

# 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:** Ralph Zovich, Chairman called the scheduled September 21, 2017, Board of Finance Meeting to order at 7:00 p.m. in the Community Room at Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot, Jay Dorso, Pattie DeHuff and Jim Kilduff Also present: Ann Marie Rheault, Director of Finance; Town Councilwoman Sue Murawski, Dr. Martin Semmel, Superintendent, Phillip Penn, Business Manager 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:** A motion was made by Vicky Carey, seconded by Jay Dorso to accept the minutes of July 18, 2017

**Motion approved and passed unanimously.**

**5. Board of Education quarterly update:**

Dr. Martin Semmel, Superintendent stated schools are back in session and are down a few of the staffing positions that we had open. Teachers are facilitating all of the work that they need to do.

Dr. Martin Semmel, Superintendent stated we are preparing with the Board of Education for possible future cuts since we will have to absorb some cuts.

Dr. Martin Semmel, Superintendent stated will be meeting with the teacher union next week to see whose positions will be eliminated.

Dr. Martin Semmel, Superintendent stated, the more you cut the more it ends up directly affecting the students.

Ralph Zovich stated all that you talk about are prudent contingency plans.

Phillip Penn, Business Manager distributed the Plymouth –Board of Education, Accounts by Facility dated 06/30/2017, 02:44:18PM, Fiscal Year 2016-2017:

	Orig Budget	Adj Budget	Mtd Expended	Ytd Expended	Encumbered	Non-PO-Encumb	Balance	%Exp
Grand Total for Report	\$23,912,791.00	\$23,912,791.00	\$3,459,197.32	\$23,112,791.38	\$568,387.13	\$0.00	\$231,612.49	99.99%

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 TOWN CLERK'S OFFICE  
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 PLYMOUTH, CT  
 TOWN CLERK

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Phillip Penn, Business Manager distributed the Plymouth –Board of Education, Accounts by Facility dated 07/27/2017, 01:59:33PM, Fiscal Year 2017-2018:

	Orig Budget	Adj Budget	Mtd Expended	Ytd Expended	Encumbered	Non-PO-Encumb	Balance	%Exp
Grand Total for Report	\$24,212,791.00	\$24,212,791.00	\$784,863.85	\$784,863.85	\$65,134.23	\$0.00	\$23,362,792.92	3.51%

Phillip Penn, Business Manager distributed the Plymouth –Board of Education, Accounts by Facility dated 09/05/2017, 11:03:53AM, Fiscal Year 2017-2018:

	Orig Budget	Adj Budget	Mtd Expended	Ytd Expended	Encumbered	Non-PO-Encumb	Balance	%Exp
Grand Total for Report	\$24,212,791.00	\$24,212,791.00	\$1,444,274.67	\$2,229,138.52	\$105,005.73	\$0.00	\$21,878,646.75	9.64%

Phillip Penn, Business Manager pointed out the main drivers, which included, move, roof repair, utilities, and special education/transport.

Phillip Penn, Business Manager stated 2016-17 Year-end transfers by statue cannot have Board of Education end in a deficit balance.

Phillip Penn, Business Manager stated that 2017-2018 July, August, is right on plan, they have frozen budget and informed principals to not order any supplies unless necessary.

Phillip Penn, Business Manager stated tier 1 cuts that was approved by Board in August, new – account named contingency account in Board of Education budget, money that no one can touch and will transfer back when State gets budget.

Phillip Penn, Business Manager stated tier 2 cuts, at next Plymouth Board of Education keep in mind there is an unemployment cost.

Phillip Penn, Business Manager stated tier 3 cuts, in planning phase -6-10 positions in the month of October would have significant impact on students.

Phillip Penn, Business Manager stated that the Board of Education’s move into the Terryville High School, this project will pay for itself in less than 3 years and saves the town an estimate of \$1.2-1.3 million over twenty years and briefly elaborated.

Ralph Zovich stated would be possible for the Roy property to be returned back to the town so that it can be put back onto the grand list so that it could generate taxes.

Phillip Penn, Business Manager stated more than happy to bring it back up with the Board of Education next month, other discussion/option would be set up for life skills for students 18-21, referenced the USDA grant and briefly elaborated.

**6. Discuss & Take Action to approve an allocation in the amount of \$70,010 into the Capital Reserve Sinking Fund as follows; \$32,010 from the FY16-17 school budget surplus and \$40,000 as previously approved, but unexpended from FY13-14, as authorized by the Plymouth BOE on Aug. 9, 2017.**

A motion was made by Pattie DeHuff, seconded by Jim Kilduff to approve an allocation in the amount of **\$72,010** into the Capital Reserve Sinking Fund as follows; \$32,010 from the FY16-17 school budget surplus and \$40,000 as previously approved, but unexpended from FY13-14, as authorized by the Plymouth BOE on Aug. 9, 2017. *(note: total corrected - arithmetic error listed on agenda. RSZ 9/28/17)*

- James Zalot - Yes
- Jim Kilduff - Yes
- Pattie DeHuff - Yes
- Vicky Carey - Yes
- Jay Dorso - Yes

Motion passed

Ralph Zovich confirmed with Philip Penn, Business Manager the Board's Net Surplus is \$264,000 which will go back into the General Fund.

**7. Mayor's Report**

Ralph Zovich read Mayor David Merchant's report into the record. Mayor Merchant noted Town spending freezes are still in place, and that he hoped we had a budget in place by December.

**8. Tax Collector's Report**

Ralph Zovich distributed the Town of Plymouth Tax Collections by Month Fiscal Year 2017/2018 (as of 08/31/17)

Month	Current Property Taxes	Current MV Taxes	Prior Years Taxes	Interest & Lien Fees	Anrg. Fees	MV Supp.	Total
<b>July</b>	12,088,878.50 47.56%	1,823,907.66 68.80%	113,663.01 22.73%	19,535.15 7.81%	772.02 0.31%	0.00 0.00%	14,046,761.34 48.21%
<b>August</b>	802,307.17 3.16%	425,673.95 1.67%	99,429.25 19.89%	37,934.74 15.17%	506.98 0.20%	0.00 0.00%	1,395,852.09 4.69%
<b>Year to Date</b>	12,891,185.67 50.72%	2,249,581.61 84.86%	213,092.26 42.62%	57,469.89 22.99%	1,284.00 0.51%	0.00 0.00%	15,412,613.43 52.90%

Ralph Zovich stated that Joseph Kilduff, Tax Collector for transparency added an Anrg. Fees column above.

Ralph Zovich stated Joseph Kilduff, Tax Collector will follow up with where we are now compared to last year.

**9. Finance Director’s Report**

- a. Update on progress of independent audit by Blum Shapiro for FY2015-16 and revised date for completion of draft CAFR.

Ann Marie Rheault stated in process, final trial basis and all items that expedite the process to get issued by end of October.

- b. Review of financial contingency plans resulting from loss of state grant funding and recommendation for sequestration of funds if required.

Ann Marie Rheault stated the contingency plan on the town side presently is freeze spending, which has resulted in purchase orders that are only essential, and if any staff changes/reductions - will then need to go to the union.

Ann Marie Rheault distributed the Town of Plymouth General Fund Revenue/Expenditures Summary dated 8/31/2017

		FY2017-18 ORIGINAL BUDGET	YEAR-TO-DATE ACTUALS	ENCUMR.	TOTAL YTD WITH ENCUMBR.	Y-T-D VARIANCE POS. (NEG)	PERCENT VAR. POS. (NEG.)
	Municipal	16,812,762	4,344,775	476,808	4,821,583	11,991,179	71.32%
099	Education	24,212,790	2,229,139	105,006	2,334,144	21,878,646	90.36%
TOTAL GENERAL FUND EXP.		41,025,552	6,573,914	581,814	7,155,727	33,869,825	82.56%

**10. Discuss and Take Action on final transfers to close all accounts for F2016-17, as req'd.**

None

**11. Implementation of amended General Fund budget for FY2017-18:**

- a. Review Financial Summary report for period ending 08/31/16, budget vs actual.

Ann Marie Rheault pointed out Police Department’s overtime, positions which was due to staffing issues and briefly elaborated.

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

None

**\*\*Note: This below was presented for information/discussion/ideas only.\*\***

Ralph Zovich stated while we are discussing current general fund budget and after receiving an email from Charles Wiegert, Public Works Director that informed the Board of Finance that the front loader, 25 years old, is not worth fixing.

Charles Wiegert, Public Works stated we need second machine, presently renting second front loader which is \$5,000 a month that we will use through October. The place we are renting from is willing to put the rental money towards the purchase price of new one which the total cost would be \$150,000. This comes to \$32,000 (financial plan) over a period of five years, and wanted to find some way to do this since we want to take advantage of the money that we put so far into renting it.

Ralph Zovich stated various options for discussion purpose only, which might be town meeting, asset conversion, or special appropriation or put in budget cycle in spring and briefly elaborated.

Pattie DeHuff questioned how are we paying the \$5,000 per month.

Charles Wiegert, Public Works Director stated presently coming out of bond packages primarily it comes out of the bond money.

Charles Wiegert, Public Works Director, the loaders are both used daily at Transfer Station and for sand and gravel at the Highway Department.

Jim Kilduff questioned was it brand new when you started leasing it.

Vicky Carey stated if we had spent the money three years ago, we deferred it and now it is broken.

**12. Discuss future action plans for board consideration to increase General Fund revenues:**

- a. Sale of foreclosed/town-owned properties removed from Net Grand List as of 10/1/16.**  
Ralph Zovich stated, we need to continue to work with Mayor, to get these foreclosed properties back on the grand list and suggested hiring a person full time to focus solely on this task.
- b. Revaluation/appeal to DECD to reduce price of unsold lots in Plymouth business park.**  
Ralph Zovich stated, these lots are priced too high, and we need to go back to DECD (Department Economic Community Development) to price these lots in the Plymouth business park on a current evaluation. Since we split the profits with the State of Connecticut so they have an interest in this. This was intended for informational purposes only.

Ann Marie Rheault stated this is part of the present procedure/process and briefly elaborated.

Ralph Zovich stated in his opinion the school is prime commercial real estate and any buyer would be legal to clean-up and the reason for this being on the agenda was to get ideas to generate revenue. The town would have to release all disclosures, transferring liability to private owner and William Hamzy, Town Attorney would have to get involved.

**c. Authorization of local restaurant/hotel/sales tax levy by General Assembly.**

Ralph Zovich stated if this is included in budget, this would come up next year.

Ralph Zovich stated, regarding delinquent tax collections Joseph Kilduff, Tax Collector will make a list of what he thinks he can reasonably collect.

**13. Public Comment**

David Dudley, 19 Barry Road, Plymouth, CT – you can close down school system, employee expense and benefits, and certified mechanic/outsourcing.

John McMullin, 264 Todd Hollow Road, Plymouth, CT -new to town questioned Plymouth School's current staffing and class size, Mayor's report/strategy with budget, developing plan and different tiers of cuts and what district can handle keep in mind before negotiating. Tax report, does invoices get scanned within committees, any discounts for paying invoices on time, generate revenue and actively pursue that. Front Loader scheduling preventative maintenance and what is cost to repair/renovate and main street school vs value.

Jim Mozlak, 18 Carriage Drive, Terryville, CT – three-minute rule, questioned town hiring to get the foreclosed properties back on grand list, amount of properties on list.

Melanie Church, 328 Main Street, Terryville, CT - combine three lots, value goes lower, cannot go by appraisals, budget on expenditure side, repair loader, and capital improvements transparency and process.

**14. Correspondence**

**None**

**15. Board Members' Comments**

James Zalot - None

Jim Kilduff - Encourage more people to be involved in civic things and volunteer boards, respect everyone were all neighbors and here for the betterment of the town.

Pattie DeHuff – Previously questioned Board of Finance Minutes of April 6, 2017 at meeting in July stated they were correct/accurate as typed by Recording Secretary, prior minutes and accessibility, and thanked all attendees at meeting this evening.

Vicky Carey- Capital improvements procedures in past and how format has changed, Charles Wiegert, Public Works has been prudent, proactive, and transparent, and safety of equipment should be town's priority.

Jay Dorso - Discussed Pension Oversight Board meetings and meeting with Aetna Representatives in reference to what was currently in place, next step meet with actuaries, progressing in getting all information and investments, preserving capital in that pension fund. A lot of contingencies and Aetna manages it as it was set up previously.

Ralph Zovich stated may need new pension fund and have parallel fund.

Ralph Zovich stated we need to work together cooperatively

Ralph Zovich stated my term ends in November and since my primary residence will no longer be in Plymouth, I will be ineligible to serve on board. Will need to elect new Chairperson and Vice Chairperson.

Ralph Zovich stated thank you for your participation and cooperation. Final thought next year after election try to work together collectively and work towards reaching a general consensus going forward. Thank you very much for all of your participation.

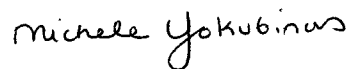
Everyone thanked Ralph Zovich.

#### **16. Adjournment**

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Pattie DeHuff to adjourn at 9:30 p.m. This motion was approved unanimously.

Our next meeting is October 19, 2017

Respectfully submitted,



Michele Yokubinas  
Recording Secretary