

Town of Plymouth

80 Main Street, Terryville, CT 06786

www.plymouthct.us

Board of Finance

Telephone: 860-585-4001

Fax: 860-585-4015

1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled November 19, 2020 Board of Finance meeting to order at 7:03 p.m. Zoom Meeting online- Meeting ID: 416 918 410. Members in attendance: Victoria Carey-Vice Chairman, Eugene Croce, Barbara Rockwell, Elizabeth Wollenberg, and Dave Sekorski. Also present: Ann Marie Rheault - Director of Finance

2. Pledge of Allegiance

3. Approval of Minutes -September 17, 2020

Elizabeth Wollenberg made a motion, seconded by Eugene Croce to accept the minutes of September 17, 2020.

Motion passed unanimously

Ann Marie Rheault requested to add an agenda item for final budgetary transfers for fiscal year 2020.

Vicky Carey made a motion, seconded by Dave Sekorski to add agenda item 5 for final budgetary transfers.

Motion passed unanimously

4. Information on Public Works & Library Capitals

Jim Kilduff re. Capital Project - read into the record a memorandum from Gretchen D. DelCegno, Library Director - Given the current situation and our reality for the foreseeable future. I'd like to use the computer upgrade capital funds to purchase laptops, rather than upgrade our patron desktop computers. I have scheduled the upgrade of staff PCs but felt uncomfortable upgrading our patron desktops right now. Due to social distancing guidelines, we've had to make many of our patron computers unavailable to meet guidelines we can't easily move the desktop to other areas of the library because they must be hardwired to our network and our Ethernet drops are all located in close proximity. If we had laptop computers for patrons to use on-site, they wouldn't be constrained by wired access to the network, they could access our Wi-Fi from anywhere in the building that there was a table and chair and adequate distance from other patrons.

Jim Kilduff stated when requested this was a generalized request.

Vicky Carey confirmed that a capital project is identified –since it is for a certain need, and is very specific. (Suggested – to not state exact brand name), Noted: Not necessary to spend the entire amount allotted, and need to follow guidelines with no deviation allowed.

Vicky Carey stated whereas when you put something broadly like the library has computer replacement program that encompasses not only laptops, but it encompasses anything in the computer and briefly elaborated.

Vicky Carey confirmed if monies are not spent it will go back to the Undesignated Fund Balance.

Jim Kilduff reiterated Board of Finance approval, communication, understanding, and dollar amounts appropriated are key elements in the process and briefly elaborated.

Charlies Wiegert confirmed the recent purchase - Parks & Recreation truck (special appropriation) under the Parks & Recreation Department.

Vicky Carey questioned the truck purchase (appropriation).

Ann Marie Rheault confirmed and read from the February 20, 2020 Board of Finance minutes:

“Agenda Item 4. Discuss & take action on Town Council approval of the request of \$45,000.00 for purchase of dump truck for Parks & Recreation.

Brianna Brumaghim, Director of Parks & Recreation distributed prior for review a packet/materials that included an explanation, documented state contract bids, other bids, and summary.

Brianna Brumaghim stated the Parks & Recreation dump truck is over 17 years old, and have not been able to utilize since it would need a transmission and not worth repairing.

Vicky Carey stated need you to go through to have a good projection of what you really need.

Brianna Brumaghim stated presently has staff working on reviewing inventory and condition of equipment and briefly elaborated.

Gerry Bourbonniere, Parks & Recreation Commission stated stressed the importance of the dump truck since it will take 8-12 weeks for delivery due to gas, not diesel that needs to be special ordered.

Barbara Rockwell made a motion, seconded by Vicky Carey to approve a Special Appropriation, per Chapter VII, Section 3c of the Plymouth Town Charter, for \$45,000 maintenance dump truck for the Parks and Recreation.

Motion passed unanimously”

Vicky Carey stated will re-check notes and follow-up.

Ann Marie Rheault stated in 2020 - special appropriation approved for Parks & Recreation.

Ann Marie Rheault stated two items in the current year budget we're in 2020-2021:

- ❖ Truck - one-ton truck with a lift gate that is being budgeted in year one of two totaling \$54,000 that was submitted by Charlie Wiegert, Public Works. Note: Currently budgeting \$28,000.

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- ❖ Chevy Silverado 2500 with extended plow – year one of three for a total of \$45,000 that was submitted by Parks & Recreation. Note: \$15,000 in this current budget

Ann Marie Rheault stated neither of those two trucks are budgeted currently in this fiscal year. Both are for purchase this year - One is for next year, one is for two years from now.

5. Final Budgetary Transfers

Ann Marie Rheault shared her screen, of Final Budgetary Transfers:

Final Budgetary Transfers:

Employee Benefits	Health Insurance - Active	(158,250)
Legal	Legal Services – Labor Attorney	20,000
Legal	Land Association Fees	35,500
Human Resources	Medical Services	650
Employee Benefits	Medical Buy-out	35,000
Employee Benefits	Heart & Hypertension	55,000
Probate	Shared Services	1,000
Building Inspector	Data Processing Fees	2,600
Human Services	Temporary Shelter	8,500
Police	Assistant Chief	(20,000)
Police	Holiday	(2,500)
Police	Overtime	2,500
Police	Part-time Employees	20,000
Fire Marshall	Administrative Assistant	1,000
Town Hall Building	Overtime	9,500
Parks & Recreation	Regular Employees	7,000
Employee Benefits	Wages/Benefit/Adj's.	(17,500)
COVID Related Expenses		36,000

Ann Marie Rheault stated due to COVID-19 we had to obviously expend money under for COVID-19 expenses that we're not budgeted –COVID Related Expenses (35,289.79) 36,000

Ann Marie Rheault suggested taking that from the health insurance line item.

Dave Sekorski questioned surplus "line 6" can you explain such a large surplus.

Ann Marie Rheault stated health insurance line item - is difficult to budget due to many variables, fluctuations of employees, contracts, and insurance costs.

Vicky Carey made a motion, seconded by Dave Sekorski to approve the final budgetary transfers as presented.

Motion passed unanimously

Ann Marie Rheault stated awarded STEAP (Small Town Economic Assistance Program) money from the State of Connecticut, working with DECD to close out programs/reporting to obtain money that is being awarded and briefly elaborated.

6. Update on Topics of interest for BOF

Parks & Recreation update - Programs are currently shut down due to COVID-19.

7. Public Comment

None

8. Correspondence

None

9. Board Member's Comments

Vicky Carey – Dell Computer (some availability)

Barbara Rockwell – Complimented Lake Winfield (tree removal)

Elizabeth Wollenberg - None

Eugene Croce - None

Dave Sekorski - None

10. Adjournment

There being no further business of the Board of Finance, a motion was made by Barbara Rockwell, seconded by Eugene Croce to adjourn at 8:35 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

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Recording Secretary