

## 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 June 19, 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 - excused absence, 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 on Budget Transfer Requests**

Mayor Joe Kilduff stated that a lightning strike in August damaged a communication tower used by emergency services at the fairgrounds. Although an emergency repair was made, service—especially for Police and Fire—remains subpar. A more thorough repair is needed, per a Norcom quote, but insurance won't cover it because the equipment was never listed on the insurance policy (20-30 years ago).

Mayor Joe Kilduff proposes transferring approximately \$58,000 from a FY25 capital budget line item originally intended for registrars - for voting tabulators (now covered by the state), and the remaining \$7,006.60 from town aid FY26 from the roadside mower that the town council put into town aid to fund the \$65,000 repair.

Mayor Joe Kilduff noted that although insurance denied the claim, the town attorney will review it for a possible appeal. The repair is urgent per the Fire Department, Police, and Communications Commission. This is a fund transfer, not an additional appropriation.

Mayor Kilduff addressed three additional items:

1. **Solar Farm Concerns** – A proposed solar farm off Preston Rd. has raised neighborhood concerns about drainage and property values. He supports hiring a third-party engineer, funded through internal transfers, to assist Planning & Zoning with their review.
2. **Technology Budgeting** – Vijay Dora will present changes to move tech expenses out of central supply and into departmental budgets for transparency in the budget process.
3. **Special Appropriation** – A unanimously supported special appropriation will be discussed next by Keith and Kevin, with full backing from the mayor and council.

Carl Johnson, Director of Public Works, spoke briefly on antennas noted will be having a team meeting with Norcom, Crown Castles, the tower, and the communication commission, noted the timeframe and expectations, and briefly elaborated.

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Vijay Dora, Finance Director, confirmed that sufficient funds are available for transfer.

Vicky Carey questioned whether there is a built-in contingency, and this is a firm number.

Carl Johnson, Director of Public Works, noted - Not to exceed the number presented.

Carl Johnson, Director of Public Works, noted that the police use an automatic digital overlapping system that connects/speaks to all three towers, while the fire department uses a single antenna per channel for Fall Mountain and Fairgrounds.

Dave Sekorski confirmed that Crown Castle owns the tower and other damaged items, or are we responsible for the cost?

Carl Johnson, Director of Public Works, stated that there was no formal agreement and briefly elaborated.

Dave Sekorski questioned if the new equipment will have proper insurance/ proper rider and briefly elaborated.

Carl Johnson, Director of Public Works, stated that everything will be updated.

Tony Ospiak questioned if this is a firm number not to exceed, when reading the proposal, viewed two pages of what is not included, permits, etc. Who pays for what is not included?

Carl Johnson, Director of Public Works, noted no structural or siting issues. No permits from the state are required since not changing, just adding new equipment.

**MOTION:**

**Eugene Croce made a motion, seconded by Dave Sekorski, to transfer \$58,649 from the capital line item in the Fiscal Year 2025 budget -Tabulators line item and transfer the remaining \$7,006.60 from Town Aid fiscal year 2026.**

**VOTE:**

**The motion passed unanimously.**

A brief discussion was held on accounting procedures for budgetary purposes, clarifying that the encumbered item moves from 2025 to 2026 using the noted budget amount, not as a new appropriation. It was also noted that capital funds carry forward and must be used within three years.

**6. To discuss and take action on Special Appropriation request for a Veteran's Monument in Baldwin Park**

Keith Golnik of 46 Orchard Street, Terryville, CT - Chairman, Plymouth Memorial Day committee, United States Army Veteran, Immediate Past Post Commander, American Legion Plymouth Post 20 -gave a brief presentation, noting that he oversees ceremonies, parades, and veteran recognition banners downtown. He collaborated with the state and Plymouth Public Works on the design and layout of monuments, flagpoles, and stonework before the start of the road alignment at the Agney Ave. and N Main St. intersection.

Keith Golnik stated the main monument at the center honors veterans of World War I, World War II, and the Korean War, listing all who served and those who made the ultimate sacrifice. To the left is the Vietnam War monument, positioned as it was originally, a few hundred feet away. Noted revised layout right side envisioned- planned to honor veterans from all other conflicts, including post-Civil War veterans, and briefly elaborated.

Keith Golnik stated the plan also aims to formally recognize Sergeant Major Phillip Albert, the town's only resident who paid the ultimate sacrifice in Afghanistan in 2003, beyond the existing dedicated flagpole at Quail Hollow -we need to recognize him formally. Noted that the infrastructure wiring and conduit for the new monument are already in place. The Schultz Corporation, the contractor, has agreed to install the monument free of charge if approved, likely timed with upcoming construction nearby. The state will keep the current monument and flagpole unchanged, so no modifications are needed there - proposed wording for the monument is still being finalized.

Keith Golnik stated proposal was made to honor all Plymouth veterans who served in wars, conflicts, and peacetime, with Sergeant Major Philip Albert's name underneath. Unforeseen future space left, God forbid, for future additions if needed. While it's not feasible to list every veteran individually, as with Vietnam and WWII memorials—a task that could take decades—a bronze plaque is planned.

Keith Golnik stated that the project was brought to the ARPA committee, seeking leftover funds. Originally estimated at \$16,000, the cost rose to \$16,800 in the new year. After discussions with the mayor, a special appropriation was requested and approved by the Town Council.

Keith Golnik stated This is a unique opportunity for the committee to create a lasting tribute - something that will endure beyond our lifetimes and even beyond the life of this building. It will stand for future generations and briefly elaborated.

Keith Golnik stated that if this is approved will go back to the Town Council for a bid waiver agreement next month. They're unsure of the bid process but believe it could be bypassed if the monument company is state-approved. The company has provided monuments in Bristol for decades, funded by the Veterans Council, not the city, noted relying on volunteer fundraising could take years, and briefly elaborated.

Jim Kilduff questioned the bidding process, re. multiple bids or waiver

Carl Johnson, Director of Public Works, noted a cooperative procurement method in which you can piggyback on the same municipal or state, or federal contract that they have already bid. If using the same pricing methodology and briefly elaborated.

**MOTION:**

**Dave Sekorski made a motion, seconded by Eugene Croce, to approve a special appropriation to transfer \$18,000 out of the current undesignated fund balance to pay for a veteran's monument in Baldwin Park.**

**VOTE:**

**The motion passed unanimously.**

Tony Ospiak suggested it comes out of Parks & Recreation fund.

Jim Kilduff noted Parks & Recreation have multiple huge projects and spending needs, the playground at Veterans Park that needs work, and briefly elaborated.

Keith Golnik of 46 Orchard Street, Terryville, CT, noted State ownership, Streetscape project, granite curbing, brickwork, and decorative light post extended up to the monument area will be a really special and briefly elaborated.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development gave an explanation for an interoffice departmental transfers request is to transfer funds from the advertising budget for wetlands, which has only \$52.54 that has been spent out of \$6000.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development noted that the planning and zoning advertising budget is running very close to empty. Still has legal notices for advertising of public hearings, which means that you have to run 2 legal notices, and then after the meeting, you need to run a notice of actions or a notice of decisions at this moment.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated I am asking for \$3000 through transfers from the budget that we're advertising in the wetlands to the planning and zoning department budget. Wetlands, until this February or March, had no public hearing expenses. Those expenses have been done again through Republic and American, which is far less expensive than the Waterbury and Bristol paper (will figure that out).

Proposed Solar Farm discussion:

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development spoke to the mayor about the money for the Economic Development Consultant to be paid - he gets paid \$30,000. He is now in the process he's submitting one of his bills for \$15,000, then he still needs to submit the second bill for the \$15,000.

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Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated there is money within the budget for the department for economic development that I imagine I can transfer without having to come here to be able to pay the differences. I am working with Vijay Dora, Finance Director, and the mayor to do that, and briefly elaborated.

### **Summary of Solar Project Review and Budget Discussion**

The mayor has suggested that a consultant be hired to conduct a third-party review of the solar panel project at 270 Preston Rd, to enhance and supplement the existing analysis (including comments from Carl Johnson). After attending two public hearings, town officials believe additional expertise is needed to better assess the project and ensure appropriate conditions or requirements are in place, especially important if the project is denied, and briefly elaborated.

### **Noted Public Hearing Timeline**

- **1st hearing:** May 29
- **2nd hearing:** June 12
- **3rd hearing (scheduled):** June 26
- The public hearing window is 35 days. If it extends beyond that, the town must get an extension agreement from the applicant.

If the project is denied, the board must provide clear, well-supported reasons. In some cases, a "denial without prejudice" may be used if there's uncertainty. If denied, need a case for these reasons and briefly elaborated.

### **Noted Consultant Fee Structure**

- Base analysis fee: \$3,200 (maximum)
- Meeting appearance (in-person): \$875
- Meeting appearance (Zoom): \$575
- Rebuttal response (if needed): \$1,500

### **Noted Budget Availability**

- **Planning & Zoning budget can provide:**
  - Total available: \$4,900

Vicky Carey confirmed looking for an approximate \$700.00 extra

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated hope to use the money that is from the transfer from the legal advertising to cover anything that's missing and briefly elaborated.

Vicky Carey confirmed you are looking to encumber all money in land use.

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Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated yes.

Eugene Croce noted that these are just internal budget transfers.

Vicky Carey confirmed you want to encumber under technical services.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated requesting from the wetlands conservation section of the land use budget to the planning and zoning budget department sections of the budget, and briefly elaborated.

Dave Sekorski questioned the location of the solar farm

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development confirmed 270 Preston Road, across the street from Lassie Court it is the large 7.2-acre parcel of land which has an apple orchard on it that was once an apple orchard, which is immediately east of Old Farm Rd.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated we had a staff meeting with Carl Johnson, me, Clarence, Scott, the Fire Marshal's office, and the applicant. I raised the option of hiring a consultant to help with the reviews. The company specializes in solar panels and understands the technical details thoroughly—likely better than we do. To make meaningful evaluations, we need that level of expertise, which may be beyond our current capacity.

Jim Kilduff questioned Are you saying a meaningful argument that could be pro or against.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development, if you decide the project is acceptable, you'll need to recommend condition-specific changes or requirements like A, B, C, and D. If it's approved, it should come with clear stipulations. If it's denied, you must clearly state the reasons for denial and briefly elaborated.

**MOTION:**

**Dave Sekorski made a motion, seconded by Vicky Carey, to approve the transfer of \$3,000 from the wetlands advertising conservation budget to the planning and zoning department.**

**VOTE:**

**The motion passed unanimously**

**MOTION:**

**Dave Sekorski made a motion, seconded by Eugene Croce, to encumber any unused fund balances from the Land Use department for the 2025 budget to move to the 2026 budget to cover unpaid expenses, ie, legal notice bills, and bill for consultant.**

**VOTE:**

**The motion passed unanimously**

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development suggested renaming different sections of the Land Use Department should be the Planning and Zoning division, Wetlands and Conservation division, Zoning Board of Appeals division, and Economic Development division because they're all part of the Department of Land Use Department.

Eugene Croce questioned project does not meet the standard requirements of the site council review.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated no because it is under a million, approximately \$975,000, and has to do with electricity generated and falls under M, which then would trigger a site council review, then we have no say, and briefly elaborated.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development noted they are saying they will own and run for 20 years with two five-year extensions, maybe three, and briefly elaborated.

Tony Ospiak questioned who is responsible for getting rid of these panels.

Margus T. Lann - Director of Planning & Economic Development Director of Planning & Economic Development stated that they are if they are in existence (still in business).

Jim Kilduff noted that Vijay Dora, Finance Director, will be discussing Technology Line – does not change dollar amounts, moving to proper new technology lines.

Vijay Dora, Finance Director, stated transferring from Central Supply, two line items: Technical Services \$165,000, and then the technology-related repairs and equipment \$68,621. What we are doing is taking the same money and distributing it to the IT department (information technology) based on the budget we received from them. So these two line items I mentioned, it will be changed to IT Service Contracts will be \$165,000, that's replacing Technical Services, Hardware is going to be \$12,352, Software \$44,329, and Technology Repairs and Equipment \$11,940. If you add all this up, the bottom line is \$233,621, so it's the same amount that we had in central supply. We are moving it to IT in the budget section. When it's done, it will be located/listed below the comptroller section. The purpose is to have better control over ordering either software and /or hardware.

**MOTION:**

**Tony Ospiak made a motion, seconded by Eugene Croce, to move items from Central Supply to Information Technology.**

**VOTE:**

**The motion passed unanimously**

**7. Public Comment**

Melanie Church, 328 Main Street, Terryville, CT -Board of Education – Custodians privatized impact on Parks & Recreation (summer camp), stay step ahead, transfers (leftover) after three years, go back to general fund, noted North Street bridge fund, condition of roads, and need to prioritize.

**8. Correspondence**

Board of Education reports

**9. Board Member's comments**

Dave Sekorski – Motion for monument \$18,000 confirmed

Vicky Carey - None

Eugene Croce – None

Tony Ospiak – budget (next year) capital projects out of the Extra Duty fund, totaling projected 2026 expenses of \$380,604 (not spent as of yet). Where does the money go at the end of the year that is not expended from the extra duty fund?

Vijay Dora, Finance Director, stated the same account for three years (capital projects).

Vicky Carey stated the designated fund balance after three years.

Eugene Croce noted that Extra Duty continually carries over and briefly elaborated.

Tony Ospiak stated I would like to see if you don't spend it this year, it's gone, and start the process over.

Jim Kilduff noted dependent on rules.

Dave Sekorski noted the importance of the fund agreement of how that fund should work.



Vicky Carey noted some capitals are spaced out for various reasons and briefly elaborated.

Tony Ospiak questioned, Money from selling surplus equipment, curious where the money goes.

Vijay Dora, Finance Director, noted department head spends on similar equipment.

Vicky Carey questioned the ambulance auction (sale) – approved or spent until next year, and briefly elaborated.

Jim Kilduff noted Vijay Dora, Finance Director, is working on a presentation re. Procedures and where we are going and briefly elaborated.

Tony Ospiak questioned the motion about table/chairs training sessions/conferences in Plymouth. The requested amount that was generated from those sessions and/or conferences.

Jim Kilduff noted that the Fraud Risk Assessment is incorporated into the presentation and how it relates, and briefly elaborated.

#### **10. Adjournment**

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

Respectfully submitted,

*Michele Yokubinas*

Michele Yokubinas  
Recording Secretary