

# Town of Plymouth

80 Main Street, Terryville, CT 06786

[www.plymouthct.us](http://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 Meeting May 17, 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-excused absence, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance and Town Councilwoman Sue Murawski

**2. Pledge of Allegiance**

**3. Notice of Fire Exits**

**4. Preparation for June 6th Joint meeting with Town Council & BOE**

Jim Kilduff stated our draft budget that was prepared and Ann Marie Rheault discussed at the last meeting the tentative changes that had slight changes.

Jim Kilduff stated any changes should be brought forth before meeting with the Town Council.

Briana Brumaghim stated town has made up the difference this is not an automatic 1.1 M to give out.

Jim Kilduff stated the Fund Balance Restoration is very low.

Jim Kilduff stated various options for the overall health of the Town.

James Zalot stated when it is projected that we would receive the money from the state.

Sue Murawski stated read in the paper that the Board of Education had changed insurance what will happen to the additional reserve.

Ann Marie Rheault stated they were paying to cover their claim experience, IBR (Incurred but not reported) portion, and how that will be utilized and factored into their budget.

Ann Marie Rheault stated Jim Kilduff should ask that question to Dr. Semmel and Mr. Ron Melnick in reference to the insurance/additional money.

Briana Brumaghim stated informed by a Board of Education member that there was a caveat that if the union decides that the State plan is not to their satisfaction they can switch back.

Jim Kilduff stated the Board of Finance's judiciary responsibilities to the town.

Ann Marie Rheault stated the question is does the governor have any ability to reduce funding to the towns in any form which would factor into your decision and briefly elaborated.

James Zalot stated we are talking about the budget now.

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
18 MAY 23 PM 12:49  
Briana H. Brumaghim  
TOWN CLERK

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Ann Marie Rheault stated possible plan would be to increase contingency line item and then if not used could roll into the unassigned fund balance.

Pattie DeHuff stated we have begun to try to restore fund balance but still a long way off.

Briana Brumaghim stated the provision in the new state adjusted budget it prohibits the government from decreasing any education grants to school districts in the fiscal year.

Ann Marie Rheault stated options, changing line items, not increase spending but contingency, and can utilize which would give some flexibility.

Vicky Carey stated changes need to be made before meeting with Town Council and do not want an increase in Mill rate.

Vicky Carey stated would like an answer from Mr. Hamzy regarding excess Board of Education money (after they pay all of their responsibilities) and the possibility of returning that to the town.

Jim Kilduff stated overall agreement (Current draft budget) that we crafted/constructed – basically, we still have the same framework and briefly elaborated.

**James Zalot made a motion, seconded by Vicky Carey to add to the agenda, review of the FY 2016-2017 Unexpended Balance Budgetary Transfers. (Item No. 5)**

**Motion passed unanimously**

**5. FY 2016-2017 Unexpended Balance Budgetary Transfers**

Ann Marie Rheault distributed the following:

**FY 2016-2017 Unexpended Balance Budgetary Transfers**

101-01-003-045	Safety	6,500
101-01-006-018	Office Supplies	1,800
101-01-011-001	Salary Registrars	2,000
101-01-020-075	Social Security	(11,000)
101-01-021-001	Salary-H & H	(17,000)
101-02-035-005	Salary Overtime	12,000
101-02-036-033	Physicals	4,000
101-04-062-026	Hepatitis B Vaccine	1,700

101-01-020-073	Health Insurance	(110,000)
101-01-023-018	Probate Allocation	80,000
101-02-035-003	Salary FT Comm.	30,000

**FY 2016-2017 Unexpended Balance Budgetary Transfers (continued)**

101-03-030-031	Hydrant Rentals	89,000
101-03-030-041	Street Lights	6,500
101-03-030-042	Telephone	750
101-03-036-033	Physicals	500
101-02-037-041	Electricity, Gas & Water	2,800
101-02-038-041	Electricity, Gas & Water	3,800
101-02-039-041	Electricity, Gas & Water	500
101-02-040-046	Salt & Sand	25,000
101-03-041-003	Wages FT	(62,000)
101-03-041-012	Contract Services	(18,550)
101-03-041-020	Repairs & Supplies	(55,000)
101-03-041-052	Safety	(1,500)
101-03-043-020	Repairs & Supplies	(5,000)
101-03-044-012	Contract Services	(20,000)
101-03-046-003	Engineering Tech	(12,000)
101-03-047-022	Fleet Repairs	40,000
101-03-051-019	Permit Application Fees	2,200
101-04-065-035	Service Contracts	5,100
101-04-065-041	Electricity	5,900
101-04-067-001	Dial A Ride Repairs	(7,500)
101-04-067-012	Elderly Transportations	(10,000)
101-07-091-120	Principal - Leases	9,500

**James Zalot made a motion, seconded by Vicky Carey to accept FY 2016-2017 Unexpended Balance Budgetary Transfers.**

**Motion passed unanimously**

**6. Discussion of Recreation Revolving account & Police Extra Duty fund**

Jim Kilduff stated will invite Michael Ganem to June 21, 2018, to give recommendations.

Jim Kilduff stated as a general rule advisory group there should be formal written policies on file regarding funds/accounts and would need to go through the process.

Ann Marie Rheault stated should pose the question if commission approval is needed, and proper procedure.

Vicky Carey stated should be capped at a certain amount and anything extra would go to general fund.

Jim Kilduff stated would provide information as to the different ways other local towns are set up.

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### 7 Municipal Fraud Risk Assessment Update

None

### 8. Public Comment

Jim Moslak, 18 Carriage Drive, Terryville – would prefer mill rate stay flat, motor vehicle tax, and Teachers insurance plan the savings would be \$2,000 per person.

Melanie Church, 128 Main Street, Terryville – Town Council never approved Recreation Revolving Fund and read Charter - Section 8 - Expenditures and Accounting

Gerard Bourbonniere, 6 Fairmount Ave, Terryville, CT - Parks & Recreation Commission - non-existing revolving account, gave history -mirrored after the City of Bristol Parks & Recreation, received quote, brought to Board of Finance for approval, the goal was to break-even on accounts, and template suggested.

### 9. Correspondence

Jim Kilduff stated received and forwarded email from Dr. Semmel referenced the Sinking Fund Request Terryville High School, sidewalk repair that included a response and clarification.

Jim Kilduff stated received an email from Briana Brumaghim regarding Connecticut State Constitution Article Eleventh. General Provisions. and Article XIX. Adopted November 24, 1982, and will follow-up with definitive answers from town attorney.

Jim Kilduff distributed the Accounts by Facility dated 05/01/2018 03:42:47 PM 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	\$1,528,086.18	\$17,497,328.04	\$651,019.71	0.00	\$6,064,443.25	74.95%

### 10. Board Member's Comments

Pattie DeHuff - Suggest adopting Board of Finance Public Comment policy, which would allow Public to comment on each agenda item.

James Zalot- Leave as status quo

Vicky Carey – Policy in place, in past minutes, re. Public Comment Roberts Rules regarding noises and suspending public comment, 2-3 minutes sufficient.

Briana Brumaghim – Important as a board - before the joint meeting on June 6, 2018, be prepared beforehand and be unified.

**11. Adjournment**

There being no further business of the Board of Finance, a motion was made by James Zalot, seconded by Vicky Carey to adjourn at 8:35 p.m. This motion was approved unanimously.

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary