

Town of Plymouth

80 Main Street, Terryville, CT 06786

www.plymouthct.us

Board of Finance

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled March 15, 2021 Board of Finance meeting to order at 7:00 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: Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance.

3. Approval of Minutes

David Sekorski made a motion, seconded by Beth Wollenberg to accept the minutes of February 25, 2021.

Motion passed unanimously

Barbara Rockwell made a motion, seconded by Dave Sekorski to accept the minutes of March 4, 2021

Motion passed unanimously

4. Chair & Vice Chair communication to members on Budget review process

5. Review of General Government Portion of Draft Budget

Ann Marie Rheault, Director of Finance shared her screen.

Ann Marie Rheault discussed in detail the salary schedule for elected officials and briefly elaborated.

Jim Kilduff stated will follow up with a Fraud Risk Assessment cost of – re. technology and manual controls in place and briefly elaborated.

Ann Marie Rheault stated all departments would be reviewed - regarding policy/procedures and controls in place.

Dave Sekorski questioned RFP (Request for Proposal) timeframe for both (Audit Services and Fraud Risk Assessment).

Ann Marie Rheault stated need to go out for RFP for Auditing Services, process includes the town's information, review, and forwarding of that info.

Jim Kilduff stated need a legitimate number to cover the amount and would then go out to bid.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
2021 MAR 22 PM 4:25
Eugene Croce
TOWN CLERK

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Ann Marie Rheault stated restoration of fund balance has been typically a line item that we were putting in \$100,000. Position in budget now - where there is an allocation of fund balance that is now "0".

Ann Marie Rheault stated the reserve for contingency –Board of Finance line item – need to choose what you would like to put in there, that is for any additional appropriations or transfers and briefly elaborated.

Ann Marie Rheault stated we do not have an assessor presently –the position (no increase) is part of a contract that is not been negotiated, so we can potentially lose the longevity in there. (will follow-up)

Ann Marie Rheault stated Land Use -Regular Employees request was from 25 hours to 29 hours – the mayor is recommending 25 hours, along with longevity increases and briefly elaborated.

David Sekorski questioned was that the request the same one we debated quite a bit and remained at 25 last year.

Ann Marie Rheault stated "yes"

Margus Laan, Director of Planning & Economic Development stated requesting four additional hours - would be appreciated - because of zoning and building permits, zoning issues, and also, blight duties. Also, advisor to the Inland Wetlands Agency assists Planning and Zoning Commission and assisting the public with processes.

Vicky Carey stated believe hours for Zoning Enforcement officer is under the Mayor's purview

Vicky Carey questioned if we are getting any benefit from the Naugatuck Valley Council.

Margus Laan, Director of Planning & Economic Development stated for you to be able to get federal funding and state funding for transportation projects- you need to belong to the Naugatuck valley Council. The federal and state government allocates money which is through a process of consensus as to what projects regionally need to be funded and briefly elaborated.

Margus Laan stated it allows us to participate in the EPA's Brownfields Program and other programs that they have, as well as being able to get advice in consulting questions and expertise in certain areas.

Margus Laan stated it is part of the way the regions and localities all work together and briefly elaborated.

Margus Laan confirmed they are a regional planning agency.

Ann Marie Rheault stated the Retirement Contribution-defined benefits - should be funded on an annual basis at 100% every year and briefly elaborated.

Jim Kilduff questioned/discussed a new bill that was passed in Congress re. article: millions of dollars going to go to state and federal governments/designated specific uses- can't consider too much and briefly elaborated.

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Ann Marie Rheault stated at the Government Finance Officers Association (GFOA) meeting, we had a lengthy discussion regarding the potential and stipulations - as to what you can use that money for and briefly elaborated.

Sally Bain-Picard, Chairperson – Human Services Commission stated advertising is a negotiated reduced rate and confirmed that everything else in the Human Service line items is sufficient to cover the department.

Eugene Croce asked if there was a narrative template given to each department.

Ann Marie Rheault stated gave departments a spreadsheet with a column in which it has a budget request or department request column –are asked to return it and are included along with narratives. Noted most departments return with various formats.

Jim Kilduff stated thanked Ann Marie Rheault for forwarding all of that information.

Ann Marie Rheault stated re. Board of Education - Proposed for next year is to fund them at a net basis - compared on a net basis to a net basis and briefly elaborated.

Ann Marie Rheault clarified coming from the mayor's proposed - is in the gross number, however you have an increase in the revenue coming from access cost reimbursement of \$213,000 so it looks like it's a negative but that's actually an increase in the budgeted revenue.

Ann Marie Rheault stated the proposed amount to fund the Board of Education from the town - \$24,542,027, which is a net amount of \$36,468. So if you are on a net to net basis \$36,468 is the proposed increase going over to the Board of Education. The remainder of the \$250,000 is coming in budgeted revenue from state excess cost reimbursement.

Ann Marie Rheault stated according to state statute they're supposed to net it against their expenditures.

Ann Marie Rheault stated the confusion lies in showing it in the first year when we make that transfer over to them in subsequent years you won't see this line item because it'll be netted in their budget and briefly elaborated.

Walt Seaman stated confident we will come to the correct answer/calculation and reach common ground on this matter and briefly elaborated.

The Board of Finance received narratives from various departments for review and discussion purposes.

Ann Marie Rheault, Director of Finance, and members of the Board of Finance discussed in detail the General Government portion of the draft budget of the Town of Plymouth Fiscal Year July 1, 2021-June 30, 2022 – Mayor’s Proposed Budget Draft dated February 16, 2021, Pgs. 1 of 26 for discussion purposes – DRAFT/WORKING COPY* can be viewed in its entirety at the Plymouth, CT -Town Hall and on the Town of Plymouth’s website (www.plymouthct.us)

NOTE: MILL RATE CALCULATION IS FOR REFERENCE ONLY. THE FINAL MILL RATE HAS NOT BEEN DETERMINED BY THE BOARD OF FINANCE AND WILL NOT BE FINAL UNTIL AFTER APPROVAL BY THE TOWN COUNCIL.

6. Public Comment

None

7. Correspondence

None

8. Board Member’s Comments

Vicky Carey - None

Eugene Croce - None

Barbara Rockwell - None

Elizabeth Wollenberg - None

Dave Sekorski – None

Our next meeting will be on March 18, 2021

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Dave Sekorski to adjourn at 8:30 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary