

Town of Plymouth

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Board of Finance

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1. **Call Meeting to Order:** Jim Kilduff, Chairman called the regular May 15, 2025, Board of Finance meeting to order at 7:00 p.m. in the Assembly Room. Members in attendance: Victoria Carey-Vice Chairman-excused absence, Jennifer Brunnoli, Eugene Croce, Tony Osipiak, David Sekorski, and Vijay Dora, Town of Plymouth Finance Director.

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 to accept Tax Suspense List**

Pam Pelletier, Tax Collector, CCMC discussed this year's suspense lists that list uncollectible personal property in detail. Noted this list includes businesses that have gone out of business, and motor vehicles of individuals that may have passed or that we have deemed not collectible.

Pam Pelletier, Tax Collector, CCMC stated despite this, all accounts are still sent to a collection agency. Currently, TaxServ, LLC is handling personal property and motor vehicle collections effectively, recovering \$10,000 to \$15,000 monthly, significantly more than the previous agency. The list was shared earlier for review.

Eugene Croce questioned if there was a certain amount that could be waived.

Pam Pelletier, Tax Collector, CCMC stated Board of Finance and Town Council allowed me to waive anything under \$5.00. I waived these (amounts under \$5.00) once or twice a year (6 months) and briefly elaborated.

Tony Osipiak questioned larger amounts and whether there were any liens placed against the property when being sold.

Pam Pelletier, Tax Collector, CCMC stated they are in collection, and noted motor vehicles cannot be registered if they are on this list, and briefly elaborated.

Pam Pelletier, Tax Collector, CCMC noted Personal Property - lien is in the Town Clerk's office and TaxServ, LLC will try to collect and briefly elaborated.

Tony Osipiak questioned names that appear more than once.

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2025 MAY 27 PM 3:01
TOWN CLERK

Pam Pelletier, Tax Collector, CCMC stated that this means that they didn't pay for multiple years and will continue to appear from different grand lists. If they go out of business, they need to turn in their license and file a dissolution statement - then they would be removed. They will also continue to be billed by the assessor and briefly elaborated.

Dave Sekorski questioned if you have an arrangement/agreement with TaxServ, LLC, that larger thresholds get priority.

Pam Pelletier, Tax Collector, CCMC stated, "Yes, TaxServ, LLC is aggressive, noting they contact individuals by phone, letters, and briefly elaborated.

MOTION:

Eugene Croce made a motion, seconded by Tony Ospiak, to accept the tax suspense list.

VOTE:

The motion passed unanimously

6. Naming of Auditor for FY 25

Jim Kilduff, Chairman, stated present Auditor - Marcum Accountants and Advisors, and noted the contract was for three years, 2024, 2025, and 2026 with an option to renew for two additional years. We're approving year two (2) - fiscal year 2025.

Note: Marcum is now part of CBIZ.

MOTION:

Dave Sekorski made a motion, seconded by Jennifer Brunoli, to name the auditor for fiscal year 2025, which is Marcum Accountants and Advisors.

VOTE:

The motion passed unanimously

Discussion:

Eugene Croce questioned if we are satisfied with the Auditor.

Vijay Dora, Finance Director, stated that the audit team is relatively new to the process. Noted everything they've requested has been provided, though there are still a few open items that just came in today, which are being worked on.

Vijay Dora, Finance Director, stated that communication with them is going well. Most of it happens through their system called Inflo, where documents are uploaded and downloaded. Direct contact is also possible - phone numbers are available, and there has been personal communication with the chief auditor.

Vijay Dora, Finance Director, stated that the auditor mentioned that they will lose access to the Inflo's platform system soon. When that happens, communication will continue via email or phone. For now, Inflo is being used to manage requests and we share documents efficiently.

Jim Kilduff noted that an issue is that there is a limited number of auditors who do these types of functions and briefly elaborated.

Dave Sekorski noted that since we are contracted with them, the naming of auditors is a formality at this point.

Dave Sekorski questioned if you are still working with the principal contact with this organization.

Vijay Dora, Finance Director, noted Yes, Kyle, Gabriella, and Christine. Understandably, new auditors will be asking a lot of questions regarding transactions.

Dave Sekorski questioned the deadline to close open items.

Vijay Dora, Finance Director, stated the Mayor would preferably want the audit done by June. From our side, we provide them with everything, and it is up to them and briefly elaborated.

Vijay Dora, Finance Director, stated we filed an extension with The Office of Policy and Management (OPM) on May 31, 2025. If not completed, we then file again and briefly elaborated.

7. Discuss and take action on Public Works Transfer

MOTION:

Tony Ospiak made a motion, seconded by Dave Sekorski to accept the budget adjustments within the Plymouth Public Works Department.

VOTE:

The motion passed unanimously.

Discussion:

Carl Johnson, Director of Public Works, distributed for perusal the requested budget adjustments for Plymouth Department of Public Works dated May 12, 2025, page 1 of 4. Budget \$3,398,827.00 Adjustment \$3,398,827.00

Carl Johnson, Director of Public Works, noted overtime because we are down three personnel.

Carl Johnson, Director of Public Works, stated the snow/winter weather was a little harder - we only received one bid for the schools because of the sidewalks – ultimately \$86,000 over on the schools from contracting all of the ice and snow from the parking lot.

Carl Johnson, Director of Public Works, stated that next year we're not doing the sidewalks, that's all going to be on them, and we'll just do trip plowing, confident that the price will be a lot lower. Salt and sand were over about \$25,000, and noted utilities.

Carl Johnson, Director of Public Works stated we are trying to right-size these line items - cost accounts - segway from auditing so that money is in different line items. Moving bulk out of salary line items, where we had to cover other services, some over, and some under. Noted, next year we will have a better idea of how we are doing.

Jennifer Brunoli questioned the total amount and where the transfer was coming from.

Carl Johnson stated the last item, Delta, which is change plus negative to get to the goal number, and briefly elaborated.

Carl Johnson stated we went through what we spent so far, with our obligations - encumbrances that never were backed out. So, we paid individuals 100% - and it shows that we fulfilled their contract. So, we move things around so that things are right-sized. In addition, noted items bought for the police station (Maintenance).

Jennifer Brunoli questioned does the Police Station have a maintenance line item.

Carl Johnson, Director of Public Works, stated, "No," - comes out of Other Facilities line item.

Dave Sekorski stated this reflects a bulk adjustment of what we spent vs. what we budgeted.

Eugene Croce questioned the Town Hall area where we added salaries.

Carl Johnson, Director of Public Works, noted (custodian position) shared with Parks & Recreation, not added - some are charged to Town Hall or Facilities and briefly elaborated.

Tony Ospiak questioned re. Telephone & Communication budgeted \$26,500, adjustment of \$46,350, which means we are off by \$20,000.

Carl Johnson, Director of Public Works, stated this is an example of bulk billing (AT&T bill for the entire organization), split up communication line items - allocation, noted catchall, and briefly elaborated.

8. Public Comment

None

9. Correspondence

None

10. Board Member's comments

Jennifer Brunoli - None

Dave Sekorski – re. Coding some of these numbers are very large. Concerned - we need to know where we are for accurate budgeting which could be an indicator that something is wrong.

Eugene Croce - None

Tony Osipiak - Requested that our finance department does some research, -which they did - reviewed, and did a comparison among some towns in regards to purchasing agents in other towns. Noted budget cycles, fiscal year ends, books not closed, hope is that we will get a report if we were in a surplus or deficit. Would like to see line items reflect what they say as a step forward. Board of Education budget report that includes budgeted, spent, encumbered left, and the percentage where we stand. Would like to see that type of budget report generated monthly for review.

Vijay Dora stated that moving forward, presently we give all department heads a report once a month and could provide the report to the Board of Finance members for review.

11. Adjournment

There being no further business of the Board of Finance, a motion was made by Eugene Croce, seconded by Jennifer Brunoli, to adjourn at 7:45 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary

