000000.53010	Purchased Professional Services	1000.41.4121.000000.51610	Regular Empl.	\$38,680.00	To cover additional accounting system technical support
Comp	1000.41.4121.000000.53015	Service Contracts	1000.41.4121.000000.51610	Regular Empl.	\$25,925.00	To cover temporary staffing for Staff Accountant and Director of Finance
TOTAL					\$64,735.50	

MOTION

Eugene Croce made a motion, seconded by Vicky Carey to accept the Town of Plymouth Budget Transfers Request of \$64,735.50 as presented.

Motion passed unanimously

Discussion

Briana Brumaghim questioned significant amount of Purchased Professional Services.

Grace Zweig stated this was in addition to contract - the amount was needed to cover additional accounting system technical support.

Dept.	Transfer to	Description	Transfer from	Descrip	Amount	Comments
EE Benefits	1000.41.4156.000000.52600	Unemploy. Comp.	1000.41.4156.000000.51904	Wages/ Benef. Adjust.	\$12,800	To cover unemployment insurance claims
EE Benefits	1000.41.4156.000000.53300	Other Prof/Tech Services	1000.41.4156.000000.51904	Wages/ Benef. Adjust.	\$6,925	To cover 2021 Pension Actuarial Valuation
TOTAL					\$19,725.00	

MOTION

Barbara Rockwell made a motion, seconded by Eugene Croce to accept the Town of Plymouth Budget Transfers Request of \$19,725.00 as presented.

Motion passed unanimously

Discussion:

Eugene Croce questioned the Unemployment Comp. amount.

A discussion took place regarding unemployment compensation, and process – will follow up with list/amounts and previous claims.

Dept.	Transfer to	Description	Transfer from	Descrip	Amount	Comments
P&C Ins.	1000.41.4157.000000.55204	Insurance Public Official Liability	1000.41.4157.000000.55202	Ins. P&C	\$2,676.00	To cover coverage on Public Officials Liability Insurance
TOTAL					\$2,676.00	

MOTION

Briana Brumaghim made a motion, seconded by Vicky Carey to accept the Town of Plymouth Budget Transfers Request of \$2,676.00 as presented.

Motion passed unanimously

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

Tabled

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Dept.	Transfer to	Description	Transfer from	Descrip.	Amount	Comments
Comm.	1000.42.4201.420103.56220	Electr.	1000.42.4201.420103.54300	Repairs & Maint.	\$1,500.00	To cover increased utility costs
TOTAL					\$1,500.00	

Eugene Croce made a motion, seconded by Briana Brumaghim to accept the Town of Plymouth Budget Transfers Request of \$1,500.00 as presented

Motion passed unanimously

Dept.	Transfer to	Description	Transfer from	Descrip.	Amount	Comments
Fire – Terryville Stn.	1000.42.4203.420302.56220	Utilities	1000.42.4203.420302.56210	Natural Gas	2,347.00	To cover increase in utility costs
Fire – Terryville Stn.	1000.42.4203.420302.56220	Utilities	1000.42.4203.420303.56220	Utilities	153.00	To cover increase in utility costs
Fire – Plymouth Stn.	1000.42.4203.420303.56210	Natural Gas	1000.42.4203.420303.56220	Utilities	3,000.00	To cover increase in utility costs
TOTAL					\$5,500	

Briana Brumaghim made a motion, seconded by Barbara Rockwell to accept the Town of Plymouth Budget Transfers Request of \$5,500 as presented.

Motion passed unanimously

Dept.	Transfer to	Description	Transfer from	Descrip.	Amount	Comments
Library	1000.45.4501.000000.53015	Service Contrs.	1000.45.4501.000000.56220	Electricity	3,000.00	To cover equipment leasing
Library	1000.45.4501.000000.56210	Natural Gas	1000.45.4501.000000.56220	Electricity	5,600.00	To cover increase in utility costs
Library	1000.45.4501.000000.56210	Natural Gas	1000.45.4501.000000.51620	Part Time Employees	3,000.00	To cover increase in utility costs
Library	1000.45.4501.000000.56210	Natural Gas	1000.45.4501.000000.53200	Confs. & Training	400.00	To cover increase in utility costs
Library	1000.45.4501.000000.56210	Natural Gas	1000.45.4501.000000.54300	Repairs & Maint.	1,000.00	To cover increase in utility costs
Library	1000.45.4501.000000.56210	Natural Gas	1000.45.4501.000000.56903	Safety Supplies - COVID	380.00	To cover increase in utility costs
TOTAL					\$13,380	

Motion

Eugene Croce made a motion, seconded by Barbara Rockwell to accept the Town of Plymouth Budget Transfers Request of \$13,380 as presented.

Motion passed unanimously

Grace Zweig, Finance Director stated that Sergeant's police cruiser that was approved in the capital budget for \$34,000 - pricing which included a trade-in that we ultimately decided to transfer to the Fire Department. We received a bill of \$8,000 due by the end of May – noted will start being charged additional interest and briefly elaborated.

Briana Brumaghim clarified this refers to the new fiscal year 2023 - what you are referring to is the past fiscal year and briefly elaborated.

Vicky Carey stated will have to proceed, trying to keep track of vehicles (one trade-in), will follow up, and briefly elaborated.

Motion

Eugene Croce made a motion, seconded by Barbara Rockwell to authorize the use of \$8,000 from the extra duty fund to cover the cost of the new vehicle.

Motion passed unanimously

Note: Follow up with William Hamzy – Town Attorney re. Contingency Fund vs. Extra Duty Fund.

6. Public Comment

None

7. Correspondence

Received by the Plymouth Board of Education: Town of Plymouth: Facilities Report by Location From date: 4/1/2022 To date: 4/30/2022 Fiscal Year 2021-2022 Pg. 1 of 12 Printed 05/4/2022 10:21:31 AM

8. Board Member's Comments

Briana Brumaghim – Apologized for getting fiscal years mixed up re.- Police cruiser

Barbara Rockwell - None

Eugene Croce - None

Vicky Carey- None

Our next meeting will be on June 16, 2022

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey seconded by Barbara Rockwell to adjourn at 8:52 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary