

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled January 16, 2020 Board of Finance meeting to order at 7:00 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Elizabeth Wollenberg, Also present: Ann Marie Rheault - Director of Finance, and Town Councilwoman Sue Murawski.

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

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

4. Finance Director's Report

Ann Marie Rheault distributed and gave a brief overview of the Town of Plymouth financial results -General Fund Revenue/Expenditures Summary as of 12/31/2019 page 1 of 2, including Revenue Report with Detail Options page 1 of 5, also included Expenditure Report with Detail Options page 1 of 23

Ann Marie Rheault distributed and discussed Blum Shapiro, Management Letter page 1 of 3, dated December 28, 2019, which included Current Year Recommendations, and Prior Year Recommendations.

Ann Marie Rheault distributed and discussed Blum Shapiro Management Letter page 1 of 3, dated December 28, 2019, which included Significant Audit Matters, and Other Matters.

5. Update on AFIS machine (Automated Fingerprinting)

Ann Marie Rheault stated arrangement with the State of Connecticut roll out of new digital machine/program on target - in the meantime, Plymouth Police Department has arrangement with Thomaston, may need to revisit this item and briefly elaborated.

6. Discuss & take action on Amended Sinking Fund agreement.

Jim Kilduff distributed and discussed language changes re. Amended Sinking Fund agreement document for review.

Eugene Croce, made a motion, seconded by Vicky Carey to accept the new Operating Agreement and Procedures, between the Board of Finance and The Board of Education of the Town of Plymouth regarding a non-lapsing capital expenditure sinking fund.

Motion passed unanimously

7. Discuss & take action on approval of \$15,695.00 plus an additional 10% contingency of \$1,569.50 for a total of \$17,264.50 to be transferred from the Sinking Fund for the purchase and installation of a scoreboard for Terryville High School

Jim Kilduff distributed for review and discussion purposes the three bids that the Plymouth Board of Education received for the purchase and installation of a scoreboard for the Terryville High School.

Paul Hendrickson, Business Manager stated Mark Fowler, Athletic Director, and Jim Mazon, Facilities Director visited various sites and studied options in detail – preferred Connecticut based company for convenience for any potential issues and/or concerns.

Barbara Rockwell made a motion, seconded by to approval of \$15,695.00 plus an additional 10% contingency of \$1,569.50 for a total of \$17,264.50 to be transferred from the Sinking Fund for the purchase and installation of a scoreboard for Terryville High School, seconded by Eugene Croce.

Motion passed unanimously.

Jim Kilduff signed the Operating Agreement and Procedures Between The Board of Finance And The Board Of Education Of The Town Of Plymouth Regarding A Non-Lapsing Capital Expenditure Sinking Fund to be filed in the Town Of Plymouth.

8. Public Works update on the status of the RTCF (“Salt Shed”)

Jim Kilduff distributed and discussed the RTCF “Salt Shed” information –bids, structure, additional cost – due to location will need lining, etc. Noted: State of Connecticut requirement, timeframe or fine and briefly elaborated.

9. Correspondence

Jim Kilduff received Accounts by Facility Reports from Plymouth Board of Education.

Accounts by Facility – Plymouth Board of Education 11/25/2019 04:58:59 PM Fiscal Year 2019-2020

	Orig. Budget	Adj. Budget	Mtd Expended	Ytd Expended	Encumbered	Non PO-Encumb	Balance	%Exp.
Grand Total for Report	\$24,487,790.00	\$24,487,790.00	\$2,038,702.24	\$8,253,529.77	\$1,174,722.03	0.00	\$15,059,538.20	38.50%

Accounts by Facility – Plymouth Board of Education 12/23/2019 11:16:55 AM Fiscal Year 2019-2020

	Orig. Budget	Adj. Budget	Mtd Expended	Ytd Expended	Encumbered	Non PO-Encumb	Balance	%Exp.
Grand Total for Report	\$24,487,790.00	\$24,487,790.00	\$1,815,389.89	\$10,068,919.66	\$1,127,243.82	0.00	\$13,291,626.52	45.72%

Jim Kilduff received correspondence from a town resident who questioned a fee charged when paying taxes by credit card. Note: This is a credit card company fee and the town receives no revenue of that charge.

10. Budget assignments to Board of Finance Members

Jim Kilduff stated would be working on assignments and schedule, discussed the review process of the budget and briefly elaborated.

Vicky Carey stated the importance of the budget review process and briefly elaborated.

Jim Kilduff distributed information regarding the Minimum Budget Requirement for perusal.

Jim Kilduff distributed and discussed the schedule of Calendar for the Board of Finance.

11. Public Comment

Jim Moslak questioned if installment (town aid) was received from the State of Connecticut.

12. Board Member's Comments

Vicky Carey -None

Eugene Croce -None

Barbara Rockwell -None

Elizabeth Wollenberg -None

13. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Eugene Croce to adjourn at 7:56 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary