

**Town of Plymouth**  
**80 Main Street**  
**Terryville, CT 06786**  
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**Board of Finance**  
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**Minutes**

**June 18, 2015**

**Call to Order:** Plymouth Board of Finance Chairman Peter Cook called the scheduled June 18, 2015, Plymouth Board of Finance Regular Meeting to order at 7:00 p.m. in the Assembly Room, Town Hall.

Present were Plymouth Board of Finance Vice-Chairman Vicky Carey, Plymouth Board of Finance Chairman Peter Cook, Plymouth Board of Finance Member Michael Drozdick, Plymouth Board of Finance Member Dan Murray, and Plymouth of Finance Member Jim Zalot. (Board of Finance Member Pattie DeHuff/Excused Absence) Also present were Interim Tax Collector Joseph Kilduff, Town Council Liaison Sue Murawski, Interim Director of Finance Ann Marie Rheault and Interim Director of Public Works Charlie Wiegert.

**Pledge of Allegiance**

Plymouth Board of Finance Chairman Peter Cook led the Plymouth Board of Finance Members in the Pledge of Allegiance.

**Fire Exits Notification**

Plymouth Board of Finance Chairman Peter Cook noted the Fire Exits for the Capital Improvements Committee and Public Audience.

**Tax Collector Report**

Joseph Kilduff, Interim Tax Collector distributed copies of his Tax Collector's Tax Collection Report, month-by-month break down and a percentage year to date verses what was expected revenue for the year (through today). When questioned by Chairman Peter Cook, Joseph Kilduff stated with June's numbers included we are at 99.86% of the projected revenue. He further stated that considering we are already at \$100,000 for the month of June, he suspects that in the next week and a half we are right where we should be.

When questioned by Board of Finance Chairman Peter Cook, Joseph Kilduff stated currently it was mostly back taxes from the Attorneys and Motor Vehicle monies coming in. When questioned by Board of Finance Member Chairman Peter Cook, Joseph Kilduff stated that after rebates were factored in for the current year we were at 97.86% (which does not reflect the Suspense amount) of the current year collections. He further stated that the second page, (as of June 30, 2014) showed the comparison and the breakdown, noting that we were quite a bit ahead as compared to last year.

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**Suspense List**

Joseph Kilduff distributed copies of his Tax Collector's Suspense List. Joseph Kilduff stated he is recommending that we suspend for Motor Vehicle \$52,555.99, Motor Vehicle Supplement \$7,100.07 and Personal Property \$21,976.85, for a total Suspense of \$81,632.91.

Board of Finance Member Dan Murray made a motion, seconded by Board of Finance Member Vicky Carey, to move \$81,632.91 to Suspense, as outlined in the June 16, 2015, memorandum from Joseph Kilduff, Interim Tax Collector. This motion was approved unanimously.

**Training Expense**

Joseph Kilduff distributed copies of an itemized invoice in the amount of \$3,768.33, received from Quality Data Service, Inc., for training that he had received when he was appointed as the Interim Tax Collector, noting the invoice was itemized.

Board of Finance Member Vicky Carey made a motion, seconded by Board of Finance Member Jim Zalot, to pay Quality Data Service, Inc.'s invoice in the amount \$3,768.33 and to move money from the Board of Finance Contingency Fund to the Service Contracts line item in the Tax Department. This motion was approved unanimously.

When questioned by Board of Finance Chairman Peter Cook, Joseph Kilduff stated that the part-time assistance position was already in the Tax Collector's Office budget. He further stated that he would manage the money until June 2016. When questioned by Board of Finance Chairman Peter Cook, Joseph Kilduff stated that any additional training for him was already in the budget for next year. He further stated if the part-time person needed any training he would be able to do the training himself.

**Board of Education Report**

Board of Finance Chairman Peter Cook stated that the Board of Education members would not be present this evening.

Board of Finance Chairman Peter Cook stated the Town had received a copy of a letter from the Board of Education to Town of Plymouth Treasurer, Mr. David Mischke (read the letter out loud for the Board of Finance and Public Audience) re. the Credit to the Board of Education Expenditure Account for Reimbursement received by the Town of Plymouth for the Special Education Excess Cost Grant.

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**Board of Education Report Cont'd.**

Board of Finance Chairman Peter Cook stated the letter notes the Town of Plymouth needs to transfer the money and has until July to make the transfer. He further stated there wasn't anything the Board of Finance had to do, because it was required under State Statutes he was only informing the members of the correspondence. Board of Finance Chairman Peter Cook stated the correspondence would be copied to the Town Council by the Acting Recording Secretary.

**Finance Director Report**

Interim Director of Finance Ann Marie Rheault stated she was very busy with the 2014 Audit. She further stated she had temporary staff, who was working diligently reconciling numerous cash accounts and booking journal entries which were not previously recorded, in order to balance the accounts. Ann Marie Rheault stated this was an extremely difficult task to move forward with, on top of the day-to-day work that also needed to be done. Ann Marie Rheault requested everyone's patience. She further stated there were pending FOI's and that they would be focused on after the audit because the State of Connecticut was starting to pound on the door, so to speak.

**Finalize 2015-2016 Budget**

Board of Finance Chairman Peter Cook stated the Board of Finance had fulfilled their requirements at the last meeting, which was to set the mill rate and adopt the same as what was adopted by the Town Council, noting it had been filed in the Town Clerk's Office in accordance with the Charter.

Board of Finance Chairman Peter Cook stated the Board would now go to a different section to finalize the budget, which basically goes straight to State Statute. He further noted that State Statute, Section 7-347, states the Board of Finance may transfer unexpended balances from one appropriation to another. Board of Finance Chairman Peter Cook stated he didn't think there was any argument that the balances the Board of Finance has for next years Budget were unexpended. He further stated if anyone was wondering, the line item authority remains with the Board of Finance, which he has continuously said previously. Board of Finance Chairman Peter Cook stated by the logic of we have to accept what the Town Council did and we can't change it, his question back would be then when can we, how long would our State Statutory ability to change the budget be suspended for. Board of Finance Chairman Peter Cook stated that everyone likes to read the section on the Referendum, but not the charter itself, noting State Statute says the powers of the Board of Finance are mostly derived from State Statute and the State Statute notes the Board of Finance can transfer whatever money the Board of Finance wants to.

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**Finalize 2015-2016 Budget Cont'd.**

Board of Finance Chairman Peter Cook stated he didn't know what the problem was and why people were so confused about what the Board of Finance was doing this evening. He further stated the Board of Finance needs to finalize the budget this evening and then file it and it would be done for the year.

Board of Finance Chairman Peter Cook stated the Board had been given some recommendations by the Town Council and the Board has the 2016 proposed budget from the second Referendum in front of them this evening.

Board of Finance Chairman Peter Cook stated the Board needed to look at General Government and make cuts, noting General Government has to be a total of \$4,986,248, which was a reduction of \$15,010 from the second Referendum. He further stated the Board would be reviewing Sections 1, 2, 3, 5, 6, 7, 11, 13 14, 15, 16, 17, 19, 20, 21, 22, 23, 27 and 28.

Board of Finance Member Dan Murray stated that he was working with the Town Council recommended budget. Board of Finance Member Dan Murray stated this had been one of the most difficult, long, emotional and sought after budget. He further stated that the Board of Finance has always tried to do the right thing for the Town and he felt the Board had done that this year with a tremendous amount of input from many different voices, but in his opinion to support the Administration and the workings of the Town he would make the following motion to move some money.

Board of Finance Member Dan Murray made a motion, seconded by Board of Finance Member Vicky Carey, to adjust (decrease) the salary of the Assessor's Office from \$68,355 to \$48,828, to move (decrease) the adjusted salary for the Secretarial Assistant staff from \$37,480 to \$25,000, to move (increase) for Legal Services \$5,000 to the Labor Attorney, for Legal Services to move (increase) \$10,000 to Foreclosure and Delinquent, for Legal Services move (increase) \$5,000 to Foreclosures and Clean up Expenses, for the Comptroller's Office move (increase) \$5,000 to the Temporary Audit Staff, for the Comptroller's Office move (increase) \$5,000 to the Grant Administrator, and for the Comptrollers move (increase) \$2,007 to Bank Charges, with a General Government total of \$4,986,248.

Vote: Board of Finance Member Dan Murray/yes; Board of Finance Member Vicky Carey/yes; Board of Finance Member Jim Zalot/yes; Board of Finance Member Michael Drozdick/abstained. Motion passed.

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**Finalize 2015-2016 Budget Cont'd.**

**Public Safety**

Board of Finance Chairman Peter Cook stated that the Board of Finance needed to take out \$78,110 from all of those compared to the second Referendum and the total needed to be \$2,681,324.

Board of Finance Member Jim Zalot made a motion, seconded by Board of Finance Member Dan Murray, to restore the Police Chief's increase (1.5%) in Salary to \$1,230.00 under 032 by taking \$380. out of Office Supplies under 081, by taking \$350. out of Investigative Supplies under 022, and by taking \$500.00 out of Wireless Charges under 042. This motion was approved unanimously.

**Public Works**

Board of Finance Member Dan Murray distributed copies of the Public Works budget, noting what Charlie Wiegert had done was pretty much the same as last time; that the dollar amounts were the same, the amounts of transfers that he submitted from the 2015 budget at the bottom total \$93,455 (the difference between Council and the regular budget). He further stated that Charlie Wiegert had adjusted the individual line items throughout Public Works to better manage the expenses that he has coming to him. Board of Finance Member Dan Murray stated that one of Charlie's concerns had been the current Telecommunications billing for the Town. He further stated that it is currently in the Town Hall under #10103026042 and that when the Town had changed the phone system over last year everything had gone into one billing responsibility center, even though we have money throughout the Town in various departments and facilities. Board of Finance Member Dan Murray stated if we leave it the way it is then at the end of the fiscal year it would be over budget and the individual responsibility centers would have a positive variance. He further stated the Board could let go as is or make the necessary adjustments to remove Telecommunications costs from those centers that make up that billing and it will be over budget at the end of the fiscal year. Board of Finance Member Dan Murray stated that maybe the better thing to do would be to manage this in the next few weeks.

Board of Finance Member Dan Murray made a motion, seconded by Board of Finance Member Mike Drozdick, to accept the documentation provided by the Interim Public Works Director, for the reallocation of expenses throughout his departments without any changes to the adjustment that was approved by the Town Council. This motion was approved unanimously.

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**Finalize 2015-2016 Budget Cont'd.**

**Health and Social Services**

Board of Finance Chairman Peter Cook stated the Board of Finance needed to cut \$10,600 from Health and Social Services and one of the major ways that was accomplished was by pulling the maintenance from the Ambulance Corps and giving it to Public Works. He further stated \$5,000 was in the Ambulance for maintenance and now it would come under the Facilities account. Noting that there weren't any Board of Finance members who had any concerns with the Town Council recommendations for the Health and Social Services Department, Board of Finance Chairman Peter Cook stated the Council's recommendations would stand.

Board of Finance Member Michael Drozdick stated the Library had wanted to increase the Audio Visuals to \$10,000 and the Council had increased it to \$9,500. He further stated the other item was Service Contracts, which Council had increased, but he was unsure why.

Board of Finance Chairman Peter Cook stated the Council had looked at actuals and they were concerned about them.

Board of Finance Member Michel Drozdick stated he didn't get a chance to speak to the Library and thought they would not be able to live with the Audio Visuals number.

Board of Finance Chairman Peter Cook said the Library could come back before the Board of Finance if they wanted to and the Board would make a transfer. He further stated that the Board of Finance was agreeable to the Council's recommendations for the Library.

**Debt Service**

Board of Finance Chairman Peter Cook noted the Board of Finance had approved Debt Service last week.

**Parks and Recreation**

Board of Finance Chairman Peter Cook stated there were no changes in Parks and Recreation.

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**Finalize 2015-2016 Budget Cont'd.**

**Land Use**

Board of Finance Chairman Peter Cook stated the main changes in Land Use was money had come out of the Business Park. Ann Marie Rheault stated there was a \$1,000 reduction in Advertising, \$200 reduction for Printing for Planning and Zoning; there was a \$500 reduction from Zoning Board of Appeals Expenses, \$500 out of Secretary for the Inland/Wetlands Secretary, \$500 reduction for the Historic Property Meeting Secretary, \$250 out of Contractual, \$300 out of Expenses, \$300 out of Historian and \$2,000 out of Contractual Services for the Industrial Park Commission.

Board of Finance Chairman Peter Cook stated that the Board of Finance was agreeable to the Council's recommendations for Land Use.

**Capital Projects**

Ann Marie Rheault stated the Town Council had recommended two grants for Safe Routes \$430,000 and Main Street Streetscape Phase II \$500,000, which has zero impact on the General Fund and would go under the Municipal Grant Fund.

Board of Finance Member Vicky Carey made a motion, seconded by Board of Finance Member Dan Murray, to increase the budget from the Capital Outlay to \$27,391.00, which is to go to Town Aide Roads under the General Fund Capital Outlay. This motion was approved unanimously.

Ann Marie Rheault will make the changes and file the final copy with the Town Clerk's Office.

**Public Comment**

Melanie Church, 328 Main Street, Terryville, stated the Board of Finance was advisory according to one legal opinion and briefly explained her reasoning and requested a legal opinion, noting the departments were individual.

Board of Finance Chairman Peter Cook stated the Board of Finance had approved what the Town Council had voted on.

John Murphy, 385 Greystone Road, Terryville, stated there were several problems with what the Board of Finance was doing contrary to what the Town Council had discussed and voted on and briefly explained his reasoning.

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**Public Comment Cont'd.**

Board of Finance Chairman Peter Cook stated the Board of Finance does not set the hours of the Town Hall; Town Council does.

Town Councilwoman Sue Murawski stated all the Board of Finance transfers were within the departments. She requested Board of Finance Chairman Peter Cook reiterate what he had said at the beginning of the meeting concerning State Statute.

Board of Finance Chairman Peter Cook stated the bottom line of every department, as well as the totals, remained the same.

Board of Finance Chairman Peter Cook stated the Board of Finance has line item power, noting the Charter refers to State Statute (Section 7-347) which reads the powers of the Board of Finance may transfer unexpended balances from one appropriation to another, which is what the Board of Finance did this evening. He further stated if someone believed that power granted to the Board of Finance by the Charter and the State is somehow suspended because two Referendums failed then his question back would be when would the Board of Finance get it back; and would the Town Council be responsible for all transfers for the upcoming year until the Town had a Referendum approved by the voters? In December, or when? Board of Finance Chairman Peter Cook stated the Board of Finance always has that power, noting there was nothing in the Charter that said the Town Council could take away line items. He further stated the Town Council could approve an individual line item and tell the Board of Finance to pay for it, but they did not do that. Board of Finance Chairman Peter Cook stated the Town Council set a budget by department and the Board of Finance filled in the blanks.

Janet Olmstead, 199 Town Hill Road, Terryville, stated she worked in the Assessor's office and she was very disgusted that not one Board of Finance member could go to their office and talk to them.

Brian Dunn, 19 Carriage Drive, Terryville, stated he was disgusted regarding State Statute and Charter, powers of Town Council and Board of Finance and stated the motivation to cut the Assessor's office was what it came down to and briefly explained his reasoning.

Board of Finance Chairman Peter Cook stated the Board of Finance members were independent thinkers and that he did not take orders from the corner office. He further stated that Vicky Carey and Dan Murray had seen a lot of different people in the corner office and they also were, and always have been, independent thinkers.



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**Public Comment Cont'd.**

Board of Finance Chairman Peter Cook stated this was the Board of Finance's budget and they made these votes. He further stated the Board of Finance members have been consistent on what they wanted to do and this is where they stood, noting it was done and unless someone wanted to go for an additional appropriation and the Town Council agreed, this was the budget.

Cathy Kosak, 201 Harwinton Avenue, Terryville, stated that now each department could only go for one special appropriation and questioned what if something happened and the department needed than one and briefly explained her statement.

Board of Finance Chairman Peter Cook stated the Town Council grouped them and set the departments, which meant the 3%, plus/minus and the Town Council voted on it, not the Board of Finance.

**Board Member Comments**

Vicky Carey stated Public Works took the hardest hits and when the new budget comes out there will be a few more people that will be working part-time or not at all to make the budget. And hopefully in December halfway through the year we don't have to lay off a few more people or got to a four-hour work week, noting there were a few towns in the state that had gone to four days per week.

Board of Finance Member Dan Murray stated he had not comment at this time.

Board of Finance Member Jim Zalot stated he had no comment at this time.

Board of Finance Member Michael Drozdick stated he had no comment at this time.

**Adjournment**

There being no further business of the Plymouth Board of Finance, Board of Finance Member Dan Murray made a motion, seconded by Board of Finance Member Vicky Carey, to adjourn at 8:06 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale  
Acting Recording Secretary