

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 March 4, 2021 Board of Finance meeting to order at 7:09 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 -February 25, 2021 will follow-up next meeting**
- 4. Chair and Vice-Chair Communication to Members on Budget Review Process**

Jim Kilduff stated the budget process review is hybrid meetings with individuals from their respective departments –the goal is to maximize information and minimize exposure due to COVID 19 – discussed/took extensive notes which will be used for discussion purposes which will be shared at future Zoom Board of Finance Meetings.

Jim Kilduff read into the record from the Charter- Section 3a. - Duties of the Board of Finance on the budget. “Following receipt of the estimates from the mayor and the board of education, the board of finance shall review the estimates and prepare a recommended budget.”

Jim Kilduff noted we are reviewing Draft Budget No. 2.

Jim Kilduff clarified that elected officials are treated differently from Union contracts and different from individuals who aren't members of a Union and that they're elected officials.

Jim Kilduff stated for a two-year term the Board of Finance, not the mayor sets the salary during the elected period - the only time for a two-year term and that happens to be this year that we have to set it.

Jim Kilduff stated the scheduled list of departments for their budget review will be posted on the Town of Plymouth's website.

Jim Kilduff stated our next meeting on March 11, 2021, will be the Board of Education's budget presentation.

Vicky Carey, Vice-Chair stated we as members we are all responsible for the entire budget, so please go through it all - read the narratives, and if there are any questions feel free to ask when we start going through that department's budget. Noting Capitals will be done very last and briefly elaborated.

Vicky Carey made to motion, seconded by Dave Sekorski to add to Agenda No. 5 for the Tax Collector to address the Board of Finance.

Motion passed unanimously

Eileen Colapinto
TOWN CLERK
2021 MAR -9 PM 2:07
PLYMOUTH, CT
TOWN CLERK'S OFFICE
100 MAIN STREET
PLYMOUTH, CT 06786

5. Tax Collector

Joe Kilduff, Tax Collector stated projections vs actual tax collection fairly optimistic - took into account historical tax projection collection rates and briefly elaborated.

Ann Marie Rheault confirmed:

	2020	2021	2022
Motor Vehicle	95%	92%	92.5%
Personal Property	95.5%	92%	95%
Real Estate	98.5%	98%	98.2%

Jim Kilduff stated although we review the budget - how the different departments are structured is under the Mayor's purveyance, not the Board of Finance.

6. Finance Director's Report

Ann Marie Rheault stated we will be down to two (staff count) in the Finance Department - definite void. Noted blumshapiro merged with CLA (CliftonLarsonAllen LLP) - RFP forwarded email (open items) for future discussion/review and briefly elaborated.

Ann Marie Rheault shared her screen --reviewed and discussed the 2021-2022 Estimated Expenses and Revenue Projections - Draft No. 2 --can be found online at Mayor's Proposed Budget Draft #2 March 4, 2021 -- noted changes are in highlighted in "pink" for ease.

Ann Marie Rheault noted Finance Department regular and part-time employees.

Utilities:

Hydrants --Department requested \$447,000 to Mayor requested \$430,000 (17,000) -3.80%

Ann Marie Rheault stated Building Inspector position back to full time, shift in line items.

Ann Marie Rheault stated Recreation Director still being budgeting for a full-time position.

Ann Marie Rheault discussed changes in detail short-term financing of cap projects.

Public Works - Napco Bridge Project - \$50,000 changed to 0

Ann Marie Rheault stated committed/bound to Aerial Ladder truck once it is ordered, no payment until delivered.

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Aerial Ladder Truck - \$1,435,151 noted footnote (4): 12 year lease including interest= \$1,745,667 estimated total. Year 1 lease payment upon delivery in FY 2023 will be offset by \$75,000 budgeted in FY 2021-2022. \$25,000 from 2021 and \$50,000 in this proposed budget.

Ann Marie Rheault noted the Street Light Purchase Program will fall off in 2023-2024

Ann Marie Rheault confirmed the Estimated Revenues Allocation Fund Balance of \$125,000.

Ann Marie Rheault stated estimated revenue projections - taken into consideration the State of Connecticut Governor's projected budget – briefly reviewed with Pam Pelletier-Public Works and Real Estate with Joe Kilduff, Tax Collector.

Ann Marie Rheault noted the following:

Prior year taxes from \$500,000 to \$475,000

Interest and Liens \$225,000 to \$260,000

Supplemental Motor Vehicle Taxes \$400,000 to \$415,000

Joe Kilduff stated conservative decision based on looking at historical collections and trend lines based on year to year as to what we have been collecting - to be accurate and briefly elaborated.

Town Clerks Office - Recording fees \$60,000

Conveyance Tax - \$85,000

Zoning Permit - \$5,000

Land use - \$2,500

Gun Permits - \$12,500

Board of Education –Estimated Revenues

ECS Grant \$9,802,121

Out Placement –Excess Cost \$573,532

Out Placement Excess Cost – transfer to BOE (573,532)

Ann Marie Rheault stated transfer recorded as a reduction of expenditures on the Board of Education side to show this line item coming in - as previously was on the town's side of the books.

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Ann Marie Rheault cautioned that we don't want to continue to use this line item as a means to balance the budget, this is part of the reason why we are still under the oversight of the Municipal Finance Advisory Commission (MFAC) because when they saw that we were allocating fund balance.

Ann Marie Rheault stated you really want to keep that to zero – think of phasing that out going forward and briefly elaborated.

Ann Marie Rheault stated in the Board of Education's requested amount of \$25,550,285 there is \$573,532 of budgeted revenue that they did not ever have in their budget, new line item for simplification/transparency and briefly elaborated.

Barbara Rockwell questioned if we are leasing the ladder truck.

Ann Marie Rheault stated "yes", lease/purchase option.

Dave Sekorski questioned Education Cost Share one-time event.

Ann Marie Rheault stated change of accounting, net expenditures on Board of Education and you do not have that revenue coming in on the town side.

Ann Marie Rheault stated for clarification purposes matching your expenditures with the revenue - proper accounting and briefly elaborated.

Dave Sekorski questioned the full-time recreational director.

Ann Marie Rheault stated salary restored –a matter of management, not for the Board of Finance.

7. Begin Pass-thru of proposed Plymouth Town Budget FY 2021-2022 -Update on Topics of interest for BOF

Discussed in detail various sections 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.

8. Public Comment

Dan Gentile, Town Council questioned lease vehicle and burden.

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Ann Marie Rheault, Director of Finance stated a new GASB (Governmental Accounting Standards Board) re. operating leases and capital leases will all be included as liabilities in our financial statements going forward when that goes into effect.

Jim Kilduff, Chairman stated would like a detailed report from Public Works regarding lease and/or purchase before we can justify it and briefly elaborated.

Ann Marie Rheault stated Accessor position is vacant.

9. Correspondence

None

10. Board Member's Comments

Vicky Carey - None

Eugene Croce - questioned excess cost (credit expenditure) procedure - Board of Education, MBR calculation.

Barbara Rockwell – addressed some opinions regarding Board of Finance members.

Elizabeth Wollenberg - None

Dave Sekorski - None

Matthew Tencza, Board of Education -Business Manager stated/confirmed that 85-87% of other districts have this pass-thru town - paid to the town, the excess cost is listed in the Board of Education's budget.

Ann Marie Rheault stated re. state statute and noted there has been in the past significant cooperation from the Board of Education's re. give and take and considering town as a whole.

11. 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 8:07 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary