

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 regular March 24, 2025, 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, Eugene Croce, Tony Osipiak, David Sekorski, and Vijay Dora, Town of Plymouth Finance Director. Also Present: Town Council Liaison -Remie Ferreira
2. **Pledge of Allegiance:** Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance.
3. **Notice of Fire Exits –** Jim Kilduff noted the Fire Exits for the record.
4. **Approval of Minutes**

MOTION:

Vicky Carey made a motion, seconded by Tony Osipiak to accept the minutes of March 13, 2025, as amended.

CORRECTION:

Pg. 2 - Jim Kilduff stated that motor vehicle was adjusted for inflationary increase and it is now decreased a year later.

VOTE:

Motion passed unanimously

MOTION:

Dave Sekorski made a motion, seconded by Tony Osipiak to accept the minutes of March 17, 2025.

VOTE:

Motion passed unanimously

5. **Continue Pass Thru of Budget FY 2025-26**

Vijay Dora, Finance Director answered some of the previously asked questions from past meetings - some highlights included:

Vijay Dora, Finance Director stated there are no pending contracts except mine (the contract has not been signed and needs to be presented to the council) and briefly elaborated.

Eugene Croce questioned the present number in the budget for the Finance Director position (is this number the last contract number of the last incumbent?)

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2025 MAR 27 PM 4:08
TOWN CLERK

Board of Finance Meeting

March 24, 2025

Page 2 of 6

Vijay Dora, Finance Director confirmed - I have no idea.

Eugene Croce questioned the \$20,000 line item. (follow-up)

Eugene Croce confirmed under "Employee Benefits" - Wage Benefits Adjustment line item. (follow-up)

Vijay Dora, Finance Director, noted various types of unions, dates vary for different contracts and briefly elaborated.

Jim Kilduff noted Public Works Department Head actually not getting a 6.51% (will be explained), contracts coming in and expiring, and budget. Need explanation/clarification- when departments come in and briefly elaborated.

Vijay Dora, Finance Director stated re. Personnel -Classified Service - employees covered by these rules are defined in Chapter 8, Section 2. The tax collector and town clerk, although not in classified services, are still covered by these policies as to insurance, vacation, holidays, leaves of absence, pension, and retirement benefits, the rules apply to the mayor concerning insurance, pension, and retirement benefits.

Vijay Dora, Finance Director noted presently Fire Department (radio repair) is not part of the IT department, per Jamie Terry-Technology Director via email confirmed not part of the IT department presently.

Vijay Dora, Finance Director noted Emergency Management (27,560) lease of Equipment has been moved to the Public Works Department for the facilities budget along with equipment, and generators. (follow-up)

Vijay Dora, Finance Director noted animal housing is \$20.00 per day - paid through the Police Department. When people are moved, animals are (housed in Bristol) - then Bristol will bill us and then we will bill the landlord and/or owner of the property.

Vijay Dora, Finance Director discussed how "sweep" works in detail and briefly elaborated. Noted money is from all sources, into the general fund, so money is not idle, the bank determines needs, only one general fund and the bank does investments to earn income and briefly elaborated.

Vijay Dora, Finance Director noted (credit card) payments - Maureen Cappetto, Parks & Recreation Director has contacted the credit card company to inform them to redirect income/funds received from activities/programs to the 7048 general fund and briefly elaborated.

Vijay Dora, Finance Director noted that WPCA has its account but we pay and control this account.

Tony Ospiak questioned if the Police Extra Duty is included in that bank account (revenue).

Vijay Dora, Finance Director stated "Yes"

Tony Ospiak questioned if the money earned on Police Extra Duty - Does interest get credited to town or back to the Police Extra Duty fund? (follow-up)

Vijay Doraw noted Police -Account 1439 - Chief and captain only have access to it. (follow-up)

Tony Ospiak questioned surplus or deficit. Budgeted vs actual figures. (follow-up)

Eugene Croce noted audit needs to be completed for the actual number.

Vijay Dora, Finance Director noted financials - the importance of mapping, Tyler Technologies- contractor to ensure that system is set up to correct accounts – for projections, constructive numbers, etc., and briefly elaborated.

Jim Kilduff noted Public Works - Maintenance (older vehicles), and Police (number of cruisers). Costs associated with older vehicles, mechanic, insurance cost, trade-in value, leasing, and police-specialty vehicles. (follow-up)

Vicky Carey noted they need to use the town-owned car for extra duty or hire an outside firm and briefly elaborated.

Jim Kilduff noted they would then lose money.

Jim Kilduff noted the importance of any emergency situations (number) built in for a cushion and briefly elaborated.

Tony Osipiak noted the oldest police cruiser in the fleet as of last year had only 60,000 miles.

Public Works

Dave Sekorski requested Other Professional/ Tech Services 4301 increase of \$3,000 for clarification from the narrative.

Jim Kilduff read the narrative as follows: FY2026 Proposed.

Software subscriptions, technical service contracts for projects, and required reporting

Iworq software annual subscription for 311 citizen engagement, work orders, pavement condition tracking,	\$9,000.00
Sign inventory, asset tracking, ArcGIS license Renewal required 2025	\$1,500.00
Grant Technical Assistance for Projects	\$2,000.00
Total	\$12,500

Dave Sekorski questioned Highway – Regular Employees increase \$11,282

Highway – 4303 Other professional/ tech services \$34,700

Jim Kilduff read narrative for clarification

Board of Finance Meeting**March 24, 2025****Page 4 of 6**

Contract Services and Vendors	
Guide Rails	\$ 5,000.00
Line Striping	\$ 19,000.00
Vegetative/pest control spraying	\$ 15,000.00
Tree Removal	\$ 33,000.00
Pipe cleaning & Inspections	\$ 10,000.00
Catch Basin Cleaning	\$ 37,000.00
Security Contracts	\$ 8,000.00
Equipment Rentals	\$ 11,500.00
HVAC & Systems Service	\$ 3,500.00
Fuel Systems Service	\$ 3,500.00
Total	\$145,500.00

Eugene Croce stated last year \$141,000 asking for \$175,000

Jim Kilduff stated confirmed with the Mayor earlier number of \$145,000 (actual 2024) fiscal year budget of \$154,975 after a discussion with the Public Works Director with the Mayor (follow-up)

Eugene Croce questioned where two items from emergency management were and briefly elaborated. (follow-up)

Vijay Dora, Finance Director stated re. all accounts for the cash accounts - The Terryville Public Library, has an account 7164 associated with Wells Fargo, and accounts 6066 and 7943 an investment account - The library controls all three accounts. The Library Board approved the funds from 6066 and 7943 to be transferred to new accounts held by the Main Street Community Foundation. This was approved by the library board in January 2025. (follow-up)

Vicky Carey questioned do they need town council approval. (follow-up)

Eugene Croce stated not if under 501(c)(3). (follow-up)

Repairs & Maintenance – Maintenance Garage increase \$12,500 (follow-up)

Jim Kilduff read the narrative this line item covers substantial and nonroutine repairs/maintenance of the town-owned fleet and heavy equipment. Due to the age and heavy use of some vehicles, and the increased number of vehicles added by some departments, costs have increased significantly.

Fleet Repair & Maintenance - Maintenance Garage – breakdown per department/costs for comparison of last year's cost by area (spread?). (follow-up)

Dave Sekorski stated the same descriptions under Highway, and Maintenance Garage, - an opportunity from an accounting or department perspective - consider placing all maintenance & repairs together and briefly elaborated.

Jim Kilduff continued reading the narrative

Trucks - Public Works	\$28,700.00
Equipment - Public Works	\$46,400.00
Parks & Rec Fleet / Equipment	\$6,000.00
Police Dept Fleet	\$49,700.00
Fire Department Fleet	\$12,000.00
Ambulance Fleet	\$5,000.00
Town Vehicle Fleet	\$6,700.00
Dial-a-ride Bus Fleet	\$8,000.00
BOE Fleet / Equipment	\$6,000.00
Total	\$168,500.00

Jim Kilduff noted Utilities – re. Streetlights, LEDs, electric rates, we pay for repairs and briefly elaborated.

Town Hall (14,000) because using natural gas instead of oil.

Facilities -regular employees 4332 increase \$20,025 (follow-up)

Dave Sekorski noted Highway 4303 Other Professional/Tech Services - request \$175,700 increase \$34,700 (follow-up)

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT - questioned Police Accounts -town council approved, questioned false alarms and parking tickets, etc. (where is income), noted charter and town council approval for projects, and extra duty.

Remie Ferreira stated problem as a taxpayer and town council member with the breakdown/details, budgetary process everything is approved, and the Board of Education is never challenged. I am the only member of the town council that asks questions - we need hard numbers.

7. Correspondence

Plymouth Public Schools Budget Report Fiscal Year 2024-2025 from 12/1/24 to 12/31/24, and 2/1/2025 to 2/28/2025

8. Board Member's Comments

Vicky Carey - On Board of Finance for over 30 years, re. Public Works - was very detailed in the past, previous comptrollers streamlined process - due to the bottom line, anything now over \$5,000 has to go to capitals - things need to change in town hall and briefly elaborated.

Eugene Croce - None

Tony Osipiak - None

Dave Sekorski - None

9. Adjournment

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

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary