

Town of Plymouth

80 Main Street, Terryville, CT 06786

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 April 5, 2018, 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, Jay Dorso, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance, and Town Councilwoman Sue Murawski

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

3. Notice of Fire Exits: Jim Kilduff, Chairman, noted the fire exits.

Vicky Carey made a motion, seconded by Briana Brumaghim to amend the agenda to permit the discussion of the Town Clerks Office -022

Motion passed unanimously

Barbara Rockwell, Town Clerk requested that the PT wages – line item no. 101-01-022-005 be changed to a Full-time clerk.

Ann Marie Rheault stated that the Records Computer –101-01-022-012 needs to verify contract amount with new company.

Ann Marie Rheault stated the Salary PT Wages 101-01-022-005 more than enough money to move that to a full time position if necessary.

Barbara Rockwell, Town Clerk stated concern is indexing/documents inputting into the computer on a timely and efficient basis and briefly elaborated.

Ann Marie Rheault questioned if there are any questions on revised debt schedule.

4. Review of proposed FY2018-2019 General Fund Budget – Employee Benefits (Pensions, Workers Compensation, & Health Insurance)

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-01-019-060	Workmens Compensation	610,000	23,000	3.92%
Jay Dorso distributed for information Re: CIRMA Worker's Compensation 2018-2019 Budget Indication change to \$610,000				
101-01-019-061	Property Casualty	312,375	2,375	0.77%
101-01-019-062	Umbrella	43,527	1,932	4.64%
101-01-019-063	Public Official Liability	43,620	1,997	4.80%

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 APR 11 06 PM 4:13
Barbara Rockwell
TOWN CLERK

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Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-01-019-064	Police Liability	18,401	(8)	-0.04%
Jay Dorso distributed a Broker Estimate Sheet, re. insurance policies for line items 061-064				
101-01-019-065	Insurance Claims/Deduct	4,000	0	0.00%
Jay Dorso stated this is for vehicle repairs/off set by insurance proceeds, unpredictable line item based on claims.				
019	Property & Casualty	1,031,923	29,296	2.92%
101-01-020-066	Bonding	200	0	0.00%
101-01-020-070	Accident & Health	45,000	0	0.00%
101-01-020-071	Pensions - 401A	535,000	48,000	9.86%
101-01-020-072	Pension-Defined Health*	525,000	37,000	7.58%
Ann Marie Rheault stated pension plan -that is underfunded, should start increasing. Should be funding at 100% on an annual basis or increase at a gradual basis - Should bring up to at least \$525,000- 75% funding rate for next year or/ \$558,272 round to \$560,000 - 80% funding rate. 100% would be \$697,840 100%. *Will follow-up after changes.				
Vicky Carey questioned contract/investment.				
Ann Marie Rheault stated the guaranteed annuity contract we would have actually buy that contract out.				
Jay Dorso stated cannot alter any of the allocations/Pension Committee would continue to review.				
101-01-020-073	Health Insurance	875,000	(125,000)	-12.50%
Ann Marie Rheault stated this is for active medical. (currently employed)				
101-01-020-074	ACA Fees (Affordable Care Act)	72,000	0	0.00%
101-01-020-075	Social Security	380,000	20,000	5.56%
Jay Dorso increase contractual wages move to \$380,000 based on percentages of wages.				
101-01-020-076	Unemployment Compensation	20,000	5,000	33.33%
Jay Dorso stated already at \$17,000 suggest to move to \$20,000				
101-01-020-078	Actuarial Fees	25,000	5,000	25.00%
Jay Dorso stated suggested to move to \$25,000 after reviewing.				
101-01-020-079	Wages/Benefit Adj's	60,000	0	0.00%
Ann Marie Rheault stated four contracts being renewed, -Public Works, Supervisor and Non-Supervisor and WPCA - this is for any retroactive pay/wages.				
101-01-020-080	Educational Incentives	36,500	500	1.39%
Ann Marie Rheault stated this should be increased obligated to pay since in contract.				
101-01-020-081	Benefits Non-Employees	550,000	(70,000)	-11.29%
Ann Marie Rheault stated two pieces-retirees under 65 that are currently under our plan -some individuals have copay percentages and some do not and pays 100% of their premium.				
Medicare supplement policy piece -required to pay some have copay percentages, some do not.				
Note: Town Plan is more expensive than Medicare supplement plan				
101-01-020-097	Compensated Absence Payouts	70,000	20,000	40.00%

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Ann Marie Rheault suggested to move this to \$70,000				
020	Employee Benefits	3,193,700	-59,500	-1.83%
101-01-021-001	Salary Heart & Hypertension	20,000	0	0.00%
101-01-021-082	Benefits Heart & Hypertension	1,500	500	50.00%
Jay Dorso stated suggested to move this to \$1500 realistic –medicine (reimbursements)				
021	Benefits Heart & Hypertension	21,500	500	2.38%

Vicky Carey made a motion, seconded by James Zalot to take a 10-minute recess.

Motion passed unanimously

Jim Kilduff called the meeting back into session at 8:11 pm.

5. Part 1: Second Pass Thru of Draft Budget/Finalize & Adjust Revenues/Expenditures and Approve Totals

Jim Kilduff stated will move to Estimated Revenues

Vicky Carey questioned the Land Use Application Fees -101-11-024-006 and Land Use System Fee - 101-11-024-007 is that just \$750.00

Ann Marie Rheault stated this is being captured under 101-11-051-007-Permit Application Fees

Pattie DeHuff questioned actuals.

Ann Marie Rheault stated gun permits is \$8732.00.

Vicky Carey made a motion seconded by Pattie DeHuff to increase line item 101-11-032-001 Gun Permits from their proposed revenue of \$7500 to \$8500, which is an increase of \$1,000

Motion passed unanimously

Ann Marie Rheault stated Hancock Dam Patrol is \$ 7935

Briana Brumaghim made a motion, seconded Pattie DeHuff by to increase 101-11-032-005 Hancock Dam Patrol from \$4,000 to \$9,000, which is an increase of \$5,000.

Motion passed unanimously

Ann Marie Rheault stated actuals as of 3/31 for Department 046 -Public Directors Office is \$58,000.

Vicky Carey made a motion, seconded by Jay Dorso to increase 101-11-046-004 Metal Reimbursement from \$9,000 to \$14,000, which is an increase of \$5,000.

Motion passed unanimously

Pattie DeHuff made a motion, seconded by Briana Brumaghim to increase 101-11-046-001 Public Works –Miscellaneous Permits to \$1,000.

Motion passed unanimously

Jim Kilduff will follow-up with Charles Wiegert, Public Works Director in reference to changes-Miscellaneous Permits and Metal Reimbursement.

Jim Kilduff will follow up with Charles Wiegert, Public Works Director on the Recycling Reimbursement amount.

Pattie DeHuff questioned 101-11-049-001 Wetlands/Conservation actuals

Ann Marie Rheault stated actual -\$350 that is a minimal amount.

Vicky Carey questioned Ann Marie Rheault, Finance Director if any of the Federal or State Reimbursements has changed.

Ann Marie Rheault stated, "No"

Ann Marie Rheault will follow-up and provide specific details on sections of 100-Other Revenues.

Pattie DeHuff made a motion on line item 101-01-001-001 to cut the Mayor's salary by 10% to \$59,290.

Motion failed

Jim Kilduff stated we changed 101-01-003-045 Safety - OSHA compliance to \$11,000 concur with that.

Jim Kilduff confirmed 101-01-005-013 Service Contracts -\$50,000

Jim Kilduff stated 101-01-006-013 Service Contracts \$20,000

Ann Marie Rheault stated presently at \$14,000 change \$18,000.

Ann Marie Rheault stated just renegotiated photocopiers switching over with an estimated savings of \$1500 per year, and a couple of other reductions.

Jim Kilduff confirmed 101-01-006-028 Internet access fees- \$8,500

Ann Marie Rheault stated Gosinski Park will be paying for their own internet access fees.

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Jim Kilduff confirmed Fund Balance Restoration – leave amount \$100,000

Jim Kilduff confirmed 101-01-014-013 – Service Contracts under Assessors Office -\$25,440 increase of \$4445.

Ann Marie Rheault confirmed 101-01-016-020 –Collection Agency Fees – should be \$20,000.

Ann Marie Rheault stated 101-01-022-005 – Salary Town Clerk, per Mayor David Merchant -change to \$55,000 to cover one part-time at 25 hours and another part-time for 23.5 hours for any other future possible staffing configuration and/or changes.

Vicky Carey stated I would concur with that.

James Zalot made a motion, seconded by Vicky Carey to increase 101-02-032-001 Salary Police Chief to \$95,680, which is a 4% increase in salary, seconded by Vicky Carey

Pattie DeHuff - No

James Zalot - Yes

Vicky Carey - Yes

Jay Dorso - Yes

Briana Brumaghim -Yes

Motion carries 4 to 1

Ann Marie Rheault stated 101-02-032-016 Expenses Police Commission- Commission Secretary to \$1500.

Ann Marie Rheault confirmed 101-02-033-013 Generator Maintenance -\$30,000.

Ann Marie Rheault stated have request from Mayor David Merchant to increase 101-02-034-004 to \$50,000 for a proposed civilian animal control officer.

Vicky Carey made a motion, seconded by James Zalot 101-02-034-004 to add \$50,000 proposed civilian animal control officer.

Motion passed unanimously

Jim Kilduff confirmed 101-01-027-012 Family Services is a duplication of services.

Ann Marie Rheault stated Electricity 101-02-035-041 need to budget \$1500 –electricity/fairground - radio towers. Noted that usage/rate has increased in the past two months and brought to Charles Wiegert's attention. Climate control is in place. Charles Wiegert, Public Works Director would follow-up/report.

James Zalot stated Fireman's Compensation 101-02-036-060 to \$45,000.

6. Public Comment

James Mozalak, 18 Carriage Drive, Terryville - questioned two arbitration cases, region 10 has retired officers in each school.

Melanie Church, 328 Main Street, Terryville – questioned 2016 operating budget -revenue shortfalls, services too low, increase fees and look at special revenue accounts, and in favor of employee benefits (pension increases)

7. Municipal Fraud Risk Assessment Updates

None

8. Board Member's Comments

Pattie DeHuff - questioned status of 2016 audit, 2017 audit timeline

James Zalot - None

Vicky Carey - None

Jay Dorso – None

Briana Brumaghim -None

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Jay Dorso to adjourn at 9:40 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for April 9, 2018.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary