

# 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:** Eugene Croce, Chairman, called the March 2, 2026, Board of Finance meeting to order at 7:02 p.m. in the Assembly Room. Members in attendance: Victoria Carey - Vice Chairman, Jennifer Brunnoli - excused absence, Jon Draper, Roxanne Perugino, and Tony Osipiak. Also Present: Vijay Dora, Finance Director, Pam Pelletier, Tax Collector-CCMC, and Rae Ann Walcott, Assessor-CCMA II
- 2. Pledge of Allegiance:** Eugene Croce, Chairman, led the group and audience in the Pledge of Allegiance.
- 3. Notice of Fire Exits -** Eugene Croce noted the Fire Exits for the record.
- 4. Approval of Minutes**

## MOTION:

Vicky Carey made a motion, seconded by Roxanne Perugino, to approve the February 19, 2026, Minutes with the corrections.

## CORRECTIONS:

Eugene Croce requested that we also include additional names of other attendees at the meeting under "Also Present:" Example: Also Present: list Board of Education members, Superintendent, and Business Manager, etc.

Eugene Croce noted Page 11, No. 8 – The "\$" dollar signs are numbers (population increases) re. Torrington Health District letter

## VOTE:

Motion passed unanimously

## MOTION:

Jon Draper made a motion, seconded by Roxanne Perugino, to table the February 26, 2026, Minutes for approval.

## VOTE:

Motion passed unanimously

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
2026 MAR -5 PM 3:58  
*Vanessa Kowalski*  
TOWN CLERK

**5. Tax Collector/Clerical, Assessor, Board of Assessment Appeals budget discussion**

Pam Pelletier, Tax Collector -CCMC, distributed and discussed in detail the Tax Department -FY 2026-27 Budget – Detail Narrative.

Pam Pelletier, Tax Collector -CCMC, distributed and discussed in detail the FY 2027 Budget Template.

Pam Pelletier, Tax Collector -CCMC, distributed and discussed in detail the Town of Plymouth/Tax Collections by Month Fiscal Year 2025/2026 (as of 02/28/2026)

Tony Ospiak questioned what the headcount in the tax office is.

Pam Pelletier, Tax Collector -CCMC, stated a clerical lead and two clerks. Noted letter (distributed) in the clerical budget – noted that it does not come out of the tax collector’s budget.

Tony Ospiak questioned whether Eversource and CT Water Co. are taxpayers in the Town of Plymouth.

Pam Pelletier, Tax Collector -CCMC, stated “Yes”.

Tony Ospiak questioned no elected official, and/or appointed official, or town employees on the delinquency list?

Pam Pelletier, Tax Collector -CCMC, stated, to the best of my knowledge, “No”.

Vicky Carey stated how did you get the current real estate taxes being up by 1.6 M? Is that due to re-evaluation?

Pam Pelletier, Tax Collector -CCMC, stated, I don’t think I supplied that number.

Vicky Carey stated that you have the current personal property tax going down.

Pam Pelletier, Tax Collector -CCMC, stated that if you look at this week, probably, and briefly elaborated.

Vicky Carey stated will review that.

Pam Pelletier, Tax Collector -CCMC, stated next - the clerical office.

Eugene Croce questioned whether you think this board should entertain looking at any of the percentages that we historically used for tax collection. Either to change down or up based on what is going on, and briefly elaborated.

Pam Pelletier, Tax Collector -CCMC, stated we are at 97.4%. I don’t get hung up on the collection, since I have very good collection attorneys and collection agencies for motor vehicles. They have been very successful and briefly elaborated.

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Eugene Croce stated that Pequabuck Golf Course pays very little in taxes. They are a 501C 7 - according to State Statute; they need to file for an exemption from the town every four years.

Rae Ann Walcott, Assessor, CCMA II, confirmed they own one hole.

Eugene Croce questioned not the clubhouse in Bristol.

Rae Ann Walcott, Assessor, CCMA II, noted the M-3 Quadrennial Report- every 4 years; if not filed, they are no longer tax exempt in the town.

Tony Ospiak questioned the amount brought in by the (new collection firm).

Pam Pelletier, Tax Collector -CCMC, stated almost \$100,000. That's past due taxes - will provide a copy. This prior month's tax was \$43,000 - noted percentage 15% fee (retain) in addition. (They send out all the letters).

Eugene Croce noted this board's purposes - re. \$525,000 recommended, questioned if there was any wiggle room.

Pam Pelletier, Tax Collector -CCMC, stated dependent on how aggressive they get, there may be a little room – noted this all goes back into the general fund and briefly elaborated.

Pam Pelletier, Tax Collector -CCMC, distributed a letter dated March 2, 2026, submitted to the Plymouth Board of Finance, Re: Fiscal Year 2026-2027 Budget Submission - Clerical Department Staffing Request.

Pam Pelletier, Tax Collector -CCMC, distributed and discussed in detail the FY 2027 Budget Template.

Pam Pelletier, Tax Collector -CCMC, distributed and discussed in detail the Clerical Department – FY2026 Budget -Detail Narrative.

Pam Pelletier, Tax Collector -CCMC, submitted the Fiscal Year 2026-2027 budget request for the Town of Plymouth Clerical Department for an additional full-time staff position. This request is driven by both the current workload demands placed on the department and the anticipated expansion of responsibilities related to the Public Works Department.

Pam Pelletier, Tax Collector -CCMC, noted that presently, there are three clerical staff members that are providing support for five separate departments. Tax Collector's Office (including Sewer Billing), Assessor's Office, Building Department, Land Use (Zoning & Wetlands), and Public Works Department. We have absorbed many Public Works duties after that administrative position was eliminated.

Pam Pelletier, Tax Collector -CCMC, stated these offices rely on shared staff for a wide range of essential daily functions.

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Pam Pelletier, Tax Collector -CCMC, noted the workload stretches existing staff to capacity. Noting the clerical staff's dedication and efficiency, even while the volume and complexity of tasks continue to increase each year, and briefly elaborated.

Pam Pelletier, Tax Collector -CCMC, stated three staff members currently share Public Works responsibilities in addition to their existing duties. With current vacancies and the recent retirement of the building official, we cannot shift staff without affecting essential services.

### Key points from the submitted letter included:

- ❖ Recent discussions have proposed expanding clerical responsibilities within the Public Works Department and designating an existing staff member to handle Public Works duties exclusively.
- ❖ While this change may improve workflow within Public Works, it would significantly reduce clerical support available to the Tax Office, Assessor, Building, and Land Use functions.
- ❖ These departments rely on:
  - Timely document processing
  - Daily financial reconciliation
  - Consistent and responsive public service
- ❖ Reassigning current staff without adding additional personnel would likely result in:
  - Processing delays
  - Reduced service quality
  - Increased workload strain on remaining staff
  - Compromise the accuracy and efficiency required for financial and regulatory operations
- ❖ Maintaining appropriate staffing levels is essential to ensure efficiency, accountability, and high-quality service across all affected departments.

Pam Pelletier, Tax Collector -CCMC, noted the importance of meeting the Town's needs and maintaining service levels across all departments. The addition of one full-time position is essential.

Pam Pelletier, Tax Collector -CCMC, stated that the mayor wants a dedicated person just for the Public Works department. I would then need another full-time person.

Pam Pelletier, Tax Collector -CCMC, noted spreadsheet - taxes collected January 8.5 M and July 18 M. Noted a very busy office, cannot take someone away from work to justify the need for Public Works, and I support the need for additional help. If not in my budget, the Public Works budget.

Vicky Carey questioned whether you have the amount broken down.

Pam Pelletier, Tax Collector -CCMC, stated that the union pays them, added salary \$208,125 was \$155,435.

Roxanne Perugino stated you are asking for \$59,413.

Vicky Carey stated, for the Public Works director only, hopefully filtered into the secretary or a facilities person.

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Pam Pelletier, Tax Collector -CCMC, stated needs someone to do all of the administrative work.

Roxanne Perugino questioned whether the figure includes the benefit amount.

Pam Pelletier, Tax Collector -CCMC, stated "No".

Eugene Croce stated we could vote to add money but not add the position.

Tony Ospiak stated, or we could recommend efficiencies

Pam Pelletier, Tax Collector -CCMC, stated you need to give people the tools to get the job done.

Tony Ospiak questioned the increase in phone calls.

Pam Pelletier, Tax Collector -CCMC, stated that we handle answering all calls, scheduling, permits, excavation permits, etc., and briefly elaborated.

Tony Ospiak stated you field a lot of the calls.

Pam Pelletier, Tax Collector -CCMC, stated "Yes".

Rae Ann Walcott. Assessor, CCMA II, noted the new person in the Assessor's office, Ilze Crapo. She is not certified at this point; that is why I am still here. She is two (2) courses away from being certified. I am there to mentor her and briefly elaborated.

Rae Ann Walcott. Assessor, CCMA II, discussed in detail the budget, which includes a placeholder salary increase for the department head. This is in case she completes her final two courses and passes the certification exam this year, and briefly elaborated.

Rae Ann Walcott. Assessor, CCMA II, noted Service contracts line item is for the CAMA (Computer-Assisted Mass Appraisal) systems, Adm. (taxable system), and GIS systems increased slightly.

Rae Ann Walcott. Assessor, CCMA II, noted that the Conferences and Training line item in the budget is for Ilze Crapo's required schooling.

Rae Ann Walcott. Assessor, CCMA II, noted the Professional Services line item - included my reduced pay, as I expect fewer hours this year.

Rae Ann Walcott. Assessor, CCMA II stated we also budgeted for fieldwork support through the revaluation company, since prior assistance is no longer available, and our commercial industrial base requires experience, and briefly elaborated.

Rae Ann Walcott. Assessor, CCMA II, noted Membership & Dues remain the same at \$400.

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Roxanne Perugino questioned whether the \$90,000 salary is for when she is certified (full year), so that would be prorated.

Rae Ann Walcott. Assessor, CCMA II, stated this would be noted in the contract.

Eugene Croce stated that after the assessment, was there a shift between commercial and private property?

Rae Ann Walcott. Assessor, CCMA II stated the top three (service providers): Connecticut Light & Power Company, Connecticut Water Company, and Yankee Gas Service Co. - taxpayers.

Rae Ann Walcott. Assessor, CCMA II, stated the shift is on residential.

Rae Ann Walcott. Assessor, CCMA II, noted the grand list is over a billion dollars.

Eugene Croce questioned percentages.

Rae Ann Walcott. Assessor, CCMA II, noted 2500 up and noted 2500 lower, Residential up 66% from last year, commercial from last year up 88%.

Tony Ospiak stated re. telephone poles, pipes in the ground, and questioned how the assessment is done on these items.

Rae Ann Walcott. Assessor, CCMA II, stated that is personal property and is valued every single year.

Rae Ann Walcott. Assessor, CCMA II stated real estate every 5 years, but this year 4-year due to re-evaluation.

Rae Ann Walcott. Assessor, CCMA II, stated typically up.

Rae Ann Walcott. Assessor, CCMA II, stated that personal property is anything that can move.

Rae Ann Walcott. Assessor, CCMA II, stated CL&P ex. -Wires they pay on personal property, their depreciation schedule is about 20 years, part of the grand list, and briefly elaborated.

Tony Ospiak questioned pipe depreciation vs. new pipes.

Rae Ann Walcott. Assessor, CCMA II, stated that new pipes get put on this year, but next year they're a year old, and briefly elaborated.

Pam Pelletier, Tax Collector -CCMC, stated they are required to pull permits, re. Excavation (any work) done on town roads, we are aware of it and briefly elaborated.

Rae Ann Walcott. Assessor, CCMA II stated re. real estate - if you build a house, measure the house and determine how much of the house is built as of October 1<sup>st</sup> and when you get a Certificate of Occupancy (CO), then we pro-rate it and briefly elaborated.

Rae Ann Walcott. Assessor, CCMA II, stated that we have in the budget for someone to go out and assess properties.

Tony Ospiak stated that after becoming certified, the town pays for it; after permanent hire, if she leaves the position, none of it gets recouped.

Rae Ann Walcott. Assessor, CCMA II, noted last two years received a grant to go, may have to pay for hotel only, and briefly elaborated.

Tony Ospiak questioned which line item does that comes out of.

Rae Ann Walcott. Assessor, CCMA II, stated Conferences & Training.

Rae Ann Walcott. Assessor, CCMA II, noted the Board of Assessment Appeals did not change much.

Rae Ann Walcott. Assessor, CCMA II, noted there will be 57 appeals, with over 5000 accounts.

## **6. Public Comment**

Jim Moslak, 18 Carriage Drive, Terryville, CT - noted re-evaluation taxes increased, pension percentages compared to State, increase, Tax Collector part-time or full-time, Police Department headcount, Police cruiser's battery costs, and extra duty fund.

Melanie Church, 328 Main Street, Terryville, CT – noted figure from the Police, Charter for Police purchases over \$5,000, cruiser with moonroof, taxpayers pay, and money taken out of the extra duty fund.

## **7. Correspondence**

Margus Laan requested to change the Land Use (meeting date). (Follow-up)

## **8. Board Member's Comments**

Jon Draper - None

Vicky Carey - Questioned if the mayor met with either of you to go over the budget?

Roxanne Perugino - None

Tony Ospiak – Noted we are on Budget No. 3; requested that major changes be highlighted to keep track of more easily.

Eugene Croce noted looking for volunteers after the budget cycle is completed. Looking to form a sub-committee regarding the procedures of other Boards of Finance in the State of Connecticut to make our own set of procedures, have it in writing- formal document, and approved by the Town Council. Noted Charter and State Statutes.

**9. Adjournment**

**There being no further business of the Board of Finance, a motion was made by Tony Ospiak, seconded by Roxanne Perugino, to adjourn at 8:45 p.m. This motion was approved unanimously.**

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary