

Town of Plymouth

80 Main Street, Terryville, CT 06786
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Board of Finance

Telephone: 860-585-4001
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1. **Call Meeting to Order:** Eugene Croce, Chairman, called the March 23, 2026, Board of Finance meeting to order at 7:00 p.m. in the Assembly Room. Members in attendance: Victoria Carey - Vice Chairman, Jennifer Brunnoli, Jon Draper, Roxanne Perugino, and Tony Osipiak. Also Present: Vijay Dora, Finance Director, Mary Jane Boucher, Accountant -Town of Plymouth Comptroller's Office, and Democratic Deputy Registrar: Barbara S. Galvin, Democratic Registrar: Julie Giancesini Flammia, Jamie Terry, Technology Director -Twin Lakes Technology
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:

Roxanne Perugino made a motion, seconded by Jon Draper, to approve the March 16, 2026, minutes as presented.

VOTE:

Motion passed unanimously

5. **Registrars, Gen. Adm.,(includes)* Human Resources, Town Council, Mayor, Comptroller, Board of Finance, Public Health Services, Treasurer, Legal Services, Central Supply, and Information Technology (IT)**

*Employee Benefits, Property & Casualty, Historic Properties, Probate, Economic Development, Special Services & Elderly Transportation

Barbara S. Galvin, Democratic Deputy Registrar, noted Account #51610 -Regular Employees increased to \$16,000. There are two reasons for this increase. One, both Deputy Registrars will be leaving at the end of 2026. Training will be required for their replacements. Barbara Galvin will be assisting in this training. Two, both Registrars will be on the 2026 ballot. Per state statute, their involvement in the election will be limited, and the deputies will have to run the election.

Barbara S. Galvin, Democratic Deputy Registrar, noted Account #51620 -Part-time/Seasonal workers will remain at \$30,000. We are unsure if we will be receiving any Early Voting Grants for the 2026 election. Early voting payroll for the November election was approximately \$12,000. There is a possibility that we will have two primaries in 2026.

PLYMOUTH, CT
 TOWN CLERK'S OFFICE
 RECEIVED FOR RECORD
 2026 MAR 26 PM 3:36
 David L. King
 TOWN CLERK

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Barbara S. Galvin, Democratic Deputy Registrar, stated that you have to account for 5 days of early voting for the primary and, in case of any referendum, and briefly elaborated.

Barbara S. Galvin, Democratic Deputy Registrar, stated office supplies increase, new tabulators that require special storage and need to be charged every three months, purchase of equipment to put tabulators on in a secure location, extra supplies for early voting, printers, and copier being maintained. Noted supplies are considerably more than previously.

Tony Ospiak questioned the supply of "I voted" stickers

Barbara S. Galvin, Democratic Deputy Registrar, stated "I paid for it myself" - noted costs \$100.00 we have more than enough - bought 5000.

Tony Ospiak questioned how many voters.

Barbara S. Galvin, Democratic Deputy Registrar, stated 7000 for the presidential.

Tony Ospiak questioned whether in early voting are referendums covered.

Barbara S. Galvin, Democratic Deputy Registrar, stated no.

Tony Ospiak questioned if there is a primary, is a delegate, or candidate for office obligated to hold that election, if they come in with signatures, would a primary be legal if candidates in that primary altered the early voting to only 2 days vs 5 days.

Barbara S. Galvin, Democratic Deputy Registrar, stated no its statute.

Tony Ospiak noted that a small town has to have the same number early voting days as a city like Bridgeport.

Barbara S. Galvin, Democratic Deputy Registrar, stated yes. If closed down early – re. a secretary of state called them and threatened to fine them for closing early voting polls - \$10,000 fine

Tony Ospiak questioned whether the democratic legislatures have taxed the residents of those small towns.

Barbara S. Galvin, Democratic Deputy Registrar, stated legislature, body in Hartford both Democrats and Republicans, passed the original bill with 30 days of early voting. The Secretary of State wanted 10 and 14 days of early voting, which was a compromise of both parties.

Julie Giancesini Flammia, Democratic Registrar, stated trying to get the legislature to take it up again and shorten the time frame, but it's not making it out of committee. The Registrars of Voters Association of Connecticut has a lobbyist - we go to Hartford we try to get that put through, and they are not doing it. Statistically, we have shown that it could be a shorter amount of time or alter some days 8-8, 10-6 and weekends noted. They're not interested in changing.

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Roxanne Perugino noted numbers are different than what the mayor has. Questioned if early voting expenses are part of the payment for employees.

Barbara S. Galvin, Democratic Deputy Registrar, stated Vijay Dora, Finance Director asked us to break out our early voting budget. In the past just had folded early voting into various line items. Employees and supplies that we use for early voting line and if we get received some type of grant and briefly elaborated.

Barbara S. Galvin, Democratic Deputy Registrar, stated that in the past, we always folded early voting into various line items.

Barbara S. Galvin, Democratic Deputy Registrar, confirmed stated part time, seasonal employees, office supplies used for early voting, noted hard to break out ballots.

Eugene Croce's concerned that salaries were included in a line item that is traditionally used for salaries.

Roxanne Perugino suggested adding a line for early voting salaries and expenses.

Barbara S. Galvin, Democratic Deputy Registrar, stated we have to report back to the state how we spent our early voting funds. For us in the office, accounting wise is easier instead of going through different line items to figure it out.

Julie Giancesini Flammia, Democratic Registrar, noted a learning curve, and they keep making changes, received grants, and we did not receive funds until we started the early voting period. They want us to account for spending (the past two years).

Eugene questioned the no-excuse voting.

Julie Giancesini Flammia, Democratic Registrar, stated last session that they passed - we could use the tabulators for early voting, too. When that will be put into effect, not sure.

Julie Giancesini Flammia, Democratic Registrar, stated that the secretary has been working on policy and how they are going to roll that out, noted procedures, and new voter registration software they keep pushing back, and briefly elaborated.

Democratic Deputy Registrar: Barbara S. Galvin noted absentee ballots that are handled by the town clerk's office, rolled out, or implemented, and briefly elaborated.

Jon Draper questioned the 4,500 increase in regular employees, which is an increase in hours, not the hourly rate.

Barbara S. Galvin, Democratic Deputy Registrar, stated that is for the minimum wage for regular employees.

Tony Ospiak questioned is are voters removed from list as a regular process and how.

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Julie Giancesini Flammia, Democratic Registrar, stated obits, we get notification from various homes, the town clerk, and the State of CT sends a list. Every year we do a canvass if you did not vote for two federal election cycles, DMVs, and /or a return of letter. Noted inactive list, but still can reactivate, but individual needs to reverify that they still live there.

Barbara S. Galvin, Democratic Deputy Registrar, noted that same-day registration requires proof of residence.

General Administration

Mary Jane Boucher, Accountant, Comptroller's office, stated that I assist with budget and grant recording.

Mary Jane Boucher, Accountant, distributed and discussed in detail the FY 27 request.

Employee Benefits

Mary Jane Boucher noted increased wages/benefits from collective bargaining agreements that increase amounts coming out for pension contributions and retirement contributions. Health Insurance goes up every year, less increase in Health Insurance-Active. Everything else across the board has went up - budgeted 15% more, and briefly elaborated. Deduction in Insurance Accident & Health -adjusting to actuals, noted Heart & Hypertension going to change – depending on bill.

*Mayor David Sekorski noted Heart & Hypertension - Salary & Benefits – flat will adjust that before budget preparation (less than \$25,000), and briefly elaborated. *(follow-up)*

Tony Ospiak noted that new legislation does not allow people to file for hypertension.

Mayor David Sekorski noted Heart & Hypertension that one individual is grandfathered in, and briefly elaborated.

Vicky Carey questioned Tuition Reimbursement, still being put in as a clause. \$50,000

Mary Jane Boucher noted a collective bargaining units that give tuition reimbursement and a set/limited amount, that line is education incentives the people get for having degrees, but it falls under there, and briefly elaborated.

Eugene Croce questioned Health Insurance – comfortable with that amount.

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Mary Jane Boucher stated that with the mayor's guidance, we put in some aggressive numbers on our actives at a point 8.9% if we did not go out to bid or go out looking.

Roxanne Perugino questioned whether this includes other departments that ask for extra help or part-time to full-time employees, does that included their insurances.

Mayor David Sekorski stated that those adjustments do not impact those numbers. This is a generic number when discussed with our insurance broker, confident with the number, but health insurance is still a variable, noted market - if we come in under 13-14% would be lucky, and briefly elaborated.

Tony Ospiak questioned Compensated Absences \$60,000- whether compensated absences are compensatory time for department heads.

Mary Jane Boucher noted that it is time that is paid out when retired, accrued sick and vacation time (limited), and briefly elaborated.

Mayor David Sekorski stated variable surprised by the value of the accumulated sick time, and hopes to adjust in the future compensation.

Tony Ospiak noted the amount employee received - must have had a tremendous attendance record.

Roxanne Perugino questioned the placement in the budget.

Vijay Dora, Finance Director, stated number supplied from the previous administration - numbers are hard to predict, and moving forward, pushing next year to receive information before the budget is prepared, and we could estimate better, and then if no one retires will go back to fund balance.

Mayor David Sekorski noted the expense of payout, accounting for it more accurately, and what belongs in salary and what belongs in benefits. Take it out of the salary line, and it is not all salary, and adjust compensation (accrued) in the appropriated budget line, and briefly elaborated.

Vijay Dora, Finance Director, explained in detail, payroll entry line ADP (calculates), payroll entry line - our job is to reclassify, and thanks to Mayor Sekorski, we have changed this, and briefly elaborated.

Vijay Dora, Finance Director, stated want to explore and track on a monthly basis, the total vacation and total sick time, and how much should be accrued for compensated benefits.

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Mayor David Sekorski noted an inconsistent accounting process, not an error.

Vijay Dora, Finance Director, stated that eventually, every month, the number will change constantly based on accumulation, and briefly elaborated.

Mayor David Sekorski stated is working with the current accounting system, thinks that there is an opportunity to use additional modules within the system that have not been maximized, best practices, accounting salary, and accumulations noted turnover in the finance department in our past accounting practices, and briefly elaborated.

Property & Casualty Insurance

Mary Jane Boucher noted Property & Casualty Insurance that we get from the broker, and accidents/liabilities, re. accidents -those change – they give us a best practice/budget indications numbers should fall under there, and briefly elaborated.

Vicky Carey questioned Property & Casualty - do they do task quarterly?

Mary Jane Boucher stated pay quarterly, not sure how they do their back work.

Historic Properties

Mary Jane Boucher noted Historic Properties - no change there.

Mary Jane Boucher noted the Probate Shared Services number we get from the Probate court.

Economic Development

Mary Jane Boucher noted we increased meeting secretaries across the board \$15,000, not paying the appropriate minimum wage.

Mary Jane Boucher noted the advertising budget increased \$4,500

Special Services

Mary Jane Boucher's Special Services increased for monuments that just went back down to \$2,000.

Elderly Transportation

Mary Jane Boucher noted that Elderly Transportation is not a big change there.

Vicky Carey stated Dial a Ride is that Cooke Willow?

Vijay Dora, Finance Director stated yes

Vicky Carey noted Economic Development needs to add a line item, NVCOG (mayor's missing), noted a large amount – what is the difference?

*Mary Jane Boucher stated Brownfields are part of it, part of it is NVCOG, with the amount. *(follow-up)*

Mayor David Sekorski stated just received more information on dues from different groups that we participate in and briefly elaborated.

Human Resources

Mary Jane Boucher noted that Human Resources increased professional services, including Human Resources Services, to include job postings and background checks.

Town Council

Mary Jane Boucher stated that the Town Council has no changes to salaries.

Mayor

Mary Jane Boucher stated the mayor is not taking a raise.

Vicky Carey stated I think you have to have a raise - that it is already done and briefly elaborated.

Mary Jane Boucher noted Part-time Employees - executive secretary and executive assistant both work part time.

Mary Jane Boucher stated Temporary Wages for when adm. asst. needs a fill-in for the executive secretary is not there.

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Mary Jane Boucher stated Meeting Secretary has gone up.

Mary Jane Boucher stated no Longevity , Conference & Training bumped up a little -looking at actuals, mayor has more conferences to attend, Advertising Budget up, General Office Supplies, Memberships & Dues chamber of commerce in there as well.

Mary Jane Boucher stated Membership & Dues NVCOG Cap. Purch. Program, Central CT Chamber of Commerce.

Vicky Carey requested to formulate a job description for both executive secretary and adm. assistant. To ensure fair compensation for him to be paid appropriately and not slight him in any way, the executive secretary should be paid less and the other paid more due to more responsibilities, and what your recommendations are.

Mayor David Sekorski stated already forwarded to HR consultant noting unique scenario researching that, what we agreed to finish this budget year, former salary line without benefits, and split in half, same salary and are capped, did not want to exceed budget and will update after developing with HR and their expectations, noted skill set vs a receptionist role presently undefined, and are working on defining that presently, and briefly elaborated.

Mayor David Sekorski stated that both positions require a different set of skills, variances in their responsibilities, and briefly elaborated.

Tony Ospiak stated re. part-time - they don't work in excess of 40 hours between them.

Mayor David Sekorski stated 25 hours a piece - maximum is capped, and we are working on scheduling to make it more efficient.

Tony Ospiak questioned the deficit in that line item. (salary account)

Mayor David Sekorski stated that when we paid out for a person who retired from the salary line item, we paid out the accrued sick time out of the salary line item. It should have come out of the combination of salary and accrued benefits (accounting perspective), same scenario, highway supt. (deficit) will make necessary transfers to cover the benefit line to cover the salary line (accounting issue), did not overspend, and briefly elaborated.

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Vijay Dora, Finance Director, stated that if we start doing the liability calculations, we will be able to track better the monthly accumulation, which will be accounted for, will have to decide if done monthly, quarterly, or annually, need to keep track of the balance and briefly elaborated.

Eugene Croce stated that I would prefer to do an expenditure transfer into the area where it correctly belongs - instead of doing a budget transfer, it gives us a better guideline for next year.

Mayor David Sekorski confirmed that those transfers were already done, and next month's report will not be that much of an expenditure in that line.

Vijay Dora, Finance Director, stated, you will see negative and positive in another account.

Jennifer Brunoli questioned whether all employees get paid out 100%, or does their contract state a different percentage?

Vijay Dora, Finance Director, noted the contract states what an individual is entitled to and briefly elaborated.

Eugene Croce confirmed that accounting adjustments that go into the correct account do not need to come to the Board for approval and briefly elaborated.

Vijay Dora, Finance Director, stated that whatever journal entry we do, whether it's an adjustment or reclassification, the auditors get the trial balances, they get the general ledger, they can very well see, and they can question us that they need backup to support that. And we make sure that we have backup for every transaction, and briefly elaborated.

Mayor David Sekorski noted that if you request one department to a completely different line, that needs to be approved by the Board of Finance.

Vijay Dora, Finance Director, stated that within the department, we can do it- if intradepartmental approval is required by the Board of Finance.

Eugene Croce stated that, in cases where the fund has language that states any balance exceeding a certain amount or date will get transferred to the general fund.

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Comptroller

Mary Jane Boucher noted the Comptroller's Budget increase in the Department Head, due to his contractual obligations and briefly elaborated.

Mary Jane Boucher noted Regular Employees per collective bargaining obligations and briefly elaborated.

Mary Jane Boucher increased overtime, wages going up, working hard on this budget. \$2000

Mary Jane Boucher noted Longevity \$200.00 (new)

Mary Jane Boucher noted Purchased Professional Services for accounting consulting for CLA. \$25,000

Mary Jane Boucher noted Service Contracts up ADP & Tyler Tech. \$60,000

Mary Jane Boucher noted Conferences & Training -Tyler Training. \$11,000

Mary Jane Boucher noted Other Professional/Tech Services \$2,500

Mary Jane Boucher noted Banking Service Fees of \$11,000 avg. \$900 per month, General Office Supplies \$2,000 and Membership & Dues \$350 and Fraud Loss Expenses 0.

Mayor David Sekorski noted that Tyler Training is an accounting system that we use this is for the software licensing purchases.

Board of Finance

Mary Jane Boucher discussed in detail the Board of Finance, Meeting Secretary \$3,500, Audit/Accounting Services \$82,000 Cbiz – Audit, Admin Supplies \$200 and Reserve for Contingency \$50,000.

Eugene Croce suggested additional money for someone to take inventory of all the personnel job descriptions, noted intern to have department heads fill out a standard form, including day-to-day procedures, and monthly calendars, training, and noted objectives and/or goals that can be used for evaluating employee performance. Noted that a procedure manual would be critical to be more successful in the future, these are things that every business has that don't seem to exist here, and briefly elaborated.

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Mayor David Sekorski noted the importance and looks forward to that conversation and briefly elaborated.

Vicky Carey stated would like the contingency to raise to \$75,000.

Public Health Services

Mary Jane Boucher noted Public Health Services, noted payments to Other Organizations pay per capita, \$65,097.00- Torrington Area Health District, Treasurer \$3,600.

Treasurer

Mary Jane Boucher noted Other Salaries \$3,600.

Legal Services

Mary Jane Boucher noted Legal Services, which is based on actuals, have increased.

Central Supply

Mary Jane Boucher noted Service Contracts is adding a new copier.

Mary Jane Boucher noted that Technical Services moved to IT (4124)

Mary Jane Boucher noted that Technology Related Repairs moved to IT (4124)

Mary Jane Boucher noted Army Strong Program - Allocation \$5,000 (need to confirm)

Mary Jane Boucher noted Telephone & Communications \$28,198 CEN, CCI Voice (new), and Comcast, Postage \$15,000, Travel Reimbursement \$2,800 and General Office Supplies \$13,800 and Memberships & Dues CCM (Connecticut Commerce of municipalities) membership \$8,031

Information Technology (IT)

Jamie Terry, Technology Director -Twin Lakes Technology, distributed and discussed in detail the Information Technology Budget 01-2026.xlsx pg. 1Requested Budget \$267,356.74

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Jamie Terry, Technology Director -Twin Lakes Technology, presented the Technology Budget / Town of Plymouth.

March 2026

Slides included:

- ❖ Comprehensive FY 27 Budget Detail Total FY 27 Request \$87,668.80
- ❖ Pillar III: Workforce Lifecycle Management
- ❖ Capital vs Operating
- ❖ Operation Request Summary 2026-2027
- ❖ Town of Plymouth Technology Support Team
- ❖ Technology Services
- ❖ Support Tickets
- ❖ Active Projects
- ❖ Future Projects
- ❖ Staffing Request 2026-2027 - \$173,100.00 Service Contracts
- ❖ Software 2026-2027 Technology Software - \$85,194
- ❖ Security Software and Operations
- ❖ FY 26 Software Shortfall -Microsoft Licensing shortfall of \$11,940
- ❖ Hardware Request 2026-2027

Jamie Terry, Technology Director, noted annual computer refresh - historically, the town spends about \$15,000 per year on computer replacements, maintaining nearly 100 devices. We typically replace fewer than 20 devices annually, but many are still significantly outdated. We are still catching up on the replacement cycle, and some devices are failing before they can be replaced. While we're not in an ideal position yet, we do have a plan in place and expect to reach a healthier cycle over time.

Jamie Terry, Technology Director, stated there was also discussion about whether these costs fall under capital or operating expenses. Individually, computers under \$1,000 fall below the capital improvement threshold, but when purchased in bulk, they can qualify as capital expenses. Historically, the town has treated them as capital, but this remains a decision point.

Jamie Terry, Technology Director, stated the total technology operating budget is approximately \$270,000 and is expected to remain around that level. I will continue working to reduce costs where possible, though increases may occur in the coming years.

Jamie Terry, Technology Director, stated our team consists of four members: two technicians, a system administrator, and myself, along with additional virtual office support when needed. Each role is distinct, with technicians handling day-to-day support, and escalation handled by myself and adm. Our average first response time for tickets is about 20 minutes. So far, we've completed around 400 tickets, with about 25 currently open in cue - often delayed due to coordination with third-party vendors supporting specialized systems in departments re. Police and the Town Clerk.

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Jamie Terry, Technology Director, stated that, in addition to daily support, we are managing a large number of projects from March through August, with a similarly heavy workload expected next year. Many of these projects stem from systems that were previously not maintained, creating risks - especially in cybersecurity.

Jamie Terry, Technology Director, Security, stated remains a top priority. While our posture has improved, it is still below ideal standards. The proposed budget includes increases for software, cybersecurity, and support services. Key cost drivers include Microsoft and Adobe subscriptions, both of which have increased under the new pricing model structure and continue to increase. We are also identifying employees who lack email accounts or system access, which adds to costs but is necessary for security and efficiency.

Jamie Terry, Technology Director, stated that some departments rely on legacy systems/software without service contracts, resulting in higher support costs. Additionally, our website is not ADA-compliant, which puts the town at legal risk (fines).

Jamie Terry, Technology Director, stated that with modest investment in cybersecurity, we can achieve a modern, well-protected environment with 24/7 monitoring to detect and stop threats. Nearby towns have experienced serious cyber incidents, including outages affecting police, fire, and emergency services. These risks are real and increasing, especially with more sophisticated phishing attacks.

Jamie Terry, Technology Director, stated lastly, I want to address a \$11,000 software budget shortfall for the current fiscal year. This was due to a budgeting error - the approved amount was not entered correctly. Noted: We are forecasting that overage now.

Jamie Terry, Technology Director, stated on the hardware side, last year's expenses were about \$12,000 range, but this year's request is reduced to \$3,000, mainly for printers, toner, and badge supplies, as there are fewer equipment needs.

Roxanne Perugino noted computer purchases - that most companies usually place these under line items because they are under \$1,000, considered throw-away items, were surprised not included in the budget, noted this is a necessity.

Mayor David Sekorski, stated we're optimistic as we develop the long-term plan that once we get reestablished, to Jamie's point earlier, that once we get on to the regular schedule and we get where we need to be in terms of the hardware replacement and the upgrades, it would then become more scheduled. And then it might be more appropriate to be in the operational budget. But right now, because we're still in the catch-up state and briefly elaborated.

Jennifer Brunoli questioned whether employees do the KnowBe4 training.

Jamie Terri stated they do the *KnowBe4 training, all employees do the training, and monitor reports.

Note: *KnowBe4 is an integrated Security Awareness Training and Simulated Phishing platform.

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Mayor David Sekorski noted many towns will be transitioning their websites and email addresses to a .gov domain to increase security and briefly elaborated.

Mayor David Sekorski noted physical security upgrades in the building, including key entry, cameras, etc., and briefly elaborated.

Tony Ospiak stated re. number/amount appropriated in last year's budget to reach plateau -when I think about technology, I think about efficiency. With all the money being spent, I would expect to see increased productivity across departments A, B, and C. It's not that people aren't working hard, but shouldn't technology help address staffing challenges or make processes faster? Maybe I'm missing the point.

Jamie Terry, Technology Director, stated many layers of technology.

Jamie Terry, Technology Director, stated you're not missing the point, but with efficiencies and productivity, the town is at a place just out of reach, and not a focus town.

Tony Ospiak stated that in technology, no one knows where it's going, and when we will reach that plateau, and briefly elaborated.

Eugene Croce stated that the problem is that we didn't have a dedicated technology budget until last year, and briefly elaborated.

Jon Draper questioned whether telework isn't really common here, but do we provide staff with docking stations and laptops, or are most using desktop computers in the office?

Jamie Terry, Technology Director, stated that about 90% of workstations use desktops. Some laptops were issued during COVID and are still in use by certain departments. When replacing equipment, we consider whether a laptop is justified for a specific purpose. Cost can favor laptops with docking stations, but that decision needs to be made collectively. I'm not proactively replacing laptops without clear direction.

Jon Draper questioned whether the town is Microsoft-based and whether there has been any exploration of using Copilot, giving licensing.

Jamie Terry, Technology Director, stated that it is included with Microsoft, and the Police Department currently has a moratorium on AI use, so those tools are disabled for certain users.

Jon Draper stated what about town hall? Given staffing shortages across departments, tools like Copilot could possibly help, assuming proper training.

Jamie Terry, Technology Director, stated that training is a major factor. We are beginning to explore more advanced use of Microsoft Teams as a collaborative workspace, new theory, but we're still in the early stages.

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Tony Ospiak questioned what happens to old equipment when we modernize. It's not all useless -how is it handled?

Jamie Terry, Technology Director, stated that most retired equipment has no remaining value and is recycled through secure electronics disposal vendors. Items like network switches are replaced at end-of-life, meaning they no longer receive security updates and can't be safely reused. While we could attempt to auction items through the GSA website, we don't expect any meaningful return.

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT - Tuition reimbursement, compensated absences had stopped carrying over vacation, questioned extras in contracts must use or lose it, extra money police caught up, absences audit report all done, town side behind, job description, paid extra money.

7. Correspondence

None

8. Board Member's Comments

Tony Ospiak - None

Jon Draper - None

Jennifer Brunoli - None

Roxanne Perugino - re. Public Works and Parks & Rec. position open (overlap) employee on both sides.

Vicky Carey – Still looking for job description (have not found) and still awaiting the Board of Education questions (follow-up) from their budget presentation.

A brief discussion took place regarding the Tri-Board Meeting (TBD)

Mayor David Sekorski stated this is my first time preparing a \$50 million budget, and as we worked through it, we identified a few important corrections. The handout I provided clarifies the mill rate calculation. Previously, it was based on the adjusted grand list, but after confirming with the Office of Policy and Management, we should be using the full grand list. This change lowers the projected mill rate from 31.79 to 28.26, which is more favorable for taxpayers.

Mayor David Sekorski stated that we will distribute an updated Version 4 of the budget reflecting this correction and a few minor housekeeping changes. Regarding the fire department grant—just under \$1 million—the town's share is about \$43,000. Since we don't yet know the timing, I recommend leaving it out of the current budget. We have flexibility, and I'm confident this will not pose a risk.

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Mayor David Sekorski stated, overall, we are refining the budget as we go and will continue providing updated versions. Collection revenues, including overdue taxes, remain strong, though they may level off over time. Noted, grateful to the Board for your time and patience as we work through this process.

Eugene Croce stated I need to better understand the assumption that we will collect 100% of the projected revenue and balance expenditures against that, when in reality, full collection is never achieved.

Mayor David Sekorski stated correct, and I shared your concern. That's why we consulted with the state, and based on their guidance, I am comfortable bringing this recommendation to the board.

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 9:02 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary