

Town of Plymouth

Board of Finance

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1. Call Meeting to Order: Ralph Zovich, Chairman called the scheduled April 10, 2017, 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, Pattie DeHuff and Jim Kilduff Also present: Mayor David Merchant, Joe Kilduff, Tax Collector, Ann Marie Rheault, Director of Finance; Councilwoman, Sue Murawski, and Michele Yokubinas - Recording Secretary.

2. Pledge of Allegiance: Ralph Zovich, Chairman led the group in the Pledge of Allegiance.

3. Notice of Fire Exits: Ralph Zovich, Chairman noted the fire exits.

4. Acceptance of Minutes listed below: A motion was made by Pattie DeHuff, seconded by Jim Kilduff to accept the minutes as follows:

Acceptance of Minutes:

- | | | |
|------------------|-------------------------|------------------|
| a. Feb. 16, 2017 | e. Mar. 6, 2017 | i. Mar. 20, 2017 |
| b. Feb. 23, 2017 | f. Mar. 9, 2017 | j. Mar. 23, 2017 |
| c. Feb. 27, 2017 | g. Mar. 13, 2017 | k. Mar. 27, 2017 |
| d. Mar. 2, 2017 | h. Mar. 16, 2017 *(BOE) | l. Mar. 30, 2017 |

Comments, Questions or Concerns were asked after each listed and are as follows:

- February 16, 2017 – None
- February 23, 2017 – None
- February 27, 2017 – None
- March 2, 2017 – None
- March 6, 2017 – None
- March 9, 2017 – None
- March 13, 2017 – None

March 16, 2017 – Per Ralph Zovich – Correction on Item 4, Pg. 1 – Misinterpretation Incorrect: Ralph Zovich stated Melissa Johnson, Chair of Board of Education, would be a voting member at this evening’s meeting.

Correct: Ralph Zovich asked Melissa Johnson, Chair of Board of Education, if there was a quorum of her board members present, and she replied in the affirmative.

March 20, 2017 – None

March 23, 2017 – Per Pattie DeHuff – Correction on Item 4, Pg. 4

Incorrect: Pattie DeHuff confirmed we own land.

Correct: Pattie DeHuff asked to confirm who owns the land.

March 27, 2017 – Per Jim Kilduff –Correction on Item 4, Pg. 2

Incorrect: recommending the Town go with Wheeler Clinic.

Correct: recommending the Town go with HRA.

Bonnie A. Kilduff
TOWN CLERK

17 APR 19 PM 4:37

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD

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March 30, 2017 – Per Vicky Carey –Correction on Item 4, Pg. 2
Correct add Note: Cruisers and Tasers coming out of the police extra duty.

Motion was approved to accept minutes as amended.

5. Mayor’s Report

Mayor David Merchant distributed information pertaining to:
West Side Towers, Near Thomaston Border – South of Route 6
170 Mount Tobe Road/Route 262
42 South Street/Route 262

South of Route 6, further from Thomaston border
33 Keegan Road
Near Thomaston Border -North of Route 6
295/297 North Street

*All of these properties are privately owned.

Joe Kilduff, Tax Collector confirmed that we do collect taxes on the property the existing cell towers are already built into the assessment.

Mayor David Merchant briefly discussed the SRO.

6. Tax Collector’s Report

Joe Kilduff reported for the month of March running ahead -YTD Current Property Taxes \$27,392,517.29 / 97.66% of projected collections, on target to hit benchmark.

	Current Property Taxes	Current MV Taxes	Prior Years Taxes	Interest & Lien Fees	MV Supp.	Total
Year to Date	23,560,055.81 98.09%	2,856,112.89 97.47%	391,225.78 65.20%	222,599.08 98.93%	362,523.73 131.83%	27,392,517.29 97.66%

Joe Kilduff stated if the Board of Finance had any further comments or questions, feel free to email him.

Ralph Zovich stated that he received email from Rae Ann Wolcott and she will provide him with a list of all town owned properties and all those purchased by non-profits that are now exempt, parcels merged or ones that might be inadvertently missed. Ralph Zovich stated those records need to be accounted for since those could possibly increase our bottom line.

7. Finance Director's Report

Ann Marie Rheault stated they would be working with the Tax Collectors office on creating a monthly reconciliation system going forward. She noted some figures are not verifying exactly because of a slight timing difference in reconciliation and briefly elaborated.

Ann Marie Rheault distributed Town of Plymouth General Fund Revenue/Expenditures Summary YTD as of 3/31/2017, and YTD Actual Revenue.

When questioned by Ralph Zovich regarding any departments the Board of Finance should be concerned about, Ann Marie Rheault stating not any glaring but will to continue to keep eye on police overtime, and pointed out that Public Official liability and Police liability are higher than what they anticipated for but the rest of line items are under.

Ann Marie Rheault stated year not over health insurance more in line, legal definitely is under.

Ralph Zovich -YTD only expending encumber up \$47,000, \$98,000 surplus in legal line item.

Ann Marie Rheault confirmed snow removal \$22,000 over salt and sand over \$36,000. Also anticipating keeping an eye Registrars Department, nothing left in wage election worker line item.

Ralph Zovich stated if there were two referendums held by June 30th we'd be in deficit by June 30th so let's have one.

Ann Marie Rheault stated will continue to watch line items, as we get closer to end of the year.

Ralph Zovich stated last year Police overtime went over.

Ann Marie Rheault stated this is being monitored and reported to the Mayor every week and being closely watched.

When questioned by Ralph Zovich about timeline of 2015-2016 Audit, Ann Marie Rheault stated she has timeline; progressing slowly and some items already updated. Although challenging since Kim Thompson is gone and she has to spend time training the payroll clerk.

Ann Marie Rheault stated that the State of Connecticut wants to know what we budgeted for and our staffing levels.

Ralph Zovich stated Ann Marie Rheault needs that staff person.

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8. Implementation of General Fund budget for FY2016-17:

a. Review Financial Summary report for period ending 03/31/17, budget vs actual.

Essentially did this item 8a above

b. Discuss & Take action on any internal transfer requests, if req'd.

Michael Ganem, Director of Parks and Recreation has submitted a Memorandum to: Ann Marie Rheault, Director of Finance an Account Transfer Request, dated April 7, 2017 within the Recreation Department, line item 032 Facility Rentals to line item 027 Supplies & Equipment, amount of transfer request is \$2,500

A motion was made by Pattie DeHuff, seconded by Jay Dorso to authorize the transfer of \$2,500 from Facilities Rentals to Supplies and Equipment. This motion was approved unanimously.

9. Discuss & Take Action to finalize proposed General Fund budget for FY2017-18.

Ralph Zovich confirmed restore all non-union salaries across board 1.5%.

Ralph Zovich confirmed no corresponding change to revenues until we do current levy

Ann Marie Rheault confirmed all those line items back in, based on if the SRO position was reinstated, requested several items already accounted for changes cleaning, clothing, holiday etc.

Added salary line item 032 –took out partial SRO \$24,471 added full salary \$68,231 no funding coming from Board of Education, no sharing unless requested.

035 - \$24,050 to \$29,000 clothing mandatory, new officer outfitting and replacements up \$550

Salary \$1,309,433 - \$150,000 increase

Ralph Zovich confirmed 39.7 last Mill

Ann Marie Rheault with those additional changes

Reduction of Board of Education -reinstated 1.5% and adding \$68,231 and other \$550

39.53% total expenditures \$40,925.552

2.75% increase from \$39,831,575 in the current year budget

Ralph Zovich confirmed total expenses to equal net revenue for calculation mill rate \$40,925,552

Ralph Zovich questioned amount if SRO and benefits were removed.

When questioned by Ralph Zovich, Ann Marie Rheault stated will not make changes to health insurance line item because we have some offsets there. HRA had former coverage, if we add officer; we have leeway and made no adjustments there.

\$40,857.321 / 2.58% increase / 39.43 Mill rate

Ralph Zovich stated Board of Education benefits from the SRO

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Vicky Carey stated do you want Board of Education to help pay for the SRO; a brief discussion followed.

Ann Marie Rheault stated that you brought them down to \$200,000.

Vicky Carey stated we increased their budget by \$200,000 - They have increase of \$200,000.

Ralph Zovich stated the Board of Finance needed to vote this evening or were in agreement to hold the SRO position back and/or have discussion at the night of public hearing and we would go with \$40,857,321.

Vicky Carey made motion to finalize the proposed general fund budget in the amount of \$40,857.321 seconded by Jim Kilduff.

Jay Dorso – Agree with that

Vicky Carey – provided a brief background on the Public Works vacant position and discussed public works headcount and various duties.

When questioned by Pattie DeHuff regarding the actual dollar amount if one position was cut from Public Works Department, Ann Marie Rheault stated she did not have that figure and would need to ask Charles Wiegert.

Jim Kilduff – stated discussion needs to take place and be clear that this position is not permanent and shared his own work experience over the years and briefly elaborated.

Vote: In favor of / Yes or No

Jim Kilduff	– Yes
Pattie DeHuff	– No
Vicky Carey	– Yes
Jay Dorso	– Yes

The motion passes passes 3 to 1

Ralph Zovich stated proposed budget on April 20, 2017 subject to change.

10. Discuss & Take Action to set the date for Public Hearing on April 20, 2017 at 7:00pm at Plymouth Town Hall and authorize publication of Legal Notice.

Pattie DeHuff made motion to set date for Public Hearing on April 20, 2017 at 7:00 pm at Plymouth Town Hall and authorized publication of a legal notice, seconded by Jay Dorso.

Discussion:

Ralph Zovich briefly listed his preparation tasks for the Public Hearing and questioned if there was any further discussion/questions.

Vote:

Motion passed unanimously

11. Public Comment

Melanie Church, 328 Main Street, Terryville, CT questioned Public Works headcount, increases, and Board of Education check.

Jim Mozlak, 18 Carriage Drive, Terryville, CT, confirmed Mill Rate , response of past incident at Plymouth Center School, and against the DARE program.

12. Correspondence

Linda Kazmierski, Library Board of Trustees stated the Library staff deserves a raise.

13. Board Members' Comments

Vicky Carey – Questioned meeting Thursday, requested corrected proposed budget from Ann Marie Rheault, and Board of Education response if any.

Jay Dorso – No comment

James Zalot – Absent

Pattie DeHuff –Questioned the status of the OZ Gedney property; Mayor Merchant briefly updated.

Jim Kilduff – Want everyone to know we are all neighbors here and should be respectful.

Ralph Zovich –April 17, 2017 plan on going through the presentation to ensure budget is clear and concise for public.

14. Adjournment:

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Jay Dorso to adjourn at 8:45p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas,
Recording Secretary