

# 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:** Jim Kilduff, Chairman called the regular March 31, 2025, Board of Finance meeting to order at 7:05 p.m. in the Assembly Room. Members in attendance: Victoria Carey-Vice Chairman, Jennifer Brunnoli, Eugene Croce, Tony Osipiak, David Sekorski, and Vijay Dora, Town of Plymouth Finance Director. Also Present: Pam Pelletier, Tax Collector, Gretchen DelCegno, Library Director, Margus T. Laan. Zoning & Wetlands Enforcement Officer, Director of Public Works - Carl Johnson, and 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 (follow-up)**
5. **Discuss and take action regarding 2024 GL Motor Vehicle Supplemental List Policy**

Pam Pelletier, Tax Collector noted quote for contract services need to be added to that line item and briefly elaborated.

Pam Pelletier, Tax Collector distributed for review a visual representation as follows for clarity.

## **REGULAR MOTOR VEHICLE LIST – (SAME/NOT AFFECTED)**

OCT. 1, 2024←-----→SEPT. 30, 2025

BILLED IN JULY 2025.

## **NOW**

## **SUPPLEMENTAL MOTOR VEHICLE LIST**

OCT. 2, 2024←-----→ SEPT. 30, 2025

BILLED IN JANUARY 2026

## **NEW RECOMMENDED SUPPLEMENTAL BILLING**

OCT. 2, 2024←-----→APR. 30, 2025

BILLED IN JULY 2025

MAY 1, 2025←-----→SEPT. 30, 2025

BILLED IN JAN. 2026

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
2025 MAR 33 PM 3:14  
TOWN CLERK

**MOTION**

Vicky Carey made a motion, seconded by Jennifer Brunoli to adopt a billing schedule whereas supplemental bills for motor vehicles registered between October 2<sup>nd</sup> and March 31<sup>st</sup> of the following year are sent out in July, along with the regular motor vehicle list bills and real estate bills.

**VOTE**

**Motion passed unanimously**

**6. Review Library and Land Use Boards Sections of the Budget**

Gretchen DelCegno, Library Director distributed for perusal Pg. 1 of 5 some highlights included:

**July 2023 – June 2024**

Circulation	52,340 items	20% increase from FY22
Physical Circulation	45,314 items (84.5%)	17% increase from FY22
Digital Circulation	7,026 items (15.5%)	38% increase from FY22

Visits	– 67,886
Study Room Reservations	– 308
Computer Sessions	– 5,441 sessions
Library Programs	– 535 (averaging 1.8 programs a day)
Attendance	– 7,661 participants

**Service Highlights**

- ❖ Inventory of Library Collection - periodic review of Library collection to ensure that what's on the shelf matches what we show in our Library catalog.

**FY25 Grants**

\$ 2,500	Main Street Community Foundation Grant – Accessible Adult Seating
\$ 400	Knights of Columbus Grant – Virtual Programming with Mr. Matt and Turtle Dance –Invitations sent to Public School Classrooms – well-received and will be Continuing again this year
\$ 350	Phyllis Corsetti Endowment Mini Grant – Children's Concert on the Green

**IMLS Cuts**

- ❖ Though we have yet to see the direct impacts of cuts to the Institute of Museum and Library
  - Service, we anticipate that services made available to our patrons through the CT State Library may be reduced or cancelled altogether.
  - We will see impacts primarily in staff continuing education opportunities, diverse databases for students and adults, and the interlibrary loan infrastructure.

- Connecticut has a longstanding network that works to enable the sharing of resources throughout the state. This system allows our patrons to borrow materials (books, audiobooks, DVDs, etc) from any other library in the state.

❖ Line Item Review/Narrative

❖ Specific Advocacy

- **Library Page** – minimum wage employee – increase to 10 hrs per week – annual cost difference just \$1,734. This position is critical to ensuring the timely shelving of materials. The Library Page also helps prepare craft materials for in-house craft programs.
- **Library Assistant** – 19 hours per week – annual cost of just over \$17,000. This role directly serves the public by providing reference and circulation assistance, readers' advisory, digital literacy support, and computer troubleshooting, as well as contributing to Makerspace activities and programming. Restoring this position would allow the library to extend its hours by up to nine additional hours per week, including two additional mornings and a third evening.

Eugene Croce questioned if audiobooks should be broken out from regular books in the budget. (follow-up)

Vijay Dora, Town of Plymouth Finance Director stated we can add a line between the two items (same account) with different numbers if you want that.

Gretchen DelCegno, Library Director stated open to that if this is a data point, and we can easily gather that information if wanted/requested.

Dave Sekorski confirmed staff requests - increase and amounts.

Gretchen DelCegno, Library Director noted both positions Library Page -\$1,734 and Library Assistant \$17,000 and briefly elaborated.

Margus T. Laan. Zoning & Wetlands Enforcement Officer distributed Land Use, Zoning Board of Appeals, Historic Properties, Wetlands/Conservation, Economic Development ledger view of the budget.

Margus T. Laan. Zoning & Wetlands Enforcement Officer distributed for review Planning & Zoning Commission – Running Total \$3,929.57, Amount Remaining \$1,070.43 and Zoning Board of Appeals - Running Total \$1,261.89 amount remaining \$238.11

Margus T. Laan. Zoning & Wetlands Enforcement Officer distributed for review various examples of Legal Notices, Town of Plymouth, Notice of Actions Pg. 1 of 6, noting sometimes having to run more than once and briefly elaborated.

Revisit Advertising budget (follow-up)

Tony Ospiak questioned membership & dues

Margus T. Laan. Zoning & Wetlands Enforcement Officer confirmed memberships are:

CT Federation of Planning & Zoning Agencies - for P&ZC	\$	130
CT Federation of Planning & Zoning Agencies - for ZBA	\$	130
Connecticut Association of Zoning Enforcement Officials	\$	125
Naugatuck Valley Council of Governments	\$	6,834
Northwest Conservation District	\$	2080

**7. Continue Pass Thru of Budget FY 2025-2026**

**8. Discussion and update on the Police Extra Duty Fund and possible use of those funds for expenses outside of Police Capitals**

Jim Kilduff discussed in detail the Police Extra Duty fund, noted bills paid out of that, and what is left - the balance is changing all the time (fluid situation). Important to know the amount and current requests in capitals, with the understanding that the amount is always changing constantly. Projecting - is not an exact science which is why you never build a budget on fluctuating amounts and briefly elaborated.

Jim Kilduff stated this was created for Police capitals, department capital extensive and briefly elaborated.

Jim Kilduff noted the importance of a written policy – recommendation to make a motion to ask the town attorney to look into the possible use of Police Extra Duty funds for other budgetary expenses outside of police department capitals.

Jim Kilduff stated this way we will have a legal opinion and the Board of Finance can decide to adopt a policy, re. Sample - that didn't touch it but codified it to what you could do, and noted that there are other opinions and briefly elaborated.

**MOTION**

Dave Sekorski made a motion, seconded by Jennifer Brunoli to request the mayor and the town attorney to research the legality of us possibly using the police extra duty fund revenues for other budget expenses/ purposes other than police department capital expenditures.

**VOTE**

**Dave Sekorski – Yes**

**Jennifer Brunoli - Yes**

**Vicky Carey – abstain**

**Eugene Croce – Yes**

**Tony Ospiak - Yes**

**Motion passes 4 - one abstention**

**DISCUSSION**

Eugene Croce stated I think it is a good starting point, a hard policy, so everyone can refer to it.

Tony Ospiak suggested I hope they look at towns, that have included this and talk to auditors that cleared this in their budgets. A good starting reference point! Noted we funded capital items and there was money still left over. Questioned the amount in Police Extra Duty.

Vijay Dora, Finance Director stated March when the first budget was released then \$461,531. - After we projected expenses, not final number but the best at that time projected expense was \$380,604, and briefly elaborated.

Eugene Croce requested a 5-year history - look back period on the fund.

Dave Sekorski confirmed the \$380,604 capital projects spreadsheet proposed, that's the total request, but from a procedural point of view, we need to approve this, that does not mean we have to spend that amount.

Vicky Carey stated if you were to not take the police into account at all and rounded up their requests it comes to \$201,000 - all of their requests (without police vehicles) and briefly elaborated.

Vijay Doran, Finance Director stated answers to previous questions from past meetings:

- Tax Collector 6% increase in Dept. Head salary – why is it 4%

Vijay Doran stated Mayor looked at history in the past (kept at that level) the Board needs to decide what is appropriate.

Vicky Carey directed questions to: Gretchen DelCegno, Library Director -If you have become the warming and cooling center in town? Do you have to work extra hours?

Gretchen DelCegno, Library Director We are the warming and cooling center in town (not an emergency shelter). My hours this time have not been adjusted, if we become designated as an emergency shelter then we would have to adjust hours and briefly elaborated.

Pam Pelletier, Tax Collector stated Emergency Shelter is still Eli Terry and briefly elaborated.

Carl Johnson, Director of Public Works noted still working with FEMA for an infrastructure grant for disaster- does not have a generator and briefly elaborated.

## **9. Public Comment**

Town Council Liaison Remie Ferreira supports and complimented the Library. The Police Extra Duty fund – no records of ever being voted on - becomes discretionary funds - the issue of appearance or possibility of inproprietary that can happen with this type of understanding - this is influx – questioned balance. Noted charter, way too much money for one department to have discretion. Any kind of income should go back to the general fund.

Steve Courtney, 7 Union Street, Terryville, CT spoke in favor of the Library and noted it is like a community center for students to gather, in favor of positions and request for additional hours.

Melanie Church, 328 Main Street, Terryville, CT - Pay for Police Department with Extra Duty fund, and Town Council is the legislative body.

Carl Johnson, Director of Public Works - noted Police Extra Duty - noted adequate flagging policy for special revenue, need a policy for special revenue and briefly elaborated.

Vicky Carey stated the Board of Finance reviews/estimates and prepares a recommended budget. We're going to hand it to the Town Council and they may consider and approve the budget or not. Noted timeframe for minutes/recordings being archived and/or retained (until deleted/destroyed).

Vicky Carey stated Capitals that I have been doing for years add 2 more million - has gone down in price.

Vicky Carey noted revenue is down half a million, and salary increases for the town are over \$150,000. The Police Department alone almost \$165,000 and briefly elaborated.

Vicky Carey noted between the loss of revenue and the salaries and other items that we have to take out it's around \$200,000 and it comes out to \$922.00 that were behind in the hole already and briefly elaborated.

Jeanine Audette 80 Burger Road Terryville, CT - Treasurer of Library Trustees, complimented Gretchen DelCegno, Library Director, helping the community, and please consider positions to keep up with all of the work.

**10. Correspondence**

**None**

**11. Board Member's Comments**

Dave Sekorski - None

Jennifer Brunoli - None

Vicky Carey - None

Eugene Croce - None

Tony Osipiak - None

**12. Adjournment**

**There being no further business of the Board of Finance, a motion was made by Tony Osipiak seconded by Vicky Carey to adjourn at 8:40 p.m. This motion was approved unanimously.**

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary

