

**TOWN OF TRUMBULL  
NOTICE OF MEETING  
BOARD OF FINANCE**

**DATE:** June 11, 2015  
**TIME:** 7:00 P.M.  
**PLACE:** Long Hill Room

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

**TOWN TREASURER'S REPORT** – John Ponzio

**FISCAL YEAR 2014-2015 TRANSFER**

6-15-01	William B. Chin Director of Informaton Technology	FROM: 01012600-501101 Full-time Salaries	4,500
		TO: 01012600-522202 Professional Services  Consulting Service to assist in making additional upgrades to server.	4,500

**FISCAL YEAR 2014-2015 TRANSFER**

6-15-02	William B. Chin Director of Informaton Technology  Coleen Fitch Director of Nursing	FROM: 01050200-578801 Maintenance/Repair Service Contract	930
		01050200-534402 Program Supplies	460
		01050200-545503 Communications-Legal Notices	500
		TO: 01050200-581888 Capital Outlay	1,890
		To install cabling/jacks and purchase new phones due to renovations at the Mary J. Sherlach Counseling Center.	

**FISCAL YEAR 2014-2015 TRANSFER**

6-15-03	Michael Lombardo Chief of Police	FROM: 01022000-578801 Maintenance/Repair Service Contract	9,000
		TO: 01013600-578803 Maintenance/Repair Program Related	9,000
To pay for lead clean-up of the TPD traffic garage and indoor shooting range and to purchase filters for the Detective Bureau fingerprint work station.			

**FISCAL YEAR 2014-2015 TRANSFER**

6-15-04	Jamie Brätt Director of Economic & Community Development	FROM: 01014200- 501101 Full time salary account	900
		TO: 01014200- 501103 Seasonal employees	900
For the purpose of hiring an intern.			

**FISCAL YEAR 2014-2015 TRANSFER**

6-15-05	Lynn Arnow Chief of Staff	FROM: 01040000-522205 Program Expenses	5,741
		TO: 01040000-501101 Salaries-FT	5,741
To hire the Director, Sanitarian and Administrative Assistant starting 6/22/2015 for the Health Department.			

**DISCUSSION ITEMS**

- Year to Date Budget to Actual Report – Expenditures FY 2015

**APPROVAL OF MINUTES**

- April 9, 2015
- May 14, 2015
- May 21, 2015

**ADJOURNMENT**

# Town of Trumbull Treasurer's Report

## Cash Balances and Investment Income

		<b>Current Fiscal Year July, 2014 to June, 2015</b>				Prior Fiscal Year 2013-14		
		<b>Month of May, 2015</b>			<b>11 Months</b>	May, 2014		11 Months
		Cash Balance	Interest	Average	Interest	Interest	Prior Yr	Interest
Bank / Brokerage	Amount at Mo. End	Income	Rate / Yield	Income	Income	Rate/Yield	Income	
<b>INVESTMENTS</b>								
Morgan Stanley	Cash	\$ 38,578	\$ -	0.01%	\$ 51	\$ 4	0.05%	\$ 56
	Investments	4,231,348	4,734	1.66%	66,936	4,525	1.76%	78,571
Janney, Mont., Scott	Cash / Money Mkt	328,793	2	0.01%	12	-	0.01%	8
	CD's					-	0.35%	628
	Investments	<u>5,322,698</u>	<u>11,402</u>	2.36%	<u>111,806</u>	<u>9,930</u>	2.53%	<u>103,164</u>
	<b>Total</b>	<u>9,921,417</u>	<u>16,138</u>		<u>178,805</u>	<u>14,459</u>		<u>182,427</u>
<b>MONEY FUNDS</b>								
STIF	Money Fund	(2) 3,980,070	477	0.15%	6,093	76	0.16%	2,546
TD Bank - Tax Rec'r	Money Fund	(3) 6,987,827		n/a	-		n/a	
TD Bank - Investment	Money Fund	34,609,223	9,780	0.30%	85,637	10,504	0.30%	92,506
Infinex (FF Cty Bank)	CD's (6)	1,400,833	564	4.70%	5,802	103	0.45%	5,947
	Money Market	25,277		0.01%			0.01%	
Farmington Bank	Money Fund							
<b>Totals</b>		<u>\$ 56,924,647</u>	<u>\$ 26,959</u>		<u>\$ 276,337</u>	<u>\$ 25,142</u>		<u>\$ 283,426</u>
Return on Investment (ROI) current fiscal year annual Budget / prior year actual					<u>\$ 300,000</u>			<u>\$ 299,714</u>

### Notes:

- (1) Includes Accrued Interest.
- (2) Main STIF account is for segregating unused Bond proceeds as required under IRS arbitrage rules.  
STIF now maintained by Bank of NY Mellon for the Connecticut State Treasurer.
- (3) Account balance average of \$7 million covers all TD Bank fees

Submitted to Board of Finance

John L. Ponzio  
Trumbull Town Treasurer

TOWN OF TRUMBULL  
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-15  
AGENDA: 6-15-01  
AMOUNT: \$4,500

2014-2015

(A) APPROPRIATION [ ] FROM: ACCOUNT NO. 01012600-501101 \$4,500  
ACCOUNT NAME Full-time Salaries

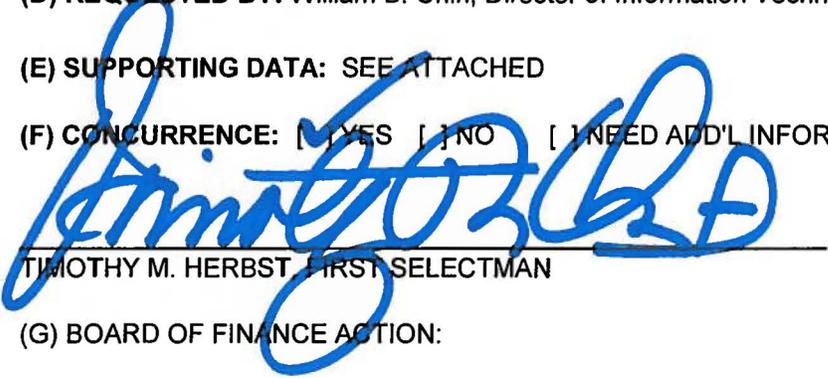
(B) TRANSFER [X] TO: ACCOUNT NO. 01012600-522202 \$4,500  
ACCOUNT NAME Professional Services

(C) SUMMARY OF REQUEST: Consulting Service to assist in making additional upgrades to server.

(D) REQUESTED BY: William B. Chin, Director of Information Technology

(E) SUPPORTING DATA: SEE ATTACHED

(F) CONCURRENCE: [  ] YES [  ] NO [  ] NEED ADD'L INFORMATION

  
TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED \_\_\_
2. RECOMMENDED TO TOWN COUNCIL \_\_\_
3. TABLED \_\_\_
4. DENIED \_\_\_
5. OTHER \_\_\_



TOWN OF TRUMBULL  
CONNECTICUT

From: William B. Chin, Director of Information Technology

Date: June 1, 2015

Re: Budget Transfer

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The Information Technology Department requests the following transfer of funds by the Board of Finance:

\$4,500 from 01012600-501101 Full Time Salaries to 01012600-522202 Professional Services

The Information Technology Department is able to transfer funds from the Full Time Salaries account because our new IT Technician was not hired until April 14 2015, even though there was funding on July 1, 2014.

The \$4,500 transfer would be used for consulting services to help us make additional configurations to our SAN & VMware systems to increase redundancy and help prevent a disaster. We would like to configure the VMware system to utilize the all of the servers at Town Hall and the Police Department. The VMware servers are currently only able to communicate with the servers in their own server room. Enabling this functionality will allow both Town Hall and the Police Department's systems to function in the event that the server hosts encounter a problem.

The Information Technology Department has preliminary quotes on each of these items to support the amount requested.

*William B. Chin*  
6/1/15



TOWN OF TRUMBULL  
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-15  
AGENDA: 6-15-02  
AMOUNT: \$1,890

2014-2015

(A) APPROPRIATION [ ] FROM: ACCOUNT NO. 01050200-578801 \$930  
ACCOUNT NAME Maintenance/Repair Service Contract

(B) TRANSFER [X] ACCOUNT NO. 01050200-534402 460  
ACCOUNT NAME Program Supplies

ACCOUNT NO. 01050200-545503 \$500  
ACCOUNT NAME Communications-Legal Notices

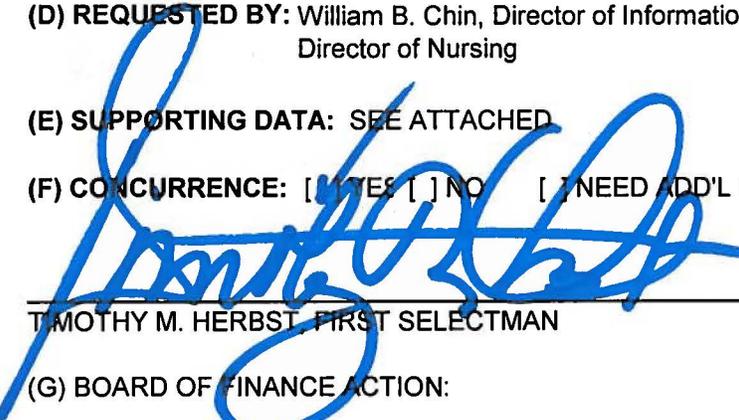
TO: ACCOUNT NO. 01050200-581888 \$1,890  
ACCOUNT NAME Capital Outlay

(C) SUMMARY OF REQUEST: To install cabling/jacks and purchase new phones due to renovations at the Mary J. Sherlach Counseling Center.

(D) REQUESTED BY: William B. Chin, Director of Information Technology and Coleen Fitch,  
Director of Nursing

(E) SUPPORTING DATA: SEE ATTACHED

(F) CONCURRENCE: [ ] YES [ ] NO [ ] NEED ADD'L INFORMATION

  
TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED \_\_\_
2. RECOMMENDED TO TOWN COUNCIL \_\_\_
3. TABLED \_\_\_
4. DENIED \_\_\_
5. OTHER \_\_\_

MARY SHERLACH COUNSELING CENTER										
#01050200										
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BUDGET	ACTUAL AT 6/30/2015	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	TOTAL PROJECTED ACTUAL	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
	FROM:									
	Maintenance/repair servcie contract	01050200-578801	2,413.00	1,331.94	1,081.06	-	1,331.94	1,081.06	(930.00)	151.06
	Program Supplies	01050200-534402	750.00	197.29	552.71	-	197.29	552.71	(460.00)	92.71
	Communications-Legal Notices	01050200-545503	500.00	-	500.00	-	-	500.00	(500.00)	-
	TO:									
	Capital Outlay	01050200-581888	-	-	-	-	-	-	1,890.00	1,890.00
	To install cabling/jacks and purchase new phones due to renovations									
			3,663.00	1,529.23	2,133.77	-	1,529.23	2,133.77	-	2,133.77



06/04/2015 13:55  
mpires

TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytbdud

FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
05 SOCIAL SERVICES							
01050200 MARY SHERLACH COUNSELING CTR							
01050200 501101 SALARIES-FT/PERMAN	208,649	0	208,649	195,360.46	.00	13,288.54	93.6%
01050200 501102 SALARIES-PT/PERMAN	0	0	0	.00	.00	.00	.0%
01050200 501103 SALARIES-SEASONAL/	0	0	0	.00	.00	.00	.0%
01050200 501105 SALARIES-OVERTIME	1,000	0	1,000	305.13	.00	694.87	30.5%
01050200 501106 SALARIES-LONGEVITY	850	0	850	850.00	.00	.00	100.0%
01050200 522201 SERVICES & FEES-CL	0	0	0	.00	.00	.00	.0%
01050200 522202 SERVICES & FEES-PR	3,000	0	3,000	2,975.00	.00	25.00	99.2%
01050200 522205 PROGRAM EXPENSES	0	0	0	.00	.00	.00	.0%
01050200 534401 MATERIALS & SUPPLI	1,138	0	1,138	654.50	.00	483.50	57.5%
01050200 534402 PROGRAM SUPPLIES	750	0	750	197.29	.00	552.71	26.3%
01050200 534403 MATERIALS & SUPPLI	0	0	0	.00	.00	.00	.0%
01050200 545503 COMMUNICATIONS-PUB	500	0	500	.00	.00	500.00	.0%
01050200 556601 PROFESSIONAL DEV-S	0	0	0	.00	.00	.00	.0%
01050200 556602 PROFESSIONAL DEV-A	980	0	980	686.00	.00	294.00	70.0%
01050200 567703 TRANSPORTATION-TRA	1,000	0	1,000	845.67	.00	154.33	84.6%
01050200 578801 MNTNCE/REPAIR SERV	2,413	0	2,413	1,331.94	.00	1,081.06	55.2%
01050200 590011 UTILITIES-HEAT	2,744	0	2,744	1,928.50	.00	815.50	70.3%
01050200 590012 UTILITIES-ELECTRICI	1,873	0	1,873	1,832.19	.00	40.81	97.8%
01050200 590013 UTILITIES-WATER	225	0	225	151.94	.00	73.06	67.5%
01050200 590014 UTILITIES-TELEPHON	1,448	0	1,448	2,389.55	.00	-941.55	165.0%*
TOTAL MARY SHERLACH COUNSELING CTR	226,570	0	226,570	209,508.17	.00	17,061.83	92.5%
TOTAL SOCIAL SERVICES	226,570	0	226,570	209,508.17	.00	17,061.83	92.5%
TOTAL GENERAL FUND	226,570	0	226,570	209,508.17	.00	17,061.83	92.5%
TOTAL EXPENSES	226,570	0	226,570	209,508.17	.00	17,061.83	
GRAND TOTAL	226,570	0	226,570	209,508.17	.00	17,061.83	92.5%

\*\* END OF REPORT - Generated by Maria Pires \*\*



TOWN OF TRUMBULL  
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-15  
AGENDA: 6-15-03  
AMOUNT: \$9,000

2014-2015

(A) APPROPRIATION [ ] FROM: ACCOUNT NO. 01022000-578801 \$9,000  
ACCOUNT NAME Maintenance/Repair Service Contract

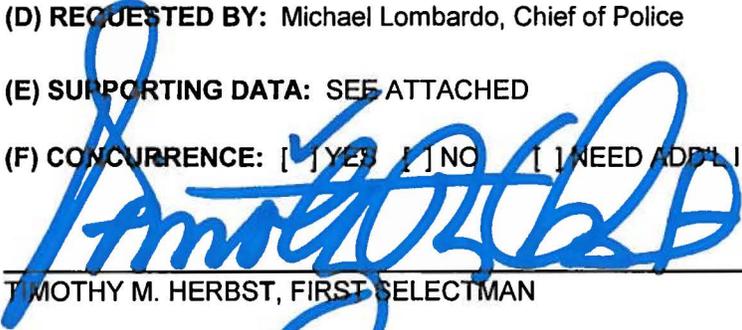
(B) TRANSFER [X] TO: ACCOUNT NO. 01013600-578803 \$9,000  
ACCOUNT NAME Maintenance/Repair Program Related

(C) SUMMARY OF REQUEST: To pay for lead clean-up of the TPD traffic garage and indoor shooting range and to purchase filters for the Detective Bureau fingerprint work station.

(D) REQUESTED BY: Michael Lombardo, Chief of Police

(E) SUPPORTING DATA: SEE ATTACHED

(F) CONCURRENCE: [ ] YES [ ] NO [ ] NEED ADD'L INFORMATION

  
TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

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2. RECOMMENDED TO TOWN COUNCIL\_\_\_
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4. DENIED\_\_\_
5. OTHER\_\_\_

## Maria Pires

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**From:** Thomas Savarese  
**Sent:** Thursday, June 04, 2015 12:18 PM  
**To:** Maria Pires  
**Cc:** Michael Lombardo  
**Subject:** TPD budget transfer request  
**Attachments:** FY 2014 2015 FinanceTRANSFER.xls

Good afternoon,

The following is information regarding the \$9,000 transfer request from the police maintenance/repair service contract account #578801 to the maintenance/repair program related account #578803.

1. Traffic garage lead clean up- Test sample from garage wall came back at 145000 ppm lead. Over 50 ppm is considered hazardous. The following three quotes were obtained for this cleaning. Servpro would be the requested vendor.

Servpro=	<u>\$2,820.89</u>
MER=	\$3,050 plus \$600 a day for a man lift.
Hazpro=	\$5,900

2. Indoor shooting range clean up- Lead cleaning of this shooting range has not taken place for several years. The following three quotes were obtained for this cleaning. MER would be the requested vendor.

MER=	<u>\$3,000 plus a \$200 fee for each drum disposal of waste.</u>
Servpro=	\$6,554.89
Hazpro=	\$15,500

3. Sirchie fingerprint work station filters- Filters for this system are required to remove the toxic dust and fumes that are created when detectives process evidence for fingerprints. Sirche is the sole vendor for these filters.

Sirche-	\$1,107.50
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- The transfer request of \$9,000 should cover any additional costs that may arise during the lead clean-up of the traffic garage and shooting range.

Please let me know if you have any questions.

Thank you

Tom

Deputy Chief Thomas Savarese  
Trumbull Police Department  
158 Edison Road  
Trumbull, CT. 06611  
203 261-3665 ext 227

## Phyllis Collier

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**From:** Thomas Savarese  
**Sent:** Tuesday, June 02, 2015 4:04 PM  
**To:** Phyllis Collier  
**Cc:** Michael Lombardo  
**Subject:** TPD Budget Transfer Request  
**Attachments:** FY 2014 2015 FinanceTRANSFER.xls

Good afternoon,

We would like to request a transfer in the Police budget. The request is to transfer \$9,000 from the Maintenance/ Repair Service Contract Account # 578801 to the Maintenance/ Repair Program Related Account # 578803. The transfer is to cover the lead clean-up of the TPD traffic garage and indoor shooting range, and also to purchase filters for the Detective Bureau fingerprint work station.

The Town of Trumbull Transfer form is attached.

Thank you.

Tom

Deputy Chief Thomas Savarese  
Trumbull Police Department  
158 Edison Road  
Trumbull, CT. 06611  
203 261-3665 ext 227



## Servpro of Trumbull, Monroe & N. Bridgeport

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Franchise #10248  
1318 Kossuth Street  
Bridgeport, CT 06608  
T: 800-530-2707 F: 203-382-1951  
Stacey@servproofstamford.com  
Tax I.D: 46-4140608

Client: Trumbull Police Department  
Property: 158 Edison Road  
Trumbull, CT 06611

Home: (203) 650-2718

Operator: FRAN

Estimator: Mike Barrett

Business: (203) 940-7529

Type of Estimate: Other  
Date Entered: 3/5/2015  
Date Est. Completed: 3/5/2015

Date Assigned: 2/26/2015  
Date Job Completed:

Price List: CTST8X\_MAR15  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: TRUMBULLPOLICEDEPT

**Servpro of Trumbull, Monroe & N. Bridgeport**

Franchise #10248  
 1318 Kossuth Street  
 Bridgeport, CT 06608  
 T: 800-530-2707 F: 203-382-1951  
 Stacey@servproofstamford.com  
 Tax I.D: 46-4140608

**TRUMBULLPOLICEDEPT**

**Main Level**



**Garage**

**Height: 16' 1"**

1,206.25 SF Walls	291.50 SF Ceiling
1,497.75 SF Walls & Ceiling	291.50 SF Floor
32.39 SY Flooring	75.00 LF Floor Perimeter
75.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,497.75 SF	0.00	0.80	0.00	1,198.20
<b>Hepa vaccum walls and floor</b>					
Apply plant-based disinfectant	1,497.75 SF	0.00	0.24	0.00	359.46
<b>Wipe walls and floor</b>					
Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	3.00 DA	0.00	107.88	0.00	323.64
<b>1 Air Scrubber @ 3 Days</b>					
Carbon vapor filter (for air scrubber) - 24" x 24"	1.00 EA	0.00	103.99	0.00	103.99
Add for personal protective equipment (hazardous cleanup)	12.00 EA	0.00	10.26	0.00	123.12
<b>Two sets @ 2 technicians @ 3 Days</b>					
Provide box, packing paper & tape - large size	40.00 EA	0.00	4.14	0.00	165.60
<b>40 large boxes to repack</b>					
Cleaning Technician - per hour	16.00 HR	0.00	34.18	0.00	546.88
<b>2 technicians @ 8 hours each to repack contents</b>					
<b>Totals: Garage</b>				<b>0.00</b>	<b>2,820.89</b>
<b>Total: Main Level</b>				<b>0.00</b>	<b>2,820.89</b>
<b>Line Item Totals: TRUMBULLPOLICEDEPT</b>				<b>0.00</b>	<b>2,820.89</b>



**CLIENT:**

Attn: Mr Leonard Scinto  
Company: Trumbull Police Department  
Street: 158 Edlson Road  
  
City, St, Zip: Trumbull , CT 06611  
Phone: 203 650 6109  
Fax:

**WORK TO BE PERFORMED AT:**

Site: Clean Indoor Shooting Range  
Company: Trumbull Police Department  
Street: 158 Edlson Road  
City, St, Zip: Trumbull , CT 06611  
Site Contact: Leonard Scinto  
Phone: 2036506109

BID NAME: Clean Indoor Shooting Range  
DATE: April 13, 2015  
BID No: 15NCMB0070  
PAGE 1 OF 2

Dear Mr Scinto ,

Moran Environmental Recovery (MER) appreciates this opportunity to be of service. MER is a specialized provider of integrated environmental and industrial services. Below is the scope of work and pricing for the services requested.

**SCOPE OF WORK:**

- Provide 3 man Labor team, Equipment and Materials to clean indoor shooting range. Scope of work to include removal of all lead rounds inside indoor range, wet wipe all walls of range. Hepa vacuum all paper and lead residue on floor of range, mop entire floor of range, including entrance to range. Disposal of all drums of generated waste.

**PROJECT PRICING:**

- Labor, Material & Equipment.....\$ 3,000.00 lump sum
- Disposal of Lead Debris.....\$ 200.00/ dm

\$ 3200.00  
A

Shooting range



TERMS AND CONDITIONS:

Payment Terms:	<input type="checkbox"/> C.O.D	<input type="checkbox"/> 1% 10 Days	<input checked="" type="checkbox"/> NET 30	<input type="checkbox"/> Other:
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Visa, MasterCard & American Express payments accepted.  
 Payments not made by due date will be subject to 1.5% monthly late fee.  
 This proposal may be withdrawn if not accepted within 30 days.

- **SITE CONDITIONS:** MER will have free and clear access to the site and where applicable, Owner will supply a constant and sufficient source of running water and electricity to perform the project. Work to be performed in accordance with all local, state and federal regulations. This proposal is contingent upon strikes, accidents, or other delays beyond our control.
- **MINIMUM CHARGE:** All services performed by MER are subject to a \$1,000 Minimum Charge.
- **TAXES:** All applicable Federal, State, or Local taxes and/or surcharges will be included at time of invoice. Tax-exempt entities must provide proof of tax-exempt status prior to execution of the proposed work.
- **CHANGE ORDERS:** Work to be performed in accordance with all written drawing and specifications referenced above. Any deviation from those specifications will be executed only upon receipt of written orders and may result in additional charges.
- **WASTE DISPOSAL:** Disposal pricing is based upon generator information, off specification charges may apply if upon receipt at the disposal facility the material to be disposed of differs from what has been quoted. If applicable, Federal, State or local waste disposal taxes and/or surcharges will be added to the invoice.
- **ENERGY SURCHARGE:** The cost of fuel is included in Equipment Rates for all "fuel driven equipment" based on the posted price of diesel at the time of this proposal. An additional Fuel Surcharge may be assessed at the time the work is performed based on changes in the cost of fuel as reported on the Weekly US Average On-Highway Diesel Price published by the US Department of Energy at <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>. Any Fuel Surcharges will be established and applied on a monthly basis as appropriate for the period the work is executed.

To authorize the performance of this proposal, please execute the "Proposal Acceptance" below and return to the attention of Michael Barden. If you have any questions regarding this quotation or would like further information on our services, please feel free to call me at 203-948-8351. In the event that I cannot be reached, please contact our office at 203-270-0095 and ask for assistance.

Sincerely,

Michael Barden  
General Manager

PROPOSAL ACCEPTANCE:

CUSTOMER:

The above prices and conditions are satisfactory and are hereby accepted. MER is authorized to perform the work as proposed. The person signing below is doing so as a duly authorized Representative of Customer.

Signature: _____	Name: _____
Date: _____	Title: _____
PO Number _____	

This proposal when executed represents a legal and binding Contract.

# SIRCHIE

Products • Vehicles • Training

100 Hunter Place  
 Youngsville, N.C. 27596  
 Phone: (919) 554-2244, (800) 356-7311  
 Fax: (919) 554-2266, (800) 899-8181  
 www.sirchie.com

Extended Sales Hours 8AM-8PM EST Mon-Thurs, 8AM-7:30 PM EST Fri.

Quote Number: 0724379  
 Quote Date: 5/18/2015  
 Prepared by: Gia Harris  
 Modified by: Philip Kovac  
 RE: RFQ RFQ-Testi  
 FOB ORIGIN

## QUOTE

Cust No: 0006611  
 Attention: Rocco Testi  
 Fax No.: (203) 452-5083  
 Phone No.: (203) 452-5031

Bill to Address:  
 Town of Trumbull  
 5866 Main St  
 Accts Payable  
 Trumbull, CT 06611

Ship to Address:  
 Trumbull Police Dept  
 158 Edison Rd  
 Rocco Testi  
 Trumbull, CT 06611

E-mail: rtesti@trumbull-ct.gov

Qty	Description	Unit Price	Total
2	ACF10018 BONDED CARBON FILTER	\$285.50	\$531.00
2	ACFHEPA18 HEPA FILTER	\$175.50	\$351.00
1	ACFPRE4 PART, PREFILTER (2 REQD)12/PK	\$139.50	\$139.50

**Payment Details**

Terms: NET 30 DAYS  
 Expected Delivery: 10-14 Days ARO  
 Expiration: 30 Days  
 Federal ID No.: 26-1186682

Net Order: 1,021.50  
 Less Discount: 0.00  
 Shipping & Handling: 86.00  
 Sales Tax: 0.00  
**Order Total: 1,107.50**

Thank you for your continued interest in SIRCHIE products. When placing your order, please reference your quote number provided above. If you have any questions or concerns, please do not hesitate to call.

Signature: \_\_\_\_\_

Gia Harris

By placing this order, you are acknowledging you are a United States purchaser and agree not to ship products internationally and/or engage in a subsequent resale leading to the export of these items. Certain commodities cannot be exported from the United States without specific approval from the Department of Commerce (Part 730 et seq., U.S. Export Administration Regulations) and/or the Department of State (22 C.F.R. 120-130, ITAR). Diversion contrary to U.S. law is prohibited.

#A



May 27, 2015

Trumbull Police Department  
Trumbull, Connecticut

Attn.: Tom Savarese

**SOLE SOURCE CERTIFICATION**

Sirchie Finger Print Laboratories, Inc. hereby certifies that the *Advanced Forensic Workstation with AirSafe Controller, Model No. AC6400A* is manufactured exclusively for Sirchie® and that Sirchie® is the sole and exclusive worldwide Forensic Workstation Distributor of this unit.

Sirchie® further certifies that the following listed Forensic Workstation Accessories:

<u>Sirchie Catalog No.</u>	<u>Description</u>
ACF10018	Bonded Carbon Filter
ACFHEPA18	HEPA Filter
ACFPRE4	Pre-Filter

are also manufactured exclusively for accessory use in Sirchie's Advanced Forensic Workstation Model No. AC400A and that Sirchie® is the sole and exclusive worldwide Forensic Workstation Distributor for these recommended filters.

SIRCHIE®

James W. Gocke  
Senior Director of Sales and Education



# Technical Report

prepared for:

**Moran Environmental Recovery**  
20 Commerce Road  
Newtown CT, 06470  
**Attention: Mark Barnes**

Report Date: 02/11/2015  
Client Project ID: SHOR  
York Project (SDG) No.: 15B0274

CT Cert No PH-0723

New Jersey Cert No. CT-005



New York Cert No 10854

PA Cert No 68-04440

120 RESEARCH DRIVE

STRATFORD, CT 08615

(203) 325-1371

FAX (203) 357-0166

Report Date: 02/11/2015  
Client Project ID: SHOR  
York Project (SDG) No.: 15B0274

**Moran Environmental Recovery**  
20 Commerce Road  
Newtown CT, 06470  
Attention: Mark Barnes

## Purpose and Results

This report contains the analytical data for the sample(s) identified on the attached chain-of-custody received in our laboratory on February 10, 2015 and listed below. The project was identified as your project: **SHOR**.

The analyses were conducted utilizing appropriate EPA, Standard Methods, and ASTM methods as detailed in the data summary tables.

All samples were received in proper condition meeting the customary acceptance requirements for environmental samples except those indicated under the Notes section of this report.

All analyses met the method and laboratory standard operating procedure requirements except as indicated by any data flags, the meaning of which are explained in the attachment to this report, and case narrative if applicable.

The results of the analyses, which are all reported on dry weight basis (soils) unless otherwise noted, are detailed in the following pages.

Please contact Client Services at 203.325.1371 with any questions regarding this report.

<u>York Sample ID</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Collected</u>	<u>Date Received</u>
15B0274-01	Wipe Sample Rust	Wipe	02/10/2015	02/10/2015

## General Notes for York Project (SDG) No.: 15B0274

1. The RLs and MDLs (Reporting Limit and Method Detection Limit respectively) reported are adjusted for any dilution necessary due to the levels of target and/or non-target analytes and matrix interference. The RL(REPORTING LIMIT) is based upon the lowest standard utilized for the calibration where applicable.
2. Samples are retained for a period of thirty days after submittal of report, unless other arrangements are made.
3. York's liability for the above data is limited to the dollar value paid to York for the referenced project.
4. This report shall not be reproduced without the written approval of York Analytical Laboratories, Inc.
5. All samples were received in proper condition for analysis with proper documentation, unless otherwise noted.
6. All analyses conducted met method or Laboratory SOP requirements. See the Qualifiers and/or Narrative sections for further information.
7. It is noted that no analyses reported herein were subcontracted to another laboratory, unless noted in the report.
8. This report reflects results that relate only to the samples submitted on the attached chain-of-custody form(s) received by York.

Approved By:



Benjamin Gulizia  
Laboratory Director

Date: 02/11/2015





**Sample Information**

Client Sample ID: Wipe Sample Rust

York Sample ID: 15B0274-01

York Project (SDG) No.  
15B0274

Client Project ID  
SHOR

Matrix  
Wipe

Collection Date/Time  
February 10, 2015 12:00 pm

Date Received  
02/10/2015

Lead by EPA 6010

Log-in Notes:

Sample Notes:

Sample Prepared by Method EPA 3050B (Wipes)

CAS No.	Parameter	Result	Flag	Units	LOD/MDL	Reported to LOQ	Dilution	Reference Method	Date/Time Prepared	Date/Time Analyzed	Analyst
7439-92-1	Lead	145000		ug/ft sq	1500	1500	10000	EPA 6010C	02/11/2015 09:07	02/11/2015 16:51	MW



## Notes and Definitions

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*	Analyte is not certified or the state of the samples origination does not offer certification for the Analyte.
ND	NOT DETECTED - the analyte is not detected at the Reported to level (LOQ/RL or LOD MDL)
RL	REPORTING LIMIT - the minimum reportable value based upon the lowest point in the analyte calibration curve.
LOQ	LIMIT OF QUANTITATION - the minimum concentration of a target analyte that can be reported within a specified degree of confidence. This is the lowest point in an analyte calibration curve that has been subjected to all steps of the processing/analysis and verified to meet defined criteria. This is based upon NELAC 2009 Standards and applies to all analyses.
LOD	LIMIT OF DETECTION - a verified estimate of the minimum concentration of a substance in a given matrix that an analytical process can reliably detect. This is based upon NELAC 2009 Standards and applies to all analyses conducted under the auspices of EPA SW-846
MDL	METHOD DETECTION LIMIT - a statistically derived estimate of the minimum amount of a substance an analytical system can reliably detect with a 99% confidence that the concentration of the substance is greater than zero. This is based upon 40 CFR Part 136 Appendix B and applies only to EPA 600 and 200 series methods
Reported to	This indicates that the data for a particular analysis is reported to either the LOD/MDL, or the LOQ/RL. In cases where the "Reported to" is located above the LOD/MDL, any value between this and the LOQ represents an estimated value which is "J" flagged accordingly. This applies to volatile and semi-volatile target compounds only.
NR	Not reported
RPD	Relative Percent Difference
Wei	The data has been reported on an as-received (wet weight) basis
Low Bias	Low Bias flag indicates that the recovery of the flagged analyte is below the laboratory or regulatory lower control limit. The data user should take note that this analyte may be biased low but should evaluate multiple lines of evidence including the LCS and site-specific MS/MSD data to draw bias conclusions. In cases where no site-specific MS/MSD was requested, only the LCS data can be used to evaluate such bias
High Bias	High Bias flag indicates that the recovery of the flagged analyte is above the laboratory or regulatory upper control limit. The data user should take note that this analyte may be biased high but should evaluate multiple lines of evidence including the LCS and site-specific MS/MSD data to draw bias conclusions. In cases where no site-specific MS/MSD was requested, only the LCS data can be used to evaluate such bias.
Non-Dir.	Non-dir. flag (Non-Directional Bias) indicates that the Relative Percent Difference (RPD) (a measure of precision) among the MS and MSD data is outside the laboratory or regulatory control limit. This alerts the data user where the MS and MSD are from site-specific samples that the RPD is high due to either non-homogeneous distribution of target analyte between the MS/MSD or indicates poor reproducibility for other reasons.

If EPA SW-846 method 8270 is included herein it is noted that the target compound N-nitrosodiphenylamine (NDPA) decomposes in the gas chromatographic inlet and cannot be separated from diphenylamine (DPA). These results could actually represent 100% DPA, 100% NDPA or some combination of the two. For this reason, York reports the combined result for n-nitrosodiphenylamine and diphenylamine for either of these compounds as a combined concentration as Diphenylamine.

If Total PCBs are detected and the target aroclors reported are "Not detected", the Total PCB value is reported due to the presence of either or both Aroclors 1262 and 1268 which are non-target aroclors for some regulatory lists

2-chloroethylvinyl ether readily breaks down under acidic conditions. Samples that are acid preserved, including standards will exhibit breakdown. The data user should take note.

Certification for pH is no longer offered by NYDOH ELAP

Semi-Volatile and Volatile analyses are reported down to the LOD/MDL, with values between the LOD MDL and the LOQ being "J" flagged as estimated results

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TOWN OF TRUMBULL  
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-15  
AGENDA: 6-15-04  
AMOUNT: \$900

2014-2015

(A) APPROPRIATION [ ] FROM: ACCOUNT NO. 01014200-501101 \$900  
ACCOUNT NAME Full time salary account

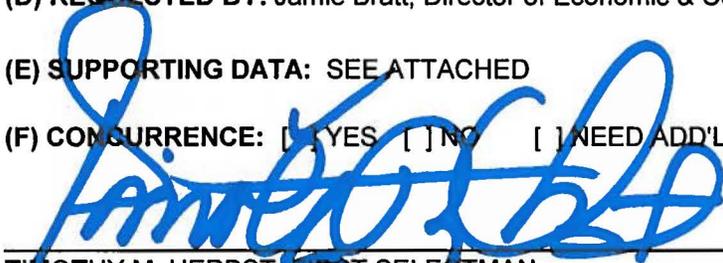
(B) TRANSFER [X] TO: ACCOUNT NO. 01014200-501103 \$900  
ACCOUNT NAME Seasonal

(C) SUMMARY OF REQUEST: For the purpose of hiring an intern.

(D) REQUESTED BY: Jamie Bratt, Director of Economic & Community Development

(E) SUPPORTING DATA: SEE ATTACHED

(F) CONCURRENCE: [ ] YES [ ] NO [ ] NEED ADD'L INFORMATION

  
TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED\_\_\_
2. RECOMMENDED TO TOWN COUNCIL\_\_\_
3. TABLED\_\_\_
4. DENIED\_\_\_
5. OTHER\_\_\_

**PLANNING & ZONING  
DEPARTMENT**



**Town Hall**  
5866 Main Street  
Trumbull, Connecticut 06611

June 4, 2015

Re: Transfer of Funds

Dear Board of Finance Members:

By writing, I wish to request the following transfer of funds in the amount of \$900 as follows:

FROM:

ORG	ACCOUNT	DESCRIPTION
01014200	501101	Salary

TO:

ORG	ACCOUNT	DESCRIPTION
01014200	501103	Seasonal Temp

The purpose of this transfer would be to fund a summer intern who would assist with administrative projects and research assignments for the department, including digitizing approval letters to prepare them for integration with the GIS system. Additionally, the Planning & Zoning Commission would like to consider reworking its requirements on public notice and the intern could provide valuable research about best practices from other towns/cities. The hourly rate for intern is \$15/hour, and the person selected would work up to 20 hours per week.

Many thanks for your time and consideration.

Sincerely,

Jamie Bratt  
Director of Community & Economic Development



06/04/2015 13:36  
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TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
01 GENERAL GOVERNMENT							
01014200 PLANNING AND ZONING							
01014200 501101 SALARIES-FY/PERMAN	260,399	-4,500	255,899	236,029.50	.00	19,869.50	92.2%
01014200 501103 SALARIES-SEASONAL/	0	4,500	4,500	700.00	.00	3,800.00	15.6%
TOTAL PLANNING AND ZONING	260,399	0	260,399	236,729.50	.00	23,669.50	90.9%
TOTAL GENERAL GOVERNMENT	260,399	0	260,399	236,729.50	.00	23,669.50	90.9%
TOTAL GENERAL FUND	260,399	0	260,399	236,729.50	.00	23,669.50	90.9%
TOTAL EXPENSES	260,399	0	260,399	236,729.50	.00	23,669.50	
GRAND TOTAL	260,399	0	260,399	236,729.50	.00	23,669.50	90.9%

\*\* END OF REPORT - Generated by Maria Pires \*\*



TOWN OF TRUMBULL  
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-15  
AGENDA: 6-15-05  
AMOUNT: \$5,741

2014-2015

(A) APPROPRIATION [ ] FROM: ACCOUNT NO. 01040000-522205 \$5,741  
ACCOUNT NAME Program Expenses

(B) TRANSFER [X] TO: ACCOUNT NO. 01040000-501101 \$5,741  
ACCOUNT NAME Salaries-FT

(C) SUMMARY OF REQUEST: To hire the Director, Sanitarian and Administrative Assistant starting 6/22/2015 for the Health Department

(D) REQUESTED BY: Lynn Arnow, Chief of Staff

(E) SUPPORTING DATA: SEE ATTACHED

(F) CONCURRENCE: [] YES [ ] NO [ ] NEED ADD'L INFORMATION

  
\_\_\_\_\_  
TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED\_\_\_
2. RECOMMENDED TO TOWN COUNCIL\_\_\_
3. TABLED\_\_\_

**HEALTH DEPARTMENT  
#01040000**

<b>TRANSFER NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT NUMBER</b>	<b>BUDGET</b>	<b>ACTUAL AT 6/30/2015</b>	<b>AVAILABLE BALANCE (OVER) UNDER</b>	<b>PROJECTED TO END OF YEAR</b>	<b>TOTAL PROJECTED ACTUAL</b>	<b>UNDER (OVER) BUDGET</b>	<b>TRANSFER</b>	<b>BALANCE AFTER TRANSFER</b>
	<b>FROM:</b>									
	Program Expenses	01040000-522205	315,380.00	236,535.00	78,845.00	-	236,535.00	78,845.00	(5,741.00)	73,104.00
	<b>TO:</b>									
	Salaries-FT	01040000-501101	-	-	-	-	-	-	5,741.00	5,741.00
	Dir: \$91,000/52 weeks=\$1,750 for 1.5 weeks=\$2,625									
	Sanitary: \$63,000/52 weeks=\$1,212 for 1.5 weeks=\$1,818									
	Adm: \$45,000/52 weeks=\$865 for 1.5 weeks=\$1,298									
	To hire the Director, Sanitarian and Adm starting 6/22									
			315,380.00	236,535.00	78,845.00	-	236,535.00	78,845.00	-	78,845.00



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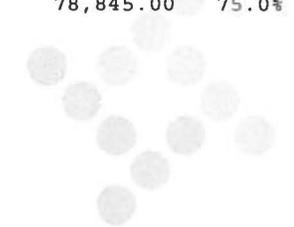
TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
04 PUBLIC HEALTH							
01040000 HEALTH DEPARTMENT							
01040000 440000 FEE REVENUE	0	0	0	.00	.00	.00	.0%
01040000 501101 SALARIES-FT/PERMAN	0	0	0	.00	.00	.00	.0%
01040000 501102 SALARIES-PT/PERMAN	0	0	0	.00	.00	.00	.0%
01040000 501105 SALARIES-OVERTIME	0	0	0	.00	.00	.00	.0%
01040000 501106 SALARIES-LONGEVITY	0	0	0	.00	.00	.00	.0%
01040000 501888 UNIFORM ALLOWANCE	0	0	0	.00	.00	.00	.0%
01040000 522201 SERVICES & FEES-CL	0	0	0	.00	.00	.00	.0%
01040000 522202 SERVICES & FEES-PR	0	0	0	.00	.00	.00	.0%
01040000 522205 PROGRAM EXPENSES	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%
01040000 534401 MATERIALS & SUPPLI	0	0	0	.00	.00	.00	.0%
01040000 534404 PUBLIC IMMUNIZATIO	0	0	0	.00	.00	.00	.0%
01040000 545503 COMMUNICATIONS-PUB	0	0	0	.00	.00	.00	.0%
01040000 545504 COMMUNICATIONS-POS	0	0	0	.00	.00	.00	.0%
01040000 556601 PROFESSIONAL DEV-S	0	0	0	.00	.00	.00	.0%
01040000 556605 PROFESSIONAL DEV-T	0	0	0	.00	.00	.00	.0%
01040000 567701 TRANSPORTATION-GAS	0	0	0	.00	.00	.00	.0%
01040000 567703 TRANSPORTATION-TRA	0	0	0	.00	.00	.00	.0%
01040000 578802 MNTNCE/REP-EQUIPME	0	0	0	.00	.00	.00	.0%
01040000 581888 CAPITAL OUTLAY	0	0	0	.00	.00	.00	.0%
01040000 590011 UTILITIES-HEAT	0	0	0	.00	.00	.00	.0%
01040000 590012 UTILITIES-ELECTRICI	0	0	0	.00	.00	.00	.0%
01040000 590013 UTILITIES-WATER	0	0	0	.00	.00	.00	.0%
01040000 590014 UTILITIES-TELEPHON	0	0	0	.00	.00	.00	.0%
TOTAL HEALTH DEPARTMENT	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%
TOTAL PUBLIC HEALTH	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%
TOTAL GENERAL FUND	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%
TOTAL EXPENSES	315,380	0	315,380	236,535.00	.00	78,845.00	
GRAND TOTAL	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%

\*\* END OF REPORT - Generated by Maria Pires \*\*





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TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
01 GENERAL GOVERNMENT							
01010000 TOWN COUNCIL							
01010000 522201 SERVICES & FEES-CL	13,142	280	13,422	12,206.84	.00	1,215.16	90.9%
01010000 522202 SERVICES & FEES-PR	56,500	-280	56,220	54,000.00	.00	2,220.00	96.1%
01010000 545501 COMMUNICATIONS-LEG	17,000	0	17,000	14,972.16	.00	2,027.84	88.1%
TOTAL TOWN COUNCIL	86,642	0	86,642	81,179.00	.00	5,463.00	93.7%
01010100 THE TRUMBULL NATURE COMMISSION							
01010100 522201 SERVICES & FEES-CL	780	0	780	360.00	.00	420.00	46.2%
01010100 578801 MNTNCE/REPAIR SERV	117	0	117	.00	.00	117.00	.0%
01010100 590011 UTILITIES-HEAT	3,856	0	3,856	2,524.23	.00	1,331.77	65.5%
01010100 590012 UTILITES-ELECTRICI	738	0	738	808.02	.00	-70.02	109.5%*
01010100 590013 UTILITIES-WATER	262	0	262	177.75	.00	84.25	67.8%
01010100 590014 UTILITIES-TELEPHON	577	0	577	418.79	.00	158.21	72.6%
TOTAL THE TRUMBULL NATURE COMMISSION	6,330	0	6,330	4,288.79	.00	2,041.21	67.8%
01010200 ETHICS COMMISSION							
01010200 522201 SERVICES & FEES-CL	120	0	120	.00	.00	120.00	.0%
TOTAL ETHICS COMMISSION	120	0	120	.00	.00	120.00	.0%
01010400 FIRST SELECTMAN							
01010400 501101 SALARIES-FT/PERMAN	268,223	0	268,223	247,461.89	.00	20,761.11	92.3%
01010400 522202 SERVICES & FEES-PR	20,000	0	20,000	.00	.00	20,000.00	.0%
01010400 556601 PROFESSIONAL DEV-S	3,500	0	3,500	2,749.06	.00	750.94	78.5%





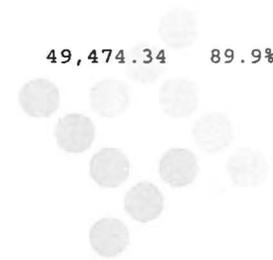
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TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010400 567704 TRANSPORTATION-EXP	3,500	0	3,500	3,223.66	.00	276.34	92.1%
TOTAL FIRST SELECTMAN	295,223	0	295,223	253,434.61	.00	41,788.39	85.8%
01010600 PROBATE							
01010600 522203 SERVICES & FEES-AN	2,160	0	2,160	2,160.00	.00	.00	100.0%
01010600 534401 MATERIALS & SUPPLI	1,620	0	1,620	1,620.00	.00	.00	100.0%
01010600 545504 COMMUNICATIONS-POS	3,239	0	3,239	3,239.00	.00	.00	100.0%
01010600 556604 PROFESSIONAL DEV-P	162	0	162	162.00	.00	.00	100.0%
01010600 589901 RENTALS-ANNUAL REN	1,458	0	1,458	1,458.00	.00	.00	100.0%
01010600 590014 UTILITIES-TELEPHON	1,782	0	1,782	1,782.00	.00	.00	100.0%
TOTAL PROBATE	10,421	0	10,421	10,421.00	.00	.00	100.0%
01010800 ELECTIONS							
01010800 501101 SALARIES-FT/PERMAN	51,214	0	51,214	52,722.01	.00	-1,508.01	102.9%*
01010800 501102 SALARIES-PT/PERMAN	19,014	0	19,014	17,448.43	.00	1,565.57	91.8%
01010800 501105 SALARIES-OVERTIME	2,234	0	2,234	1,642.62	.00	591.38	73.5%
01010800 522202 SERVICES & FEES-PR	3,400	250	3,650	3,838.44	.00	-188.44	105.2%*
01010800 522203 SERVICES & FEES-AN	46,430	-250	46,180	37,690.00	.00	8,490.00	81.6%
01010800 522205 PROGRAM EXPENSES	16,396	0	16,396	15,437.14	.00	958.86	94.2%
01010800 534402 PROGRAM SUPPLIES	5,680	0	5,680	5,274.39	.00	405.61	92.9%
01010800 545501 COMMUNICATIONS-LEG	325	0	325	.00	.00	325.00	.0%
01010800 545504 COMMUNICATIONS-POS	4,580	0	4,580	3,078.00	.00	1,502.00	67.2%
01010800 556601 PROFESSIONAL DEV-S	780	0	780	515.00	.00	265.00	66.0%
01010800 556602 PROFESSIONAL DEV-A	150	0	150	130.00	.00	20.00	86.7%
01010800 556605 PROFESSIONAL DEV-T	627	0	627	476.57	.00	150.43	76.0%
01010800 578801 MNTNCE/REPAIR SERV	3,000	0	3,000	3,000.00	.00	.00	100.0%
01010800 581888 CAPITAL OUTLAY	2,300	0	2,300	1,773.21	.00	526.79	77.1%
01010800 590014 UTILITIES-TELEPHON	2,680	0	2,680	2,020.28	.00	659.72	75.4%
TOTAL ELECTIONS	158,810	0	158,810	145,046.09	.00	13,763.91	91.3%
01011000 FINANCE DEPARTMENT							
01011000 501101 SALARIES-FT/PERMAN	498,547	-10,000	488,547	439,072.66	.00	49,474.34	89.9%





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TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01011000 501102 SALARIES-PT/PERMAN	49,802	8,244	58,046	53,724.73	.00	4,321.27	92.6%
01011000 501105 SALARIES-OVERTIME	500	0	500	.00	.00	500.00	.0%
01011000 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01011000 522202 SERVICES & FEES-PR	0	10,000	10,000	.00	.00	10,000.00	.0%
01011000 556601 PROFESSIONAL DEV-S	2,000	0	2,000	410.00	.00	1,590.00	20.5%
01011000 556602 PROFESSIONAL DEV-A	450	0	450	380.00	.00	70.00	84.4%
01011000 556603 PROFESSIONAL DEV-I	2,000	-115	1,885	100.00	.00	1,785.00	5.3%
01011000 556604 PROFESSIONAL DEV-P	400	0	400	352.23	.00	47.77	88.1%
01011000 567704 TRANSPORTATION-EXP	300	115	415	410.41	.00	4.59	98.9%
<b>TOTAL FINANCE DEPARTMENT</b>	<b>554,424</b>	<b>8,244</b>	<b>562,668</b>	<b>494,875.03</b>	<b>.00</b>	<b>67,792.97</b>	<b>88.0%</b>
<b>01011400 BOARD OF FINANCE</b>							
01011400 501101 SALARIES-FT/PERMAN	77,964	0	77,964	38,752.65	.00	39,211.35	49.7%
01011400 522201 SERVICES & FEES-CL	3,125	0	3,125	1,375.00	.00	1,750.00	44.0%
01011400 545501 COMMUNICATIONS-LEG	1,000	0	1,000	1,170.10	.00	-170.10	117.0%*
01011400 556602 PROFESSIONAL DEV-A	140	0	140	.00	.00	140.00	.0%
<b>TOTAL BOARD OF FINANCE</b>	<b>82,229</b>	<b>0</b>	<b>82,229</b>	<b>41,297.75</b>	<b>.00</b>	<b>40,931.25</b>	<b>50.2%</b>
<b>01011600 TAX ASSESSOR</b>							
01011600 501101 SALARIES-FT/PERMAN	253,963	0	253,963	235,574.91	.00	18,388.09	92.8%
01011600 501102 SALARIES-PT/PERMAN	32,806	0	32,806	29,368.35	.00	3,437.65	89.5%
01011600 501105 SALARIES-OVERTIME	2,250	0	2,250	521.74	.00	1,728.26	23.2%
01011600 501888 UNIFORM ALLOWANCE	150	0	150	.00	.00	150.00	.0%
01011600 522202 SERVICES & FEES-PR	125,000	115,000	240,000	215,090.98	.00	24,909.02	89.6%
01011600 522204 SERVICES & FEES-CO	21,550	275	21,825	21,218.11	.00	606.89	97.2%
01011600 534402 PROGRAM SUPPLIES	865	0	865	855.00	.00	10.00	98.8%
01011600 545501 COMMUNICATIONS-LEG	250	0	250	.00	.00	250.00	.0%
01011600 556601 PROFESSIONAL DEV-S	4,300	0	4,300	2,634.43	.00	1,665.57	61.3%
01011600 556602 PROFESSIONAL DEV-A	500	0	500	455.00	.00	45.00	91.0%
01011600 581888 CAPITAL OUTLAY	1,000	-275	725	581.46	.00	143.54	80.2%
<b>TOTAL TAX ASSESSOR</b>	<b>442,634</b>	<b>115,000</b>	<b>557,634</b>	<b>506,299.98</b>	<b>.00</b>	<b>51,334.02</b>	<b>90.8%</b>
<b>01011800 BOARD OF ASSESSMENT APPEALS</b>							
01011800 522201 SERVICES & FEES-CL	2,500	0	2,500	1,023.23	.00	1,476.77	40.9%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01011800 545501 COMMUNICATIONS-LEG	650	0	650	1,263.12	.00	-613.12	194.3%*
01011800 556601 PROFESSIONAL_DEV-S	200	0	200	.00	.00	200.00	.0%
TOTAL BOARD OF ASSESSMENT APPEALS	3,350	0	3,350	2,286.35	.00	1,063.65	68.2%
01012000 TAX COLLECTOR							
01012000 501101 SALARIES-FT/PERMAN	281,913	0	281,913	211,764.48	.00	70,148.52	75.1%
01012000 501102 SALARIES-FT/PERMAN	23,130	0	23,130	20,181.77	.00	2,948.23	87.3%
01012000 501103 SALARIES-SEASONAL/	4,800	0	4,800	1,960.00	.00	2,840.00	40.8%
01012000 501105 SALARIES-OVERTIME	3,000	0	3,000	962.96	.00	2,037.04	32.1%
01012000 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01012000 522203 SERVICES & FEES-AN	11,680	0	11,680	11,096.04	.00	583.96	95.0%
01012000 522204 SERVICES & FEES-CO	23,595	0	23,595	13,830.61	.00	9,764.39	58.6%
01012000 534401 MATERIALS & SUPPLI	10,000	0	10,000	4,820.69	629.00	4,550.31	54.5%
01012000 545501 COMMUNICATIONS-LEG	2,500	0	2,500	2,543.28	.00	-43.28	101.7%*
01012000 545504 COMMUNICATIONS-POS	28,428	0	28,428	3,685.73	.00	24,742.27	13.0%
01012000 556601 PROFESSIONAL_DEV-S	550	0	550	524.00	.00	26.00	95.3%
01012000 556602 PROFESSIONAL_DEV-A	240	0	240	150.00	.00	90.00	62.5%
TOTAL TAX COLLECTOR	390,261	0	390,261	271,944.56	629.00	117,687.44	69.8%
01012200 PURCHASING							
01012200 501101 SALARIES-FT/PERMAN	70,279	0	70,279	64,927.53	.00	5,351.47	92.4%
01012200 545501 COMMUNICATIONS-LEG	6,300	0	6,300	9,061.72	.00	-2,761.72	143.8%*
01012200 556601 PROFESSIONAL_DEV-S	550	0	550	235.00	.00	315.00	42.7%
01012200 556602 PROFESSIONAL_DEV-A	240	0	240	30.00	.00	210.00	12.5%
TOTAL PURCHASING	77,369	0	77,369	74,254.25	.00	3,114.75	96.0%
01012400 TREASURER							
01012400 501101 SALARIES-FT/PERMAN	22,277	0	22,277	20,558.92	.00	1,718.08	92.3%
TOTAL TREASURER	22,277	0	22,277	20,558.92	.00	1,718.08	92.3%
01012600 TECHNOLOGY							
01012600 501101 SALARIES-FT/PERMAN	288,437	0	288,437	217,045.51	.00	71,391.49	75.2%



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01012600 501105 SALARIES-OVERTIME	10,000	0	10,000	9,429.09	.00	570.91	94.3%
01012600 522204 SERVICES & FEES-CO	307,553	0	307,553	251,292.28	20,199.45	36,061.27	88.3%
01012600 556601 PROFESSIONAL DEV-S	9,180	0	9,180	8,341.00	.00	839.00	90.9%
01012600 556602 PROFESSIONAL DEV-A	185	0	185	.00	185.00	.00	100.0%
01012600 556603 PROFESSIONAL DEV-I	1,000	0	1,000	.00	.00	1,000.00	.0%
01012600 578802 MNTNCE/REP-EQUIPME	10,000	0	10,000	7,444.43	1,607.24	948.33	90.5%
01012600 581888 CAPITAL OUTLAY	19,350	0	19,350	14,571.70	.00	4,778.30	75.3%
<b>TOTAL TECHNOLOGY</b>	<b>645,705</b>	<b>0</b>	<b>645,705</b>	<b>508,124.01</b>	<b>21,991.69</b>	<b>115,589.30</b>	<b>82.1%</b>
<b>01012800 TOWN ATTORNEYS</b>							
01012800 522202 SERVICES & FEES-PR	319,020	0	319,020	312,373.75	.00	6,646.25	97.9%
<b>TOTAL TOWN ATTORNEYS</b>	<b>319,020</b>	<b>0</b>	<b>319,020</b>	<b>312,373.75</b>	<b>.00</b>	<b>6,646.25</b>	<b>97.9%</b>
<b>01013000 HUMAN RESOURCES</b>							
01013000 501101 SALARIES-FY/PERMAN	190,104	0	190,104	174,749.61	.00	15,354.39	91.9%
01013000 501105 SALARIES-OVERTIME	2,000	0	2,000	170.13	.00	1,829.87	8.5%
01013000 501106 SALARIES-LONGEVITY	200	0	200	200.00	.00	.00	100.0%
01013000 522201 SERVICES & FEES-CL	420	0	420	180.00	.00	240.00	42.9%
01013000 522202 SERVICES & FEES-PR	17,000	0	17,000	12,119.79	.00	4,880.21	71.3%
01013000 522203 SERVICES & FEES-AN	2,000	0	2,000	250.00	.00	1,750.00	12.5%
01013000 522204 SERVICES & FEES-CO	0	2,400	2,400	2,294.00	.00	106.00	95.6%
01013000 545501 COMMUNICATIONS-LEG	3,000	0	3,000	4,438.43	250.00	-1,688.43	156.3%*
01013000 556601 PROFESSIONAL DEV-S	1,500	0	1,500	1,284.67	.00	215.33	85.6%
01013000 556602 PROFESSIONAL DEV-A	300	0	300	190.00	.00	110.00	63.3%
01013000 556604 PROFESSIONAL DEV-P	6,075	-2,400	3,675	279.40	.00	3,395.60	7.6%
<b>TOTAL HUMAN RESOURCES</b>	<b>222,599</b>	<b>0</b>	<b>222,599</b>	<b>196,156.03</b>	<b>250.00</b>	<b>26,192.97</b>	<b>88.2%</b>
<b>01013400 EMPLOYEE BENEFITS</b>							
01013400 511150 FRINGE BENEFITS-FI	1,555,221	6,748	1,561,969	1,412,087.30	.00	149,881.70	90.4%
01013400 511151 FRINGE BENEFITS-ME	5,246,226	35,000	5,281,226	4,289,405.18	.00	991,820.82	81.2%
01013400 511152 FRINGE BENEFITS-WO	1,200,000	0	1,200,000	1,114,443.24	.00	85,556.76	92.9%
01013400 511153 FRINGE BENEFITS-UN	44,500	0	44,500	36,835.00	.00	7,665.00	82.8%





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01013400 511154 FRINGE BENEFITS-ME	13,200	0	13,200	15,359.74	.00	-2,159.74	116.4%*
01013400 511155 FRINGE BENEFITS-LI	41,700	0	41,700	40,872.83	.00	827.17	98.0%
01013400 511159 FRINGE BENEFITS-CL	600	0	600	360.00	.00	240.00	60.0%
01013400 522106 PENSION CONTRIBUTI	2,050,000	0	2,050,000	2,050,000.00	.00	.00	100.0%
01013400 522107 PENSION CONTR-TOWN	4,693,000	0	4,693,000	4,377,000.00	.00	316,000.00	93.3%
01013400 522108 POLICE RET-MED/LIF	110,000	0	110,000	110,000.00	.00	.00	100.0%
01013400 522110 DEFINED CONTR-TOWN	88,545	0	88,545	75,364.81	.00	13,180.19	85.1%
01013400 522202 SERVICES & FEES-PR	47,350	0	47,350	38,731.50	4,500.00	4,118.50	91.3%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>15,090,342</b>	<b>41,748</b>	<b>15,132,090</b>	<b>13,560,459.60</b>	<b>4,500.00</b>	<b>1,567,130.40</b>	<b>89.6%</b>
<b>01013600 TOWN CLERK</b>							
01013600 501101 SALARIES-FY/PERMAN	219,059	0	219,059	204,027.61	.00	15,031.39	93.1%
01013600 501105 SALARIES-OVERTIME	3,200	0	3,200	1,850.27	.00	1,349.73	57.8%
01013600 501106 SALARIES-LONGEVITY	850	0	850	850.00	.00	.00	100.0%
01013600 522204 SERVICES & FEES-CO	25,000	0	25,000	18,098.56	6,901.44	.00	100.0%
01013600 522205 PROGRAM EXPENSES	3,500	3,200	6,700	5,026.79	.00	1,673.21	75.0%
01013600 534402 PROGRAM SUPPLIES	3,200	0	3,200	2,142.70	.00	1,057.30	67.0%
01013600 545501 COMMUNICATIONS-LEG	3,000	0	3,000	1,684.60	.00	1,315.40	56.2%
01013600 556601 PROFESSIONAL DEV-S	2,080	0	2,080	1,982.50	.00	97.50	95.3%
01013600 556602 PROFESSIONAL DEV-A	620	0	620	620.00	.00	.00	100.0%
01013600 578801 MNTNCE/REPAIR SERV	250	0	250	275.00	.00	-25.00	110.0%*
01013600 578803 MNTNCE/REP-PROGRAM	2,500	0	2,500	1,176.28	725.65	598.07	76.1%
01013600 598889 ST OF CT-FISHING &	0	0	0	8,117.00	.00	-8,117.00	100.0%*
01013600 598890 ST OF CT-MARRIAGE	0	0	0	1,530.00	.00	-1,530.00	100.0%*
<b>TOTAL TOWN CLERK</b>	<b>263,259</b>	<b>3,200</b>	<b>266,459</b>	<b>247,381.31</b>	<b>7,627.09</b>	<b>11,450.60</b>	<b>95.7%</b>
<b>01013800 TOWN HALL</b>							
01013800 501116 CONTINGENCY	234,000	0	234,000	.00	.00	234,000.00	.0%
01013800 511160 PROPERTY/LIABILITY	880,569	-9,300	871,269	853,240.43	.00	18,028.57	97.9%
01013800 522202 SERVICES & FEES-PR	75,000	0	75,000	.00	55,000.00	20,000.00	73.3%
01013800 522205 PROGRAM EXPENSES	12,000	9,300	21,300	20,640.96	.00	659.04	96.9%
01013800 522208 CONTRIBUTIONS	12,750	0	12,750	9,250.00	.00	3,500.00	72.5%
01013800 534401 MATERIALS & SUPPLI	30,000	0	30,000	28,909.99	855.90	234.11	99.2%
01013800 534402 PROGRAM SUPPLIES	1,000	0	1,000	683.40	.00	316.60	68.3%
01013800 534403 MATERIALS & SUPPLI	1,000	0	1,000	205.23	.00	794.77	20.5%
01013800 545502 COMMUNICATIONS-PUB	1,000	0	1,000	544.27	.00	455.73	54.4%





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01013800 545504 COMMUNICATIONS-POS	40,000	0	40,000	39,059.17	927.90	12.93	100.0%
01013800 578801 MNTNCE/REPAIR SERV	11,056	0	11,056	6,542.45	55.00	4,458.55	59.7%
01013800 578804 MNTNCE/REP-REFUSE	2,053	0	2,053	2,037.99	.00	15.01	99.3%
01013800 589901 RENTALS-ANNUAL REN	20,740	0	20,740	19,323.28	3,502.32	-2,085.60	110.1%*
01013800 590011 UTILITIES-HEAT	12,485	0	12,485	11,661.64	.00	823.36	93.4%
01013800 590012 UTILITIES-ELECTRIC	91,248	0	91,248	130,746.08	.00	-39,498.08	143.3%*
01013800 590013 UTILITIES-WATER	2,661	0	2,661	1,567.72	.00	1,093.28	58.9%
01013800 590014 UTILITIES-TELEPHON	97,864	0	97,864	83,369.80	.00	14,494.20	85.2%
<b>TOTAL TOWN HALL</b>	<b>1,525,426</b>	<b>0</b>	<b>1,525,426</b>	<b>1,207,782.41</b>	<b>60,341.12</b>	<b>257,302.47</b>	<b>83.1%</b>
<b>01014200 PLANNING AND ZONING</b>							
01014200 501101 SALARIES-FT/PERMAN	260,399	-4,500	255,899	236,029.50	.00	19,869.50	92.2%
01014200 501103 SALARIES-SEASONAL/	0	4,500	4,500	700.00	.00	3,800.00	15.6%
01014200 501105 SALARIES-OVERTIME	3,000	5,000	8,000	4,892.06	.00	3,107.94	61.2%
01014200 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01014200 522201 SERVICES & FEES-CL	180	0	180	34.00	.00	146.00	18.9%
01014200 522202 SERVICES & FEES-PR	31,000	-5,000	26,000	9,046.02	.00	16,953.98	34.8%
01014200 522205 PROGRAM EXPENSES	13,279	0	13,279	11,030.92	.00	2,248.08	83.1%
01014200 534401 MATERIALS & SUPPLI	500	0	500	723.40	.00	-223.40	144.7%*
01014200 534402 PROGRAM SUPPLIES	500	0	500	.00	.00	500.00	.0%
01014200 545501 COMMUNICATIONS-LEG	17,000	0	17,000	20,760.91	.00	-3,760.91	122.1%*
01014200 556601 PROFESSIONAL DEV-S	2,650	0	2,650	650.00	330.00	1,670.00	37.0%
01014200 556602 PROFESSIONAL DEV-A	550	0	550	482.00	.00	68.00	87.6%
01014200 556604 PROFESSIONAL DEV-P	150	0	150	.00	.00	150.00	.0%
<b>TOTAL PLANNING AND ZONING</b>	<b>329,633</b>	<b>0</b>	<b>329,633</b>	<b>284,773.81</b>	<b>330.00</b>	<b>44,529.19</b>	<b>86.5%</b>
<b>01014600 ECONOMIC DEVELOPMENT</b>							
01014600 501101 SALARIES-FT/PERMAN	97,298	0	97,298	88,400.03	.00	8,897.97	90.9%
01014600 522201 SERVICES & FEES-CL	720	0	720	300.00	.00	420.00	41.7%
01014600 522202 SERVICES & FEES-PR	5,000	0	5,000	1,829.23	.00	3,170.77	36.6%
01014600 522205 PROGRAM EXPENSES	5,500	0	5,500	1,125.15	200.00	4,174.85	24.1%
01014600 534402 PROGRAM SUPPLIES	1,800	0	1,800	1,242.00	467.01	90.99	94.9%
01014600 545503 COMMUNICATIONS-PUB	7,500	0	7,500	3,667.56	215.50	3,616.94	51.8%
01014600 556601 PROFESSIONAL DEV-S	2,000	0	2,000	150.00	.00	1,850.00	7.5%
01014600 556602 PROFESSIONAL DEV-A	405	0	405	200.00	.00	205.00	49.4%
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>120,223</b>	<b>0</b>	<b>120,223</b>	<b>96,913.97</b>	<b>882.51</b>	<b>22,426.52</b>	<b>81.3%</b>



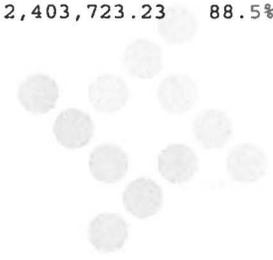
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>01014800 INLAND WETLANDS COMMISSION</b>							
01014800 522201 SERVICES & FEES-CL	1,400	0	1,400	1,104.71	.00	295.29	78.9%
01014800 534401 MATERIALS & SUPPLI	700	0	700	230.58	.00	469.42	32.9%
01014800 534402 PROGRAM SUPPLIES	75	0	75	22.00	.00	53.00	29.3%
01014800 545501 COMMUNICATIONS-LEG	13,000	0	13,000	10,291.40	.00	2,708.60	79.2%
01014800 556601 PROFESSIONAL DEV-S	600	0	600	525.00	.00	75.00	87.5%
01014800 556604 PROFESSIONAL DEV-P	175	0	175	.00	.00	175.00	.0%
TOTAL INLAND WETLANDS COMMISSION	15,950	0	15,950	12,173.69	.00	3,776.31	76.3%
<b>01015400 CONSERVATION COMMISSION</b>							
01015400 522201 SERVICES & FEES-CL	600	-100	500	420.00	.00	80.00	84.0%
01015400 545502 COMMUNICATIONS-PUB	75	0	75	.00	.00	75.00	.0%
01015400 545503 COMMUNICATIONS-PUB	154	-20	134	93.45	.00	40.55	69.7%
01015400 556601 PROFESSIONAL DEV-S	150	360	510	505.00	.00	5.00	99.0%
01015400 556602 PROFESSIONAL DEV-A	300	-240	60	.00	.00	60.00	.0%
TOTAL CONSERVATION COMMISSION	1,279	0	1,279	1,018.45	.00	260.55	79.6%
<b>01015600 CLEAN ENERGY FUND</b>							
01015600 522205 PROGRAM EXPENSES	1,600	0	1,600	.00	.00	1,600.00	.0%
TOTAL CLEAN ENERGY FUND	1,600	0	1,600	.00	.00	1,600.00	.0%
<b>01015800 TRANSIT DISTRICT</b>							
01015800 522205 PROGRAM EXPENSES	44,084	0	44,084	44,084.00	.00	.00	100.0%
TOTAL TRANSIT DISTRICT	44,084	0	44,084	44,084.00	.00	.00	100.0%
TOTAL GENERAL GOVERNMENT	20,709,210	168,192	20,877,402	18,377,127.36	96,551.41	2,403,723.23	88.5%
<b>02 PUBLIC SAFETY</b>							
<b>01022000 POLICE</b>							





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01022000 501101 SALARIES-FT/PERMAN	6,357,324	-25,000	6,332,324	5,904,751.28	.00	427,572.72	93.2%
01022000 501102 SALARIES-PT/PERMAN	75,077	0	75,077	66,751.37	.00	8,325.63	88.9%
01022000 501104 SALARIES-VACATION	46,010	0	46,010	16,972.21	.00	29,037.79	36.9%
01022000 501105 SALARIES-OVERTIME	525,000	0	525,000	652,615.04	.00	-127,615.04	124.3%*
01022000 501106 SALARIES-LONGEVITY	22,000	0	22,000	20,541.61	.00	1,458.39	93.4%
01022000 501109 SALARIES-COLLEGE I	31,900	0	31,900	.00	.00	31,900.00	.0%
01022000 501112 SHIFT DIFFERENTIAL	48,800	0	48,800	46,753.69	.00	2,046.31	95.8%
01022000 501113 HOLIDAY	313,000	0	313,000	308,059.00	.00	4,941.00	98.4%
01022000 501114 TRAINING	115,000	0	115,000	167,432.12	.00	-52,432.12	145.6%*
01022000 501887 POLICE UNIFORM CLE	14,000	0	14,000	13,584.74	.00	415.26	97.0%
01022000 501888 UNIFORM ALLOWANCE	46,680	0	46,680	39,513.55	3,072.30	4,094.15	91.2%
01022000 522202 SERVICES & FEES-PR	0	25,000	25,000	16,763.09	7,236.91	1,000.00	96.0%
01022000 522203 SERVICES & FEES-AN	15,000	0	15,000	4,858.55	.00	10,141.45	32.4%
01022000 534401 MATERIALS & SUPPLI	14,832	0	14,832	13,193.33	327.73	1,310.94	91.2%
01022000 534402 PROGRAM SUPPLIES	39,200	0	39,200	34,625.94	1,151.25	3,422.81	91.3%
01022000 534403 MATERIALS & SUPPLI	5,800	0	5,800	4,253.78	.00	1,546.22	73.3%
01022000 545503 COMMUNICATIONS-PUB	2,500	0	2,500	2,020.65	328.23	151.12	94.0%
01022000 556601 PROFESSIONAL DEV-S	5,000	0	5,000	5,294.61	.00	-294.61	105.9%*
01022000 556602 PROFESSIONAL DEV-A	1,500	0	1,500	1,460.00	.00	40.00	97.3%
01022000 556603 PROFESSIONAL DEV-I	30,000	0	30,000	24,708.39	213.00	5,078.61	83.1%
01022000 556604 PROFESSIONAL DEV-P	500	0	500	106.20	.00	393.80	21.2%
01022000 567702 TRANSPORTATION-VEH	50,000	0	50,000	48,303.57	.00	1,696.43	96.6%
01022000 567704 TRANSPORTATION-EXP	15,000	0	15,000	13,429.53	341.96	1,228.51	91.8%
01022000 578801 MNTNCE/REPAIR SERV	121,108	0	121,108	101,091.11	907.49	19,109.40	84.2%
01022000 578803 MNTNCE/REP-PROGRAM	6,000	0	6,000	2,795.40	1,355.00	1,849.60	69.2%
01022000 578804 MNTNCE/REP-REFUSE	2,053	0	2,053	2,037.90	.00	15.10	99.3%
01022000 581888 CAPITAL OUTLAY	215,595	0	215,595	175,776.87	7,599.10	32,219.03	85.1%
01022000 589901 RENTALS-ANNUAL REN	11,840	0	11,840	10,838.48	.00	1,001.52	91.5%
01022000 590011 UTILITIES-HEAT	9,092	0	9,092	6,809.90	.00	2,282.10	74.9%
01022000 590012 UTILITIES-ELECTRIC	94,323	0	94,323	85,112.48	.00	9,210.52	90.2%
01022000 590013 UTILITIES-WATER	3,034	0	3,034	2,075.83	.00	958.17	68.4%
01022000 590014 UTILITIES-TELEPHON	17,751	0	17,751	15,996.23	.00	1,754.77	90.1%
01022000 590015 UTILITIES-TRAFFIC	8,964	0	8,964	8,469.61	.00	494.39	94.5%
TOTAL POLICE	8,263,883	0	8,263,883	7,816,996.06	22,532.97	424,353.97	94.9%
01022400 ANIMAL CONTROL							
01022400 501101 SALARIES-FT/PERMAN	58,248	0	58,248	53,338.11	.00	4,909.89	91.6%
01022400 501102 SALARIES-PT/PERMAN	25,402	0	25,402	22,121.20	.00	3,280.80	87.1%
01022400 501105 SALARIES-OVERTIME	3,290	0	3,290	2,343.29	.00	946.71	71.2%



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01022400 501887 UNIFORM CLEANING	400	0	400	.00	.00	400.00	.0%
01022400 501888 UNIFORM ALLOWANCE	1,000	0	1,000	448.00	312.00	240.00	76.0%
01022400 522202 SERVICES & FEES-PR	6,500	0	6,500	3,625.36	.00	2,874.64	55.8%
01022400 522203 SERVICES & FEES-AN	300	0	300	362.00	.00	-62.00	120.7%*
01022400 534402 PROGRAM SUPPLIES	4,000	0	4,000	2,274.77	406.50	1,318.73	67.0%
01022400 545501 COMMUNICATIONS-LEG	850	0	850	731.44	.00	118.56	86.1%
01022400 556603 PROFESSIONAL DEV-I	750	0	750	131.25	.00	618.75	17.5%
01022400 578801 MNTNCE/REPAIR SERV	798	0	798	605.00	66.00	127.00	84.1%
01022400 578802 MNTNCE/REP-EQUIPME	2,760	0	2,760	1,181.89	.00	1,578.11	42.8%
01022400 578804 MNTNCE/REP-REFUSE	850	0	850	679.26	.00	170.74	79.9%
01022400 590011 UTILITIES-HEAT	2,634	0	2,634	2,288.74	.00	345.26	86.9%
01022400 590012 UTILITES-ELECTRICI	6,446	0	6,446	6,379.85	.00	66.15	99.0%
01022400 590013 UTILITIES-WATER	636	0	636	476.87	.00	159.13	75.0%
01022400 590014 UTILITIES-TELEPHON	404	0	404	290.85	.00	113.15	72.0%
TOTAL ANIMAL CONTROL	115,268	0	115,268	97,277.88	784.50	17,205.62	85.1%
01022600 EMERGENCY MEDICAL SERVICES							
01022600 501101 SALARIES-FT/PERMAN	143,476	0	143,476	132,824.11	.00	10,651.89	92.6%
01022600 501102 SALARIES-PT/PERMAN	658	0	658	202.47	.00	455.53	30.8%
01022600 501105 SALARIES-OVERTIME	1,490	0	1,490	1,266.30	.00	223.70	85.0%
01022600 501888 UNIFORM ALLOWANCE	5,000	0	5,000	3,563.50	688.60	747.90	85.0%
01022600 522202 SERVICES & FEES-PR	946,034	-23,000	923,034	886,840.57	28,755.23	7,438.20	99.2%
01022600 522203 SERVICES & FEES-AN	58,315	0	58,315	45,409.21	.00	12,905.79	77.9%
01022600 522205 PROGRAM EXPENSES	2,500	0	2,500	2,500.00	.00	.00	100.0%
01022600 534401 MATERIALS & SUPPLI	1,000	0	1,000	485.45	.00	514.55	48.5%
01022600 534402 PROGRAM SUPPLIES	40,390	23,000	63,390	51,208.40	6,557.03	5,624.57	91.1%
01022600 534403 MATERIALS & SUPPLI	400	0	400	112.98	.00	287.02	28.2%
01022600 545503 COMMUNICATIONS-PUB	1,500	0	1,500	1,402.07	.00	97.93	93.5%
01022600 556601 PROFESSIONAL DEV-S	3,000	0	3,000	.00	.00	3,000.00	.0%
01022600 556603 PROFESSIONAL DEV-I	5,575	0	5,575	1,760.00	.00	3,815.00	31.6%
01022600 567703 TRANSPORTATION-TRA	500	0	500	.00	.00	500.00	.0%
01022600 578801 MNTNCE/REPAIR SERV	2,868	0	2,868	318.22	170.00	2,379.78	17.0%
01022600 578802 MNTNCE/REP-EQUIPME	3,300	0	3,300	2,568.45	.00	731.55	77.8%
01022600 578804 MNTNCE/REP-REFUSE	684	0	684	679.26	.00	4.74	99.3%
01022600 581888 CAPITAL OUTLAY	38,288	0	38,288	35,036.61	.00	3,251.39	91.5%
01022600 589901 RENTALS-ANNUAL REN	1,432	0	1,432	1,426.07	40.45	-34.52	102.4%*
01022600 590011 UTILITIES-HEAT	6,899	0	6,899	4,394.69	.00	2,504.31	63.7%
01022600 590012 UTILITIES-ELECTRIC	11,217	0	11,217	10,817.79	.00	399.21	96.4%
01022600 590013 UTILITIES-WATER	681	0	681	490.86	.00	190.14	72.1%
01022600 590014 UTILITIES-TELEPHON	18,700	0	18,700	8,617.13	.00	10,082.87	46.1%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL EMERGENCY MEDICAL SERVICES	1,293,907	0	1,293,907	1,191,924.14	36,211.31	65,771.55	94.9%
<u>01022800 FIRE MARSHAL</u>							
01022800 501101 SALARIES-FT/PERMAN	260,964	0	260,964	240,610.47	.00	20,353.53	92.2%
01022800 501105 SALARIES-OVERTIME	12,000	0	12,000	7,447.85	.00	4,552.15	62.1%
01022800 501122 CERTIFICATION STIP	2,250	0	2,250	.00	.00	2,250.00	.0%
01022800 501887 UNIFORM CLEANING	500	0	500	326.65	.00	173.35	65.3%
01022800 501888 UNIFORM ALLOWANCE	3,000	0	3,000	1,069.91	1,811.40	118.69	96.0%
01022800 522203 SERVICES & FEES-AN	200	0	200	151.40	.00	48.60	75.7%
01022800 522204 SERVICES & FEES-CO	5,300	-56	5,244	.00	2,000.00	3,244.00	38.1%
01022800 522205 PROGRAM EXPENSES	350	0	350	.00	.00	350.00	.0%
01022800 534401 MATERIALS & SUPPLI	600	0	600	487.40	110.73	1.87	99.7%
01022800 534402 PROGRAM SUPPLIES	800	0	800	474.03	110.00	215.97	73.0%
01022800 556601 PROFESSIONAL DEV-S	1,800	0	1,800	945.00	.00	855.00	52.5%
01022800 556602 PROFESSIONAL DEV-A	1,700	0	1,700	1,364.00	.00	336.00	80.2%
01022800 556604 PROFESSIONAL DEV-P	1,200	56	1,256	1,255.50	.00	.50	100.0%
01022800 578802 MNTNCE/REP-EQUIPME	1,500	0	1,500	.00	.00	1,500.00	.0%
01022800 581888 CAPITAL OUTLAY	4,810	0	4,810	415.09	.00	4,394.91	8.6%
01022800 589901 RENTALS-ANNUAL REN	7,508	0	7,508	7,508.16	.00	-.16	100.0%*
01022800 590014 UTILITIES-TELEPHON	2,214	0	2,214	1,332.30	.00	881.70	60.2%
TOTAL FIRE MARSHAL	306,696	0	306,696	263,387.76	4,032.13	39,276.11	87.2%
<u>01022824 FIRE MARSHAL-FIRE HYDRANTS</u>							
01022824 590016 UTILITIES-FIRE HYD	1,416,299	0	1,416,299	1,049,444.29	.00	366,854.71	74.1%
TOTAL FIRE MARSHAL-FIRE HYDRANTS	1,416,299	0	1,416,299	1,049,444.29	.00	366,854.71	74.1%
<u>01023200 BUILDING OFFICIAL</u>							
01023200 501101 SALARIES-FT/PERMAN	269,776	51,340	321,116	298,910.17	.00	22,205.83	93.1%
01023200 501102 SALARIES-PT/PERMAN	29,702	-25,232	4,470	4,379.15	.00	90.85	98.0%
01023200 501105 SALARIES-OVERTIME	5,000	0	5,000	2,091.13	.00	2,908.87	41.8%
01023200 501106 SALARIES-LONGEVITY	500	0	500	500.00	.00	.00	100.0%
01023200 501888 UNIFORM ALLOWANCE	450	0	450	164.94	272.00	13.06	97.1%



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01023200 522204 SERVICES & FEES-CO	25,250	-25,000	250	.00	.00	250.00	.0%
01023200 534401 MATERIALS & SUPPLI	2,850	0	2,850	1,691.38	671.29	487.33	82.9%
01023200 545501 COMMUNICATIONS-LEG	75	-25	50	.00	.00	50.00	.0%
01023200 556601 PROFESSIONAL DEV-S	600	0	600	215.00	.00	385.00	35.8%
01023200 556602 PROFESSIONAL DEV-A	452	0	452	452.00	.00	.00	100.0%
01023200 556604 PROFESSIONAL DEV-R	1,500	0	1,500	1,323.91	.00	176.09	88.3%
01023200 578801 MNTNCE/REPAIR SERV	2,550	25	2,575	2,574.40	.00	.60	100.0%
01023200 581888 CAPITAL OUTLAY	4,526	0	4,526	4,526.00	.00	.00	100.0%
TOTAL BUILDING OFFICIAL	343,231	1,108	344,339	316,828.08	943.29	26,567.63	92.3%
01023400 EMERGENCY MANAGEMENT							
01023400 501102 SALARIES-PT/PERMAN	38,911	0	38,911	40,726.68	.00	-1,815.68	104.7%*
01023400 501105 SALARIES-OVERTIME	23,394	0	23,394	20,989.15	.00	2,404.85	89.7%
01023400 501888 UNIFORM ALLOWANCE	600	0	600	234.00	291.00	75.00	87.5%
01023400 534402 PROGRAM SUPPLIES	3,000	0	3,000	1,468.29	84.73	1,446.98	51.8%
01023400 578801 MNTNCE/REPAIR SERV	11,165	0	11,165	8,690.39	.00	2,474.61	77.8%
01023400 578802 MNTNCE/REP-EQUIPME	1,625	0	1,625	313.76	134.33	1,176.91	27.6%
01023400 581888 CAPITAL OUTLAY	1,500	0	1,500	1,493.00	.00	7.00	99.5%
01023400 590014 UTILITIES-TELEPHON	12,721	0	12,721	5,491.52	.00	7,229.48	43.2%
TOTAL EMERGENCY MANAGEMENT	92,916	0	92,916	79,406.79	510.06	12,999.15	86.0%
TOTAL PUBLIC SAFETY	11,832,200	1,108	11,833,308	10,815,265.00	65,014.26	953,028.74	91.9%
03 PUBLIC WORKS							
01030000 PUBLIC WORKS DIRECTOR							
01030000 501101 SALARIES-FT/PERMAN	174,623	0	174,623	161,043.14	.00	13,579.86	92.2%
01030000 501105 SALARIES-OVERTIME	500	0	500	.00	.00	500.00	.0%
01030000 556601 PROFESSIONAL DEV-S	2,000	0	2,000	155.00	.00	1,845.00	7.8%
01030000 556602 PROFESSIONAL DEV-A	291	0	291	273.75	.00	17.25	94.1%
01030000 567704 TRANSPORTATION-EXP	242	0	242	6.00	.00	236.00	2.5%
01030000 590014 UTILITIES-TELEPHON	1,386	0	1,386	981.64	.00	404.36	70.8%
TOTAL PUBLIC WORKS DIRECTOR	179,042	0	179,042	162,459.53	.00	16,582.47	90.7%
01030025 PUBLIC WORKS -STREET LIGHTS							
01030025 590015 UTILITIES-STREET L	390,000	0	390,000	368,341.01	.00	21,658.99	94.4%



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TOTAL PUBLIC WORKS -STREET LIGHTS	390,000	0	390,000	368,341.01	.00	21,658.99	94.4%
<u>01030100 PUBLIC WORKS - HIGHWAY</u>							
01030100 501101 SALARIES-FT/PERMAN	1,759,346	0	1,759,346	1,766,676.86	.00	-7,330.86	100.4%*
01030100 501102 SALARIES-PT/PERMAN	24,638	0	24,638	23,946.74	.00	691.26	97.2%
01030100 501103 SALARIES-SEASONAL/	7,500	0	7,500	6,871.38	.00	628.62	91.6%
01030100 501105 SALARIES-OVERTIME	52,500	0	52,500	95,690.79	.00	-43,190.79	182.3%*
01030100 501106 SALARIES-LONGEVITY	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%*
01030100 501888 UNIFORM ALLOWANCE	18,193	0	18,193	18,187.21	.00	5.79	100.0%
01030100 522203 SERVICES & FEES-AN	35,890	0	35,890	27,057.85	7,213.65	1,618.50	95.5%
01030100 534401 MATERIALS & SUPPLI	2,425	0	2,425	1,586.94	.00	838.06	65.4%
01030100 534402 PROGRAM SUPPLIES	155,200	0	155,200	138,655.43	1,266.78	15,277.79	90.2%
01030100 534403 MATERIALS & SUPPLI	388	0	388	388.12	.00	-.12	100.0%*
01030100 545503 COMMUNICATIONS-PUB	7,469	0	7,469	7,552.02	.00	-83.02	101.1%*
01030100 556601 PROFESSIONAL DEV-S	4,000	0	4,000	1,115.00	.00	2,885.00	27.9%
01030100 578801 MNTNCE/REPAIR SERV	3,595	0	3,595	2,008.06	.00	1,586.94	55.9%
01030100 578803 MNTNCE/REP-PROGRAM	30,000	0	30,000	25,853.15	4,083.65	63.20	99.8%
01030100 578804 MNTNCE/REP-REFUSE	6,156	0	6,156	6,111.15	.00	44.85	99.3%
01030100 581888 CAPITAL OUTLAY	127,649	0	127,649	127,618.60	.00	30.40	100.0%
01030100 589901 RENTALS-ANNUAL REN	3,120	0	3,120	2,411.29	448.71	260.00	91.7%
01030100 589902 RENTALS-OCCASIONAL	14,550	0	14,550	.00	14,550.00	.00	100.0%
01030100 590011 UTILITIES-HEAT	30,052	0	30,052	22,021.54	.00	8,030.46	73.3%
01030100 590012 UTILITIES-ELECTRIC	82,103	0	82,103	92,024.93	.00	-9,921.93	112.1%*
01030100 590013 UTILITIES-WATER	8,986	0	8,986	4,445.36	.00	4,540.64	49.5%
01030100 590014 UTILITIES-TELEPHON	14,110	0	14,110	15,082.11	.00	-972.11	106.9%*
TOTAL PUBLIC WORKS - HIGHWAY	2,388,870	0	2,388,870	2,387,304.53	27,562.79	-25,997.32	101.1%
<u>01030101 HW-SNOW REMOVAL</u>							
01030101 501105 SALARIES-OVERTIME	165,000	0	165,000	317,781.01	.00	-152,781.01	192.6%*
01030101 522203 SERVICES & FEES-AN	30,000	0	30,000	129.00	29,400.00	471.00	98.4%
01030101 534402 PROGRAM SUPPLIES	324,950	0	324,950	512,946.48	4,350.57	-192,347.05	159.2%*
TOTAL HW-SNOW REMOVAL	519,950	0	519,950	830,856.49	33,750.57	-344,657.06	166.3%
<u>01030105 HW-CONSTRUCTION</u>							
01030105 522205 PROGRAM EXPENSES	150,000	0	150,000	89,544.88	60,202.80	252.32	99.8%



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TOTAL HW-CONSTRUCTION	150,000	0	150,000	89,544.88	60,202.80	252.32	99.8%
01030200 PUBLIC WORKS - BLD MAINTENANCE							
01030200 501101 SALARIES-FT/PERMAN	469,898	0	469,898	436,944.55	.00	32,953.45	93.0%
01030200 501102 SALARIES-PT/PERMAN	14,350	-9,360	4,990	2,879.90	.00	2,110.10	57.7%
01030200 501105 SALARIES-OVERTIME	5,000	0	5,000	20,970.09	.00	-15,970.09	419.4%*
01030200 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01030200 501888 UNIFORM ALLOWANCE	1,225	0	1,225	1,325.65	.00	-100.65	108.2%*
01030200 522203 SERVICES & FEES-AN	92,150	9,360	101,510	88,065.90	8,501.25	4,942.85	95.1%
01030200 522204 SERVICES & FEES-CO	5,270	0	5,270	5,570.85	.00	-300.85	105.7%*
01030200 534402 PROGRAM SUPPLIES	4,850	0	4,850	4,589.75	77.15	183.10	96.2%
01030200 578802 MNTNCE/REP-EQUIPME	188,500	0	188,500	136,574.49	27,582.07	24,343.44	87.1%
01030200 581888 CAPITAL OUTLAY	9,000	0	9,000	9,000.00	.00	.00	100.0%
01030200 589902 RENTALS-OCCASIONAL	1,164	0	1,164	.00	.00	1,164.00	.0%
01030200 590017 SEWER FEES	214,400	0	214,400	181,945.68	.00	32,454.32	84.9%
TOTAL PUBLIC WORKS - BLD MAINTENANCE	1,006,232	0	1,006,232	888,291.86	36,160.47	81,779.67	91.9%
01030300 FLEET MAINTENANCE							
01030300 501101 SALARIES-FT/PERMAN	511,559	0	511,559	490,311.02	.00	21,247.98	95.8%
01030300 501105 SALARIES-OVERTIME	10,200	0	10,200	17,136.03	.00	-6,936.03	168.0%*
01030300 501106 SALARIES-LONGEVITY	500	0	500	500.00	.00	.00	100.0%
01030300 501888 UNIFORM ALLOWANCE	8,030	0	8,030	3,331.35	3,037.50	1,661.15	79.3%
01030300 567701 TRANSPORTATION-GAS	381,124	0	381,124	341,089.30	.00	40,034.70	89.5%
01030300 567702 TRANSPORTATION-VEH	291,560	0	291,560	256,473.02	7,692.72	27,394.26	90.6%
01030300 578801 MNTNCE/REPAIR SERV	2,450	0	2,450	1,500.00	.00	950.00	61.2%
TOTAL FLEET MAINTENANCE	1,205,423	0	1,205,423	1,110,340.72	10,730.22	84,352.06	93.0%
01030400 RECYCLING CENTER							
01030400 501101 SALARIES-FT/PERMAN	120,098	0	120,098	114,376.63	.00	5,721.37	95.2%
01030400 501105 SALARIES-OVERTIME	19,100	0	19,100	23,132.15	.00	-4,032.15	121.1%*
01030400 501106 SALARIES-LONGEVITY	500	0	500	500.00	.00	.00	100.0%
01030400 501888 UNIFORM ALLOWANCE	500	0	500	405.90	.00	94.10	81.2%





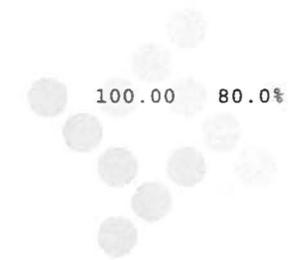
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030400 522204 SERVICES & FEES-CO	1,803,270	0	1,803,270	1,498,300.79	41,807.80	263,161.41	85.4%
01030400 522207 SPECIAL CONTRACTUA	67,300	0	67,300	28,545.34	20,164.76	18,589.90	72.4%
01030400 534402 PROGRAM SUPPLIES	11,510	0	11,510	1,817.61	.00	9,692.39	15.8%
01030400 578801 MNTNCE/REPAIR SERV	1,377	0	1,377	.00	.00	1,377.00	.0%
01030400 581886 HAZARDOUS WASTE DA	20,000	0	20,000	5,058.50	9,000.00	5,941.50	70.3%
TOTAL RECYCLING CENTER	2,043,655	0	2,043,655	1,672,136.92	70,972.56	300,545.52	85.3%
01030500 TOWN ENGINEER							
01030500 501101 SALARIES-FT/PERMAN	480,170	0	480,170	450,001.21	.00	30,168.79	93.7%
01030500 501105 SALARIES-OVERTIME	9,000	0	9,000	8,785.53	.00	214.47	97.6%
01030500 501106 SALARIES-LONGEVITY	850	0	850	850.00	.00	.00	100.0%
01030500 501888 UNIFORM ALLOWANCE	840	0	840	302.43	.00	537.57	36.0%
01030500 522202 SERVICES & FEES-PR	30,300	0	30,300	12,227.90	17,922.10	150.00	99.5%
01030500 522203 SERVICES & FEES-AN	4,000	0	4,000	.00	4,000.00	.00	100.0%
01030500 522204 SERVICES & FEES-CO	12,300	0	12,300	3,458.87	2,300.00	6,541.13	46.8%
01030500 534401 MATERIALS & SUPPLI	2,800	0	2,800	2,562.32	.00	237.68	91.5%
01030500 534402 PROGRAM SUPPLIES	2,500	0	2,500	1,537.47	6,674.56	-5,712.03	328.5%*
01030500 545501 COMMUNICATIONS-LEG	600	0	600	.00	.00	600.00	.0%
01030500 556601 PROFESSIONAL DEV-S	750	0	750	744.00	.00	6.00	99.2%
01030500 556602 PROFESSIONAL DEV-A	955	0	955	955.00	.00	.00	100.0%
01030500 578802 MNTNCE/REP-EQUIPME	1,800	0	1,800	472.50	.00	1,327.50	26.3%
TOTAL TOWN ENGINEER	546,865	0	546,865	481,897.23	30,896.66	34,071.11	93.8%
TOTAL PUBLIC WORKS	8,430,037	0	8,430,037	7,991,173.17	270,276.07	168,587.76	98.0%
04 PUBLIC HEALTH							
01040000 HEALTH DEPARTMENT							
01040000 522205 PROGRAM EXPENSES	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%
TOTAL HEALTH DEPARTMENT	315,380	0	315,380	236,535.00	.00	78,845.00	75.0%
01040200 VITAL STATISTICS							
01040200 522205 PROGRAM EXPENSES	500	0	500	400.00	.00	100.00	80.0%





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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01040200 578803 MNTNCE/REP-PROGRAM	500	0	500	431.12	.00	68.88	86.2%
TOTAL VITAL STATISTICS	1,000	0	1,000	831.12	.00	168.88	83.1%
01040400 NURSING - SENIORS							
01040400 501102 SALARIES-PT/PERMAN	33,948	0	33,948	23,257.95	.00	10,690.05	68.5%
01040400 522205 PROGRAM EXPENSES	35	0	35	20.99	.00	14.01	60.0%
01040400 534402 PROGRAM SUPPLIES	250	0	250	235.50	.00	14.50	94.2%
01040400 556601 PROFESSIONAL DEV-S	100	0	100	75.00	.00	25.00	75.0%
01040400 556602 PROFESSIONAL DEV-A	25	0	25	.00	.00	25.00	.0%
01040400 567703 TRANSPORTATION-TRA	350	0	350	8.38	.00	341.62	2.4%
TOTAL NURSING - SENIORS	34,708	0	34,708	23,597.82	.00	11,110.18	68.0%
01060400 NON PUBLIC SCHOOL							
01060400 501101 SALARIES-FT/PERMAN	294,893	0	294,893	269,792.63	.00	25,100.37	91.5%
01060400 501102 SALARIES-PT/PERMAN	21,871	0	21,871	16,953.98	.00	4,917.02	77.5%
01060400 501104 SALARIES-VACATION	3,750	0	3,750	1,852.63	.00	1,897.37	49.4%
01060400 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01060400 534402 PROGRAM SUPPLIES	900	0	900	214.00	.00	686.00	23.8%
01060400 556601 PROFESSIONAL DEV-S	1,146	0	1,146	1,131.00	.00	15.00	98.7%
01060400 567703 TRANSPORTATION-TRA	200	0	200	.00	.00	200.00	.0%
TOTAL NON PUBLIC SCHOOL	323,185	0	323,185	290,369.24	.00	32,815.76	89.8%
TOTAL PUBLIC HEALTH	674,273	0	674,273	551,333.18	.00	122,939.82	81.8%
05 SOCIAL SERVICES							
01050000 SOCIAL SERVICES							
01050000 501101 SALARIES-FT/PERMAN	95,300	0	95,300	85,343.22	.00	9,956.78	89.6%
01050000 501102 SALARIES-PT/PERMAN	16,403	0	16,403	9,274.59	.00	7,128.41	56.5%
01050000 501105 SALARIES-OVERTIME	500	0	500	1,348.45	.00	-848.45	269.7%*
01050000 501106 SALARIES-LONGEVITY	450	0	450	450.00	.00	.00	100.0%





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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01050000 522205 PROGRAM EXPENSES	0	0	0	.00	34.00	-34.00	100.0%*
01050000 534401 MATERIALS & SUPPLI	1,000	0	1,000	370.61	.00	629.39	37.1%
01050000 556601 PROFESSIONAL DEV-S	200	0	200	.00	.00	200.00	.0%
01050000 578801 MNTNCE/REPAIR SERV	800	0	800	1,674.70	.00	-874.70	209.3%*
01050000 589901 RENTALS-ANNUAL REN	420	0	420	.00	.00	420.00	.0%
01050000 590014 UTILITIES-TELEPHON	1,893	0	1,893	1,749.05	.00	143.95	92.4%
TOTAL SOCIAL SERVICES	116,966	0	116,966	100,210.62	34.00	16,721.38	85.7%
01050200 MARY SHERLACH COUNSELING CTR							
01050200 501101 SALARIES-FT/PERMAN	208,649	0	208,649	195,360.46	.00	13,288.54	93.6%
01050200 501105 SALARIES-OVERTIME	1,000	0	1,000	305.13	.00	694.87	30.5%
01050200 501106 SALARIES-LONGEVITY	850	0	850	850.00	.00	.00	100.0%
01050200 522202 SERVICES & FEES-PR	3,000	0	3,000	2,975.00	.00	25.00	99.2%
01050200 534401 MATERIALS & SUPPLI	1,138	0	1,138	654.50	.00	483.50	57.5%
01050200 534402 PROGRAM SUPPLIES	750	0	750	197.29	.00	552.71	26.3%
01050200 545503 COMMUNICATIONS-PUB	500	0	500	.00	.00	500.00	.0%
01050200 556602 PROFESSIONAL DEV-A	980	0	980	686.00	.00	294.00	70.0%
01050200 567703 TRANSPORTATION-TRA	1,000	0	1,000	845.67	.00	154.33	84.6%
01050200 578801 MNTNCE/REPAIR SERV	2,413	0	2,413	1,331.94	.00	1,081.06	55.2%
01050200 590011 UTILITIES-HEAT	2,744	0	2,744	1,928.50	.00	815.50	70.3%
01050200 590012 UTILITIES-ELECTRICI	1,873	0	1,873	1,832.19	.00	40.81	97.8%
01050200 590013 UTILITIES-WATER	225	0	225	151.94	.00	73.06	67.5%
01050200 590014 UTILITIES-TELEPHON	1,448	0	1,448	2,389.55	.00	-941.55	165.0%*
TOTAL MARY SHERLACH COUNSELING CTR	226,570	0	226,570	209,508.17	.00	17,061.83	92.5%
01050400 YOUTH COMMISSION							
01050400 501102 SALARIES-PT/PERMAN	49,350	0	49,350	35,978.64	.00	13,371.36	72.9%
01050400 522205 PROGRAM EXPENSES	6,000	0	6,000	5,667.05	.00	332.95	94.5%
01050400 534402 PROGRAM SUPPLIES	1,500	0	1,500	50.28	.00	1,449.72	3.4%
01050400 545503 COMMUNICATIONS-PUB	1,000	0	1,000	500.00	.00	500.00	50.0%
01050400 567703 TRANSPORTATION-TRA	400	0	400	143.66	.00	256.34	35.9%
TOTAL YOUTH COMMISSION	58,250	0	58,250	42,339.63	.00	15,910.37	72.7%
01050600 SENIOR CITIZENS' SERVICES							
01050600 501101 SALARIES-FT/PERMAN	35,959	0	35,959	29,974.06	.00	5,984.94	83.4%



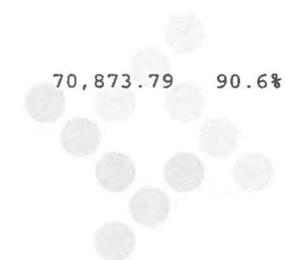
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	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01050600 501102 SALARIES-PT/PERMAN	89,935	0	89,935	72,696.19	.00	17,238.81	80.8%
01050600 501105 SALARIES-OVERTIME	1,008	0	1,008	-217.34	.00	1,225.34	21.6%
01050600 501106 SALARIES-LONGEVITY	250	0	250	250.00	.00	.00	100.0%
01050600 522201 SERVICES & FEES-CL	600	0	600	480.00	.00	120.00	80.0%
01050600 522205 PROGRAM EXPENSES	47,350	-400	46,950	40,608.16	250.00	6,091.84	87.0%
01050600 534401 MATERIALS & SUPPLI	2,178	0	2,178	1,286.47	.00	891.53	59.1%
01050600 534403 MATERIALS & SUPPLI	2,200	0	2,200	.00	.00	2,200.00	.0%
01050600 545501 COMMUNICATIONS-LEG	0	400	400	377.40	.00	22.60	94.4%
01050600 567703 TRANSPORTATION-TRA	300	0	300	25.30	.00	274.70	8.4%
01050600 578801 MNTNCE/REPAIR SERV	11,065	0	11,065	4,267.88	721.08	6,076.04	45.1%
01050600 578802 MNTNCE/REP-EQUIPME	4,000	0	4,000	.00	.00	4,000.00	.0%
01050600 578804 MNTNCE/REP-REFUSE	1,368	0	1,368	1,358.49	.00	9.51	99.3%
01050600 581888 CAPITAL OUTLAY	12,437	0	12,437	12,352.29	.00	84.71	99.3%
01050600 590011 UTILITIES-HEAT	8,588	0	8,588	7,496.96	.00	1,091.04	87.3%
01050600 590012 UTILITIES-ELECTRIC	17,195	0	17,195	19,877.77	.00	-2,682.77	115.6%*
01050600 590013 UTILITIES-WATER	1,737	0	1,737	1,179.20	.00	557.80	67.9%
01050600 590014 UTILITIES-TELEPHON	3,627	0	3,627	3,175.38	.00	451.62	87.5%
TOTAL SENIOR CITIZENS' SERVICES	239,797	0	239,797	195,188.21	971.08	43,637.71	81.8%
TOTAL SOCIAL SERVICES	641,583	0	641,583	547,246.63	1,005.08	93,331.29	85.5%
06 EDUCATION							
01060000 EDUCATION							
01060000 511152 FRINGE BENEFITS-WO	0	0	0	76,489.13	.00	-76,489.13	100.0%*
01060000 522204 SERVICES & FEES-CO	165,000	0	165,000	119,084.71	.00	45,915.29	72.2%
01060000 522205 BOE - PROGRAM EXPE	94,993,531	0	94,993,531	76,323,404.92	.00	18,670,126.08	80.3%
01060000 567703 TRANSPORTATION-TRA	908,000	0	908,000	851,432.35	.00	56,567.65	93.8%
01060000 589901 RENTALS-ANNUAL REN	220,000	0	220,000	207,731.47	.00	12,268.53	94.4%
01060000 595888 INTEREST ON G/OBLI	2,185,929	0	2,185,929	2,124,554.64	.00	61,374.36	97.2%
01060000 596888 INTEREST ON SHORT	32,098	0	32,098	.00	.00	32,098.00	.0%
01060000 597888 PRINCIPAL-G/OBLIG	5,396,500	0	5,396,500	4,663,500.00	.00	733,000.00	86.4%
TOTAL EDUCATION	103,901,058	0	103,901,058	84,366,197.22	.00	19,534,860.78	81.2%
01060200 SCHOOL NURSES							
01060200 501101 SALARIES-FT/PERMAN	757,547	0	757,547	686,673.21	.00	70,873.79	90.6%





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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01060200 501102 SALARIES-PT/PERMAN	38,695	0	38,695	29,950.93	.00	8,744.07	77.4%
01060200 501104 SALARIES-VACATION,	11,000	0	11,000	7,038.75	.00	3,961.25	64.0%
01060200 501106 SALARIES-LONGEVITY	1,275	0	1,275	1,275.00	.00	.00	100.0%
01060200 534401 MATERIALS & SUPPLI	750	0	750	552.85	.00	197.15	73.7%
01060200 534402 PROGRAM SUPPLIES	2,058	0	2,058	1,647.85	.00	410.15	80.1%
01060200 545503 COMMUNICATIONS-PUB	50	0	50	50.00	.00	.00	100.0%
01060200 545504 COMMUNICATIONS-POS	120	0	120	120.00	.00	.00	100.0%
01060200 556601 PROFESSIONAL DEV-S	3,289	0	3,289	3,401.39	.00	-112.39	103.4%*
01060200 556602 PROFESSIONAL DEV-A	2,032	0	2,032	2,032.00	.00	.00	100.0%
01060200 567703 TRANSPORTATION-TRA	1,500	0	1,500	1,036.11	.00	463.89	69.1%
01060200 578801 MNTNCE/REPAIR SERV	1,397	0	1,397	966.47	193.34	237.19	83.0%
01060200 581888 CAPITAL OUTLAY	23,000	0	23,000	7,390.01	.00	15,609.99	32.1%
TOTAL SCHOOL NURSES	842,713	0	842,713	742,134.57	193.34	100,385.09	88.1%
01060600 TRUMBULL COMM TV / BUS ED INIT							
01060600 522202 SERVICES & FEES-PR	25,000	0	25,000	15,461.68	.00	9,538.32	61.8%
01060600 522204 SERVICES & FEES-CO	4,500	0	4,500	2,500.00	.00	2,000.00	55.6%
01060600 522205 PROGRAM EXPENSES	45,000	0	45,000	36,548.43	.00	8,451.57	81.2%
01060600 534401 MATERIALS & SUPPLI	500	0	500	6.91	.00	493.09	1.4%
01060600 534402 PROGRAM SUPPLIES	400	0	400	400.00	.00	.00	100.0%
01060600 545502 COMMUNICATIONS-PUB	400	0	400	262.99	.00	137.01	65.7%
01060600 567703 TRANSPORTATION-TRA	300	0	300	286.67	.00	13.33	95.6%
01060600 590011 UTILITIES-HEAT	2,288	0	2,288	2,637.64	.00	-349.64	115.3%*
01060600 590012 UTILITIES-ELECTRIC	2,675	0	2,675	2,418.16	.00	256.84	90.4%
01060600 590014 UTILITIES-TELEPHON	336	0	336	290.85	.00	45.15	86.6%
TOTAL TRUMBULL COMM TV / BUS ED INIT	81,399	0	81,399	60,813.33	.00	20,585.67	74.7%
TOTAL EDUCATION	104,825,170	0	104,825,170	85,169,145.12	193.34	19,655,831.54	81.2%
07 LIBRARIES							
01070000 LIBRARIES							
01070000 501101 SALARIES-FT/PERMAN	850,339	0	850,339	781,754.32	.00	68,584.68	91.9%
01070000 501102 SALARIES-PT/PERMAN	324,619	0	324,619	261,418.92	.00	63,200.08	80.5%
01070000 501105 SALARIES-OVERTIME	21,935	0	21,935	21,621.85	.00	313.15	98.6%





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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01070000 501106 SALARIES-LONGEVITY	1,675	0	1,675	1,675.00	.00	.00	100.0%
01070000 522201 SERVICES & FEES-CL	720	0	720	540.00	.00	180.00	75.0%
01070000 522205 PROGRAM EXPENSES	11,600	0	11,600	11,433.94	.00	166.06	98.6%
01070000 534401 MATERIALS & SUPPLI	24,000	-2,394	21,606	14,050.89	6,728.14	826.97	96.2%
01070000 534402 PROGRAM SUPPLIES	174,400	0	174,400	168,571.30	4,853.20	975.50	99.4%
01070000 545504 COMMUNICATIONS-POS	250	0	250	164.70	.00	85.30	65.9%
01070000 578801 MNTNCE/REPAIR SERV	6,126	0	6,126	3,344.04	1,195.94	1,586.02	74.1%
01070000 578802 MNTNCE/REP-EQUIPME	28,628	0	28,628	26,925.00	.00	1,703.00	94.1%
01070000 578803 MNTNCE/REP-PROGRAM	4,000	0	4,000	1,586.79	483.37	1,929.84	51.8%
01070000 578804 MNTNCE/REP-REFUSE	2,479	0	2,479	2,460.93	.00	18.07	99.3%
01070000 581888 CAPITAL OUTLAY	21,835	0	21,835	15,106.10	6,688.32	40.58	99.8%
01070000 589901 RENTALS-ANNUAL REN	29,076	2,394	31,470	27,385.49	1,977.90	2,106.61	93.3%
01070000 590011 UTILITIES-HEAT	17,073	0	17,073	13,615.26	.00	3,457.74	79.7%
01070000 590012 UTILITIES-ELECTRIC	66,276	0	66,276	77,204.36	.00	-10,928.36	116.5%*
01070000 590013 UTILITIES-WATER	2,210	0	2,210	1,373.60	.00	836.40	62.2%
01070000 590014 UTILITIES-TELEPHON	7,645	0	7,645	6,984.00	.00	661.00	91.4%
TOTAL LIBRARIES	1,594,886	0	1,594,886	1,437,216.49	21,926.87	135,742.64	91.5%
TOTAL LIBRARIES	1,594,886	0	1,594,886	1,437,216.49	21,926.87	135,742.64	91.5%
08 RECREATION AND PARKS							
01080000 PUBLIC EVENTS							
01080000 522205 PROGRAM EXPENSES	20,000	0	20,000	17,292.84	300.00	2,407.16	88.0%
TOTAL PUBLIC EVENTS	20,000	0	20,000	17,292.84	300.00	2,407.16	88.0%
01080300 TRUMBULL DAY COMMISSION							
01080300 522201 SERVICES & FEES-CL	360	0	360	.00	.00	360.00	.0%
TOTAL TRUMBULL DAY COMMISSION	360	0	360	.00	.00	360.00	.0%
01080400 RECREATION							
01080400 501101 SALARIES-FT/PERMAN	184,895	0	184,895	142,797.02	.00	42,097.98	77.2%



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01080400 501102 SALARIES-PT/PERMAN	17,633	0	17,633	17,832.98	.00	-199.98	101.1%*
01080400 501105 SALARIES-OVERTIME	1,200	0	1,200	2,661.39	.00	-1,461.39	221.8%*
01080400 501106 SALARIES-LONGEVITY	925	0	925	925.00	.00	.00	100.0%
01080400 522205 PROGRAM EXPENSES	277,500	0	277,500	320,922.66	.00	-43,422.66	115.6%*
01080400 534402 PROGRAM SUPPLIES	11,200	0	11,200	6,070.26	3,334.47	1,795.27	84.0%
01080400 556601 PROFESSIONAL DEV-S	400	0	400	.00	.00	400.00	.0%
01080400 556602 PROFESSIONAL DEV-A	400	0	400	264.00	.00	136.00	66.0%
01080400 567703 TRANSPORTATION-TRA	2,240	0	2,240	1,844.64	.00	395.36	82.4%
01080400 578801 MNTNCE/REPAIR SERV	1,285	0	1,285	254.56	.00	1,030.44	19.8%
01080400 578804 MNTNCE/REP-REFUSE	684	0	684	679.26	.00	4.74	99.3%
01080400 589901 RENTALS-ANNUAL REN	2,820	0	2,820	2,189.05	560.45	70.50	97.5%
<b>TOTAL RECREATION</b>	<b>501,182</b>	<b>0</b>	<b>501,182</b>	<b>496,440.82</b>	<b>3,894.92</b>	<b>846.26</b>	<b>99.8%</b>
<b>01080600 PARKS</b>							
01080600 501101 SALARIES-FY/PERMAN	951,162	0	951,162	868,479.65	.00	82,682.35	91.3%
01080600 501103 SALARIES-SEASONAL/	102,570	0	102,570	92,212.87	.00	10,357.13	89.9%
01080600 501105 SALARIES-OVERTIME	30,000	0	30,000	46,791.08	.00	-16,791.08	156.0%*
01080600 501106 SALARIES-LONGEVITY	2,000	0	2,000	2,000.00	.00	.00	100.0%
01080600 501120 AED ANNUAL STIPEND	1,200	0	1,200	800.00	.00	400.00	66.7%
01080600 501888 UNIFORM ALLOWANCE	12,250	0	12,250	7,074.53	1,546.85	3,628.62	70.4%
01080600 522201 SERVICES & FEES-CL	4,275	0	4,275	3,918.75	.00	356.25	91.7%
01080600 522203 SERVICES & FEES-AN	209,400	0	209,400	201,950.00	7,450.00	.00	100.0%
01080600 534401 MATERIALS & SUPPLI	750	0	750	740.76	.00	9.24	98.8%
01080600 534402 PROGRAM SUPPLIES	69,000	0	69,000	48,061.55	12,040.46	8,897.99	87.1%
01080600 534403 MATERIALS & SUPPLI	6,000	0	6,000	6,379.91	.00	-379.91	106.3%*
01080600 545503 COMMUNICATIONS-PUB	5,500	0	5,500	1,670.00	1,830.00	2,000.00	63.6%
01080600 556601 PROFESSIONAL DEV-S	750	0	750	615.00	.00	135.00	82.0%
01080600 578801 MNTNCE/REPAIR SERV	18,000	0	18,000	3,863.85	13,586.15	550.00	96.9%
01080600 578802 MNTNCE/REP-EQUIPME	22,000	0	22,000	15,256.97	5,006.91	1,736.12	92.1%
01080600 578803 MNTNCE/REP-PROGRAM	51,300	0	51,300	19,333.79	9,501.02	22,465.19	56.2%
01080600 578804 MNTNCE/REP-REFUSE	426	0	426	423.03	.00	2.97	99.3%
01080600 581888 CAPITAL OUTLAY	64,933	0	64,933	60,006.30	.00	4,926.70	92.4%
01080600 589901 RENTALS-ANNUAL REN	19,720	0	19,720	19,720.37	.00	-.37	100.0%*
01080600 589902 RENTALS-OCCASIONAL	7,000	0	7,000	1,296.71	3,000.00	2,703.29	61.4%
01080600 590011 UTILITIES-HEAT	7,723	0	7,723	11,874.50	.00	-4,151.50	153.8%*
01080600 590012 UTILITIES-ELECTRIC	98,575	0	98,575	90,358.29	.00	8,216.71	91.7%
01080600 590013 UTILITIES-WATER	75,731	0	75,731	63,975.34	.00	11,755.66	84.5%
01080600 590014 UTILITIES-TELEPHON	16,109	0	16,109	15,947.64	.00	161.36	99.0%
<b>TOTAL PARKS</b>	<b>1,776,374</b>	<b>0</b>	<b>1,776,374</b>	<b>1,582,750.89</b>	<b>53,961.39</b>	<b>139,661.72</b>	<b>92.1%</b>

01080800 TREE WARDEN



06/04/2015 10:53  
mpires

TOWN OF TRUMBULL  
YEAR-TO-DATE BUDGET REPORT

P 22  
glytdbud

FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01080800 501101 SALARIES-FT/PERMAN	22,140	0	22,140	20,330.99	.00	1,809.01	91.8%
01080800 522205 PROGRAM EXPENSES	80,000	0	80,000	67,806.50	.00	12,193.50	84.8%
01080800 578806 EMERGENCY SERVICES	24,150	0	24,150	23,212.50	.00	937.50	96.1%
TOTAL TREE WARDEN	126,290	0	126,290	111,349.99	.00	14,940.01	88.2%
01080900 ARTS COMMISSION							
01080900 501102 SALARIES-PT/PERMAN	19,858	0	19,858	18,614.24	.00	1,243.76	93.7%
01080900 522205 PROGRAM EXPENSES	6,000	0	6,000	6,000.00	.00	.00	100.0%
01080900 534401 MATERIALS & SUPPLI	420	0	420	49.85	.00	370.15	11.9%
01080900 545503 COMMUNICATIONS-PUB	3,000	0	3,000	2,514.04	.00	485.96	83.8%
01080900 567703 TRANSPORTATION-TRA	100	0	100	.00	.00	100.00	.0%
TOTAL ARTS COMMISSION	29,378	0	29,378	27,178.13	.00	2,199.87	92.5%
TOTAL RECREATION AND PARKS	2,453,584	0	2,453,584	2,235,012.67	58,156.31	160,415.02	93.5%
09 DEBT SERVICE							
01090000 DEBT SERVICE							
01090000 595888 INTEREST ON G/OBLI	1,750,034	0	1,750,034	1,677,550.99	.00	72,483.01	95.9%
01090000 596888 INTEREST ON SHORT	86,584	0	86,584	-207,399.74	.00	293,983.74	239.5%
01090000 597888 PRINCIPAL-G/OBLIG	3,789,905	0	3,789,905	3,676,542.89	.00	113,362.11	97.0%
TOTAL DEBT SERVICE	5,626,523	0	5,626,523	5,146,694.14	.00	479,828.86	91.5%
TOTAL DEBT SERVICE	5,626,523	0	5,626,523	5,146,694.14	.00	479,828.86	91.5%
TOTAL GENERAL FUND	156,787,466	169,300	156,956,766	132,270,213.76	513,123.34	24,173,428.90	84.6%
TOTAL EXPENSES	156,787,466	169,300	156,956,766	132,270,213.76	513,123.34	24,173,428.90	
GRAND TOTAL	156,787,466	169,300	156,956,766	132,270,213.76	513,123.34	24,173,428.90	84.6%

\*\* END OF REPORT - Generated by Maria Pires \*\*



**SUBJECT TO MODIFICATION AND APPROVAL  
BOARD OF FINANCE  
Minutes  
May 14, 2015**

**CALL TO ORDER**

Chairman Hammers called the Board of Finance meeting to order at 7:00 pm at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

**PUBLIC COMMENT**

There was no public comment.

**ATTENDANCE**

**Present**

Elaine Hammers, Chairman  
Paul Lavoie  
Lainie McHugh  
Andrew Palo  
Thomas Kelly  
Roy Molgard  
Bill Haberlin, Alternate  
Vincent DeGennaro, Alternate

**Absent**

Karen Egri, Alternate

**Also present:**

Maria Pires, Finance Director; John Ponzio, Treasurer; Lynn Arnow, Chief of Staff; James Haselkamp, Director of Labor Relations; Timothy M. Herbst, First Selectman; Jamie Bratt, Director of Economic Development; Donna Pellitteri, Tax Collector; Marie Pettiti, Parks and Recreation Commissioner; Robert Ferrigno, Parks and Recreation Commissioner; Vin Lapinski, Parks and Recreation Commissioner.

By unanimous consent, the Board agreed to take items 5-15-04 and 5-15-05 out of order, since the First Selectman had another meeting to attend.

The First Selectman spoke to the Board of Finance indicating the need to have an audit performed by an outside auditing firm on the Parks and Recreation Department along with the Golf Course, at a cost of \$45,000, which is the median cost of previous audits, prior to the new Director of Parks and Recreation beginning his position. He feels that there is a tremendous amount of revenue generated each year and we need to give the new director an accurate view of what has been going on with respect to revenue and expenses.

The need for this audit request is a result of the issues and concerns that have been raised with respect to the Special Agency accounts in these departments, which have not been answered. He went on to add that over the years repeated requests for an accounting of the department's revenue and expenses were not provided. Since there was no audit performed prior to merging the Parks and Recreation departments, he feels it is necessary to perform one now prior to the busy season to give Mr. McCarthy the tools he needs to begin his position.

The First Selectman went on to address how each outside audit performed for the Town uncovered areas that once corrected led to increased efficiencies and better productivity. In addition, he indicated that we are not having the new director perform this audit, since he will be too busy assuming the role of his new position and working with his staff.

Commissioners Ferrigno and Lapinski spoke in favor of the First Selectman's request, citing the need for this audit in order to identify the areas of possible savings and the generation of additional revenue through increasing the number of programs. They feel that it is imperative that the new employee have this information available to him when he begins his new position.

Ms. McHugh asked why this audit wasn't done prior to hiring Mr. McCarthy. The First Selectman indicated that it would have been done if we had an internal auditor in place. He indicated that he had spoken with Mr. Henderson about an audit before the reorganization was finalized and before it could be discussed further, Mr. Henderson retired. Had he stayed, the First Selectman indicated he would have proceeded. However, there were times when the internal auditor would recommend outside assistance.

She went on to ask if this could be done by the internal auditor if we hired one in the next month or so, as he had indicated he would have had the previous auditor do it. The First Selectman indicated that it was not only financial but operational. In addition, he would have spoken to the former internal auditor, but in some instances an internal auditor will tell you it is necessary to go outside for an actual audit.

Ms. McHugh then asked where we would get funding for the salary of the director as of June 1, 2015. The First Selectman indicated that since the assistant recreation director left the town and was not replaced, the June salary would come from the salary that was saved.

The Chair then indicated that an existing internal auditor could perform the audit as requested; however, a newly hired auditor would not be able to comply with the operational portion of the requested audit and certainly not within the time frame given. Ms. McHugh asked why the internal auditor couldn't handle the financial portion of the audit and the new Parks and Recreation Director handle the operational portion, since the First Selectman indicated he was highly qualified.

The First Selectman indicated that there is a very small window of time within which to have this audit done during peak season and it may be several months before a new auditor is hired. He went on to add that since we haven't had an internal auditor for the last 8 months, there is a backlog of work and it wouldn't be fair to the director of Finance to have the individual on this one project for a long period of time if in fact they were qualified to handle both sides.

Mr. DeGennaro asked if the First Selectman was concerned about having only one response; the First Selectman indicated that he only received one response to the RFQ despite the fact it was posted twice and nothing was yet definite with this company. In addition, he went on to add that he had all previous outside audits reviewed in order to make a price comparison.

Mr. Palo asked what financial problems the Director of Finance was having with the Parks and Recreation Department. Ms. Pires indicated the Special Agency accounts do not have the level of detail needed. The Chair indicated that the Special Agency accounts do not indicate what a program costs and if it pays for itself, based upon the financial information provided in these accounts. Mr. Palo indicated that if the new Director at his salary level should be able to dig into the records and figure this out. The Chair went on to add that the records are not decipherable as they are now. The First Selectman indicated that we have asked for an accurate accounting of the Special Agency accounts for years, and have not been able to get it; therefore, how do we expect the new Director to do this, since he is not an accountant. We owe it to him to give him the figures he needs to work with.

Ms. McHugh asked why the new director cannot sit down with his staff and tell them how he wants the reporting done. Commissioner Lapinski indicated that you don't ask a person with his background to do an audit; he was hired as a Parks and Recreation Director, not an accountant. He went on to add that he feels there is pushback coming from that side of the room.

Mr. Kelly indicated that the questions are coming from this side of the room because he would have loved to see the same passion given to taking the parks and recreation to the next level also given to taking the school system to the next level, where he feels these funds could be put to better use. They didn't support the \$95,000 for the new Parks and Recreation Director salary during the budget and the \$45,000 for the audit is better spent elsewhere.

Commissioner Pettiti indicated that she is retired after 36.5 as a math teacher, with 2 sons who attended Trumbull schools. She taught in Bridgeport for 32 years, and has always thought we had a fantastic education system. However, kids and adults also need the parks and recreation. In Trumbull, we spend plenty in education and it is necessary to put money in other areas.

Mr. Lavoie indicated that his first reaction was he didn't want to spend the money; however, this is an investment; other audits have given us returns higher than the cost of the audit. After hearing the First Selectman who has a proven track record and the Commissioners he sees this as an investment and feels it will provide for improvement. In addition, as a new Director, Mr. McCarthy will be busy forming his team and motivating them to do the best job possible.

Ms. McHugh asked if the Commission voted as a group on the audit. It was indicated that they were not able to reach everyone, but they had no doubt that it would be supported by everyone.

Mr. Palo then asked Mr. Ponzio for his input, asking if we need additional personnel in the Finance department. He also indicated that he respected Mr. Ponzio's opinion and would appreciate having it. Mr. Ponzio indicated he was in agreement with Mr. Lavoie, and from a finance perspective, he feels that there is a need to determine the P&L for each program. If Ms. Pires, the Finance Director, indicated that she does not have the personnel to perform this audit, then the only recourse is to hire an outside auditing firm. He went on to add the \$45,000 will be more than well spent and is necessary. It would be wrong to have the new director do this audit, and would keep him from doing what he was hired to do.

Mr. Lavoie mentioned that the discussion should be kept to the audit and not education. He indicated that the audit would not be at a cost to the Town, since the funds were available to be transferred to the account that would be used to pay for this. Mr. Kelly indicated that it would be at a cost since we are currently over budget in the highway department due to the snow removal expenses.

#### **5-15-04**

Mr. Lavoie moved, seconded by Mr. Molgard to transfer \$15,166 from account number 01011400-501101 BOF Salaries-FT; \$15,167 from account number 01080400-501101 Rec Salaries-FT; \$15,167 from account number 01080600-501101 to account number 01080600-522202 Parks-Professional Services \$45,500 for a review of the operations of the Parks and Recreation Departments and Golf Course.

Vote: 3-3-0 motion fails

#### **5-15-05**

Mr. Lavoie moved, seconded by Mr. Molgard to appropriate \$45,500 from the Fund Balance to account number 01011400-522202 BOF-Professional Services \$15,166; account number 010180400-522202 Rec-Professional Services \$15,167; 01080600-522202 Parks-Professional Services \$15,167 for a review of the operations of the Parks and Recreation Departments and Golf Course. Mr. Lavoie indicated that this would be an expense.

Vote: 3-3-0 motion fails

**TOWN TREASURER'S REPORT** – John Ponzio

Mr. Ponzio presented his report, highlighting the following:

- Interest income for the month was \$24,000. We are just about at our budget of \$300,000 for the year. Since we are currently at \$250,000, we need \$25,000 for the next two months.
- Our cash balance is \$62 million, a significant increase from the March balance of \$45.2 million. This increase has to do with April being one of our large tax collection quarters.
- We have a small debt payment coming up June 1, 2015 of +/- \$910,000.
- We received a grant of \$1.7 million reimbursement relative to the Pequannock Trail this week and \$1.3 million from the state ECS grant last week, an addition of \$3 million to cash.
- All Pension payments are current, both for the Town and the Police. The Pension Board met last week and are in the process of sending our Annual Report to the First Selectman.

Highlights include:

- Increase of the funding ratio to 38.5% as of March 31, 2015, up from 27% where we started 5 years ago, a significant achievement considering how the market has been.
- Slightly lower ARC in this fiscal year compared to last year. There are 51 less participants than there were 2 years ago due to closing the plan and having new employees enter the Defined Contribution Plan.
- Pension Board is in the process of updating their Investment Policy to take a more active participation in the investment decisions.
- \$1.4 million in tax collections via the web portal, reducing the over-the-counter transactions that needed to be handled in the department by 2,000.

**TAX COLLECTOR SUSPENSION REPORT** – Donna Pellitteri

Ms. Pellitteri presented the Suspension Report for uncollectable funds on the grand list of 2011 for personal property tax and motor vehicle tax, which will be turned over to a collection agency. The personal property tax is \$82,051.57, which is higher than last year. The motor vehicle tax is \$106,518.76, which is higher due to the change in the State registration policy. She feels that we will be able to collect a portion of this.

Mr. Haberlin asked for a history of collections. He would like to know what percentage of accounts sent to the agency are finally paid. Ms. Pellitteri indicated she will send it under separate cover.

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By unanimous consent, the Board voted to accept the Suspension Report as presented.

**5-15-01**

Mr. Lavoie moved, seconded by Mr. Molgard to transfer \$5,000 from account number 01014200-522202 P&Z- Professional Services to account number 01014200-501105 P&Z-Salaries-OT \$5,000 to cover OT in P&Z due to sharing the clerical staff with HR.

Ms. Bratt, Director of Economic Development, spoke to the Board indicating the funds were needed to cover the overtime incurred due to the increase in the workload in Planning and Zoning.

Vote: 6-0-0 motion carries

**5-15-02**

Mr. Lavoie moved, seconded by Mr. Molgard to transfer \$4,500 from account number 01014200-500101 P&Z Salaries-FT to account number 01014200-501103 P&Z-Salaries-Seasonal-Temp \$4,500 to cover OT in P&Z to cover for a temporary PT to assist until the vacant position (P&Z) due to the promotion is filled .

Ms. Bratt indicated that due to her promotion, she is currently out of the office quite a bit and in addition to this, her promotion created a vacant position in Planning and Zoning that needs to be filled. For these reasons, along with the fact that she is sharing her administrative assistant with human resources, they are effectively down 2.5 people, which is impacting customer service.

She indicated she is looking to hire a temporary PT person to fill-in to answer questions, etc., as they look for a permanent Planner. The union has approved the position and salary, so they are looking to have Civil Service fill the position and she hopes this will be done by mid-July.

Vote: 6-0-0 motion carries

#### **5-15-03**

Mr. Lavoie moved, seconded by Mr. Molgard to transfer \$15,040 from account number 01011400-501101 BOF-Salaries-FT to account number 01011400-522202 BOF-Professional Services \$15,040 to fund for a temp-to-hire Internal Auditor.

Mr. Haselkamp indicated that these funds were initially for a temp-to-hire; however, since that time, we have received three applications that look good for a permanent hire and would like to table this request.

The Chair indicated she wants everyone to review the resumes and then determine their comfort level. Mr. Palo indicated that Mr. Haselkamp pursue additional advertising. Mr. Haselkamp indicated that he would look into additional sources of advertising and pricing. The Chair went on to add that she would also like to pursue the temp-to-hire idea.

Mr. DeGennaro indicated that he feels the Board should meet and talk with these individuals to get a gain a different perspective that just going on the resume. Mr. Lavoie indicated he has found that an agency can definitely pursue areas that we cannot, especially when we are not getting the responses that we like.

Mr. Kelly asked if there would be an issue with the union using a temp-to-hire; Mr. Haselkamp indicated that there very well may be an issue and he would need to speak with the union.

Mr. Lavoie asked about the feasibility of outsourcing this position. Mr. Haselkamp indicated that this would not be an option allowed by the union; temp-to-hire is a different issue.

Mr. Palo moved, seconded by Ms. McHugh, to table the item until the meeting of May 21, 2015 pending Mr. Haselkamp's research on advertising costs and his discussion with the union regarding Temp-to-Perm.

Vote 6-0-0 motion carries

#### **5-15-06 to 5-15-11**

Mr. Lavoie moved, seconded by Mr. Molgard to approve the Director of Finance transfers of \$1,680. (See attached)

Vote: 6-0-0 motion carries

#### **DISCUSSION ITEMS**

- **Senior Volunteer Tax Relief – Lynn Arnow**

The Chair indicated that the Senior Tax Relief was sent to the Council and they voted on it making the change we suggested to not include any outside 501C that the service would be to the Town.

Ms. Arnow indicated that the Town Council considered this at the April L&A meeting; however, prior to this the Town Council rewrote the resolution (25-72)

The items that changed include the following:

- Removed income data, since it will be a non-income qualifying program.
- Reference to 4500 eligible seniors was reassessed and reduced to a range of 3710 - 4400.
- Municipalities we contacted included one that we felt should be removed, new report has 3.
- Town related 501c groups; the Council voted to remove the opportunity from recommendation number one.

The discussion regarding issuing a 1099 held by the Board of Finance was brought to the attention of our auditors and attorneys and we were told they could not give us tax advice. Our attorneys, however, recommended we contact the IRS on all of the tax programs we provide for their official opinion.

Recommendation 1 - Recommends a tax credit of \$300 for the 2016 year, which is \$300 below the threshold for which we would need to issue a 1099. We will be soliciting an opinion from the IRS as we get closer to approaching the \$600 tax credit should that be necessary. The Council can revisit this and make a different recommendation; the Council has not approved this. It will go to Council on the June Agenda. Tax credit can only be applied to real estate tax and not personal property tax.

The Chair asked if we need to vote and it was decided we would vote to recommend to the Council.

Mr. Lavoie moved, seconded by Mr. Molgard, to vote to recommend the Senior Tax Relief Program to the Town Council.

Vote: 6-0-0 motion carries

- **Year to Date Budget to Actual Report – GF Expenditures FY 2015**

Mr. Palo asked for an explanation on the Police Training account. Ms. Pires indicated it would be requested from Chief Lombardo.

- **Special Agency Account Report**

This only covers the larger accounts, not all of the accounts. She is still researching the smaller ones.

- **Cell Tower Account**

Ms. Pires indicated when the attorney settled the tower contract they ended up getting a \$50,000 sign on bonus to be used for any repairs to the tower or in the area, which is why it is set aside; it is restricted.

- **Transfer Station Account**

Ms. Pires indicated that each town contributes to this account each month and if there are repairs to be done at the Transfer Station these are the funds to be used. Mr. Palo asked that we find out from Mr. Marsilio what he plans to do with the funds.

- **Recreation Fees**

Used to collect activity fees for each program and is used for the salaries for the program personnel and repairs to facilities used in the programs, i.e., pool. At the end of the year, if the Recreation Department budget runs out of funds, this agency account is used to coverage any overage in the General Fund.

Ms. Pires indicated that some of these accounts are donations and governed by the Commissions. It was discussed that there needs to be a policy set for agency accounts and program fees, since many of the accounts are being used as budget supplements. .

**APPROVAL OF MINUTES – March 3, 2015**

Mr. Lavoie moved, seconded by Mr. Molgard, to amend and approve the amended minutes of the March 3, 2015 meeting as follows: page 5 recess until 7:05; page 10 to read Ms. McHugh indicated the town estimated savings from the drug plan was too high and we didn't know if the BOE would participate; DIRG to be changed to DRG; page 11, DIRG to be changed to DRG.

Vote: 5-0-1 (abstained: (Palo)

**APPROVAL OF MINUTES – April 9, 2015**

Mr. Palo moved, seconded by Ms. McHugh, to table the minutes of the April 9, 2015 meeting to allow the Clerk sufficient time to review the Senior Volunteer Tax Relief discussion.

**ADJOURNMENT**

By unanimous consent the meeting was adjourned at 9:20 p.m.

Vote: 6-0-0 motion carries

Respectfully submitted,



Phyllis C. Collier - Board of Finance Clerk

**SUBJECT TO MODIFICATION AND APPROVAL  
BOARD OF FINANCE  
Minutes  
May 21, 2015**

**CALL TO ORDER**

Chairman Hammers called the Board of Finance meeting to order at 6:30 pm at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

**ATTENDANCE**

**Present**

Elaine Hammers, Chairman  
Paul Lavoie  
Lainie McHugh (arrived at 6:40 pm)  
Andrew Palo  
Thomas Kelly  
Roy Molgard  
Vincent DeGennaro, Alternate  
Karen Egri, Alternate

**Absent**

Bill Haberlin, Alternate

**Also present:**

Maria Pires, Finance Director

The Chair indicated that the number they put in place must pay for the budget the Town Council approved. We only have broad estimates from the state regarding revenue, since they will not have final figures until the first week of June, which is too late for us; we have our own deadline to meet.

Mr. Lavoie motioned, seconded by Mr. Molgard, to set the mill rate for fiscal year 2016 at 32.87 mills.

Mr. Lavoie asked Ms. Pires about the increase in the Building Permit Fees from \$750,000 to \$950,000. She indicated that she made the adjustment after reviewing the previous income and the 2016 income projection made by the building department. The expenditure budget was approved by the Town Council but they don't set the mill rate.

Mr. Lavoie also asked about the \$100,000 Special Detail Excess. Ms. Pires indicated there is \$960,000 available in the Special Agency Account. They will be taking \$200,000 annually going forward and the \$100,000 will be applied towards the back fees.

The Chair questioned the Fire Marshall's Fees, and Ms. Pires indicated that she took the budgeted fees and projected them out to the end of the year.

Mr. Kelly asked if the \$95,000 Health Department fee is based on the old department or based upon the new. Ms. Pires indicated it was 65% (our portion) of the projections from last year. In addition, he asked how the increase in the EMS revenue was derived and Ms. Pires indicated that it was the actual projection received from Joseph Laucella, Chief of EMS.

Mr. Kelly went on to question the 16% increase in the interest income projection from \$300,000 to \$350,000. Ms. Pires indicated that the Treasurer, Mr. Ponzio, is comfortable with that number; since he is currently looking into several investments that he feels will pay a better return.

In addition, she indicated that we need to bring investments to fair market value and it is a difficult number to predict.

Ms. McHugh questioned the difference in the Education Grant information and was told that the figures were revised by the state in April 2015.

Mr. Kelly questioned the Vo-ag Program Education Program Grants. He was told that these figures are provided by the Board of Education.

Vote: 6-0-0 motion carries

Mr. Lavoie moved, seconded by Mr. Molgard, to add the interviews for the Internal Auditor position to the Agenda.

Vote: 6-0-0

Mr. Lavoie moved, seconded by Ms. McHugh, to go into executive session for the interviews at 6:40 pm.

Vote: 6-0-0 motion carries

Mr. Lavoie moved, seconded by Ms. McHugh, to come out of executive session at 9:00 pm.

Vote: 6-0-0 motion carries

**ADJOURNMENT**

By unanimous consent the meeting was adjourned at 9:01 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Phyllis C. Collier - Board of Finance Clerk

**SUBJECT TO MODIFICATION AND APPROVAL  
BOARD OF FINANCE  
Minutes - April 9, 2015  
(Revised May 22, 2015)**

**CALL TO ORDER**

Chairman Hammers called the Board of Finance meeting to order at 7:00 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

**PUBLIC COMMENT**

There was no public comment.

**ATTENDANCE**

**Present**

Elaine Hammers, Chairman  
Paul Lavoie  
Lainie McHugh  
Andrew Palo  
Thomas Kelly  
Roy Molgard  
Bill Haberlin, Alternate  
Karen Egri, Alternate  
Vincent DeGennaro, Alternate

**Absent**

**Also present:**

Maria Pires, Finance Director; John Ponzio, Treasurer; Lynn Arnow, Chief of Staff; James Haselkamp, Director of Labor Relations; Mark DeVestern, Tax Assessor; Senior Volunteer Tax Relief Committee members: Dee Chiota; Gail Hanna; Victor Pioli; Sylvia Askinazi

**TOWN TREASURER'S REPORT** – John Ponzio

Mr. Ponzio presented his monthly report, as follows:

- \$24,000 interest income for the month; right on forecast.
- Still reflecting reduced market rates; however, reduced borrowing this year means we have less available for investment.
- Increased government securities this month by +/- \$700,000.
- Cash balance is +/- \$45 million. Our next debt payment is due in June.
- This is a slow month for tax collections; nothing out of the ordinary.
- \$512,000 quarterly payment made for the Police Pension and \$110,000 to the Police Medical Fund. In addition, we paid \$540,000 into the Town Pension Plan and of that +/- \$225,000 is available for investment.
- Pension Board met in February and will meet again at the end of April. We eliminated the Inflation Protection investment, since there is no inflation out there and the return is very low. We reinvested the funds in Fixed Income and International and Domestic Equity.
- On-line tax payments went into effect in January and to date we have received 1610 through the web for a total \$996,111 in payments. These results are excellent for a 3 month period. In July, we will be able to analyze the results more thoroughly.

**FISCAL YEAR 2014-2015 TRANSFER**

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer \$9,300 from account number 01013800-511160 Property/Liability and Auto Insurance to account number 01013800-522205 Program Expenses \$9,300 to cover banking fees.

Mr. Ponzio indicated that we have no fees with TD due to our balance; we are limited with Peoples to \$250,000, the maximum insurable amount. To cover our fees we would need more than one \$250,000 CD. We leave as much as we can on a weekly basis to earn credits to mitigate their fees. However, they do charge us fees because we don't maintain the necessary balance. In addition, Peoples and other banks work on a calendar year basis whereas we work on a fiscal year basis and when the budget was put together, we underestimated the fees we would have to pay.

Bond Counsel has advised us that we must segregate all the proceeds from our Bond and Ban sales. The IRS has an arbitrage restriction where you cannot earn more on your funds than we pay in debt service. We take the funds out of Peoples and reinvest them in the STIF account. Once the funds are moved from Peoples, we lose the earning credits.

Vote: 6-0-0 motion carries

**FISCAL YEAR 2014-2015 TRANSFER**

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer \$2,400 from account number 01013000-556604 Prof. Dev-Publication to account number 01013000-522204 Service & Fees Contractual \$2,400 for HR Testing software and support.

Mr. Haselkamp indicated that the funds will be used to purchase a testing system that will eliminate the need to give the standard pen and pencil testing. He feels that we should use a better method of testing and he was able to see this system that is being used in the City of Milford. We can use this software for training as well as testing, and we would be able to customize tests for each position. The funds will be coming from an account previously used for background checks.

Vote: 6-0-0 motion carries

**FISCAL YEAR 2014-2015 TRANSFER**

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer \$10,000 from account number 01011000-501101 Salaries-Full Time to account number 01011000-522202 Professional Services 01011000-522202 \$10,000, to hire our current auditor to evaluate the Finance Dept.'s operations to enhance overall efficiencies and improve Internal controls.

Ms. Pires indicated that she has an open position and she feels it is a good time to review all the positions to see if any duties or functions can be moved around. She would like someone to look at the internal control process and analyze the positions to determine if we are using all technology available for maximum efficiency. Ms. Pires indicated she would like to use the same firm that performed the Town audit because they are already familiar with our system.

Vote: 6-0-0 motion carries

**FISCAL YEAR 2014-2015 TRANSFER**

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer \$2,394 from account number 01070000-534401 Office Supplies to account number 01070000-589901 Annual Rentals \$2,394, to properly reflect the account to be charged for the lease of library copiers and upgrade library printers.

Ms. Pires indicated that with our current copier lease at the library, we must pay for all the supplies. We made the decision to go out to bid and we did find one where the supplies are included, with no cap.

Vote: 6-0-0 motion carries

### **Senior Volunteer Tax Relief**

Mr. Lavoie moved, seconded by Mr. Molgard, to move the Senior Volunteer Tax Relief Committee discussion item to an Agenda item.

The Chair indicated that the Town Council Chairman was not sure if the Board of Finance needed to vote on this item. It was decided to add it as an Agenda item and it was noted by the Board of Finance Chairman that in accordance with statute 12-129n, the Committee must submit their report to the Board of Finance prior to the adoption of a Senior Volunteer Tax Relief program.

She went on to add that the Board of Finance would vote whether or not to recommend the program to the Town Council, basing their decision upon the financial impact the program would have on the town, since only the Town Council can adopt the Senior Volunteer Tax Relief program. In addition, it can later be amended by the Town Council on the recommendation of the Board of Finance, without appointing another Committee.

Vote: 6-0-0 motion carries to add the discussion item as an Agenda Item.

Ms. Arnow presented the proposed Senior Volunteer Tax Relief Committee Program for the Board's recommendation to the Town Council for approval.

- Volunteer opportunities within the Town – would there be enough for all interested seniors.
- “Eligibility” criteria for not-for-profit agencies and/or town departments providing volunteer hours.
- Budgetary effects of an “income qualifying” program vs. a “non-income qualifying” program.
- Senior profile statistics, including the average income for Trumbull seniors (65+).
- Logistics for administering the program.
- Analysis of existing programs in other municipalities.

She then went on to add that their research provided the Committee with the following:

- Without an income restriction, we are looking at approximately 4000 eligible seniors.
- We would need to put a cap on the number of people that can participate each year.
- Non-income qualifying parameter opens up volunteer opportunity for all seniors. We currently have seniors taking advantage of income qualifying programs at a cost of \$1.02 million or \$1100 per individual and we have no cap on the number of people who can apply.
- Volunteers must be a good match for the opportunity available; must apply for the opening. The department head must monitor volunteer and keep track of hours and assignments.

Based upon their considerations and research, the Committee recommended a “non-income qualifying” senior or disabled volunteer tax credit program that will provide an opportunity for Town residents who are 65 or over, or permanently or totally disabled, to reduce their property tax by utilizing their skills and experience by volunteering at town departments, non-profit agencies, and town-related events.

The Committee presented 2 scenarios for the implementation of their recommendations (see exhibit A attached hereto and made a part hereof.)

Ms. Arnow indicated that the Committee was formed by the First Selectman for the specific task of determining how a Senior Volunteer Tax Relief Program would be structured and the fiscal effect on the Town's budget. This program would promote volunteer service within the community, calling upon seniors to use their skills, experience and knowledge, in exchange for credit towards their real estate taxes.

The Committee reviewed other communities currently involved with similar programs. They discussed how they would like to see the program progress for the remainder of 2015, from June through

December. In addition, they looked at the average income of the seniors as a guideline, to determine if the program should be income qualifying or non-income qualifying. They also met with the Tax Assessor, Mark DeVestern and Economic Development Director, Edward Lavernoch to discuss the census information and later with First Selectman Herbst and Town Council Chairman Carl Massaro to discuss the Committee's findings and options.

She then went on to present the profile of the Trumbull senior household, based on the most recent census data.

Age 65 to 74	834	45% < \$74,999 income
Age 75+	1,766	80% < \$74,999 income
Age 65 to 74	1,836	55% > \$75,000 income
Age 75+	2,222	20% > \$75,000 income

She indicated that the data showed more than 4000 senior aged 65 and over would be eligible to earn the proposed \$600 tax credit, if there were no income restrictions, which could impact the Town significantly. She went on to add that 790 were not homeowners and therefore would not be eligible.

Ms. Egri asked if 834 represented the number of individuals or did we need to use 45% of that figure; Ms. Arnow indicated they should use the 834.

Ms. Arnow then discussed the research done by the Committee on the four (4) towns that currently have the program. She noted that each town was structured differently and the City of Danbury had only 30 applicants last year.

The Chairman questioned the number of individual in the 2014 Census. By her calculations, there were 2600 seniors with incomes <\$74,999 and 4058 seniors with income >\$75,000, which gives us a total of 6,658 seniors. How can you say 4,500 seniors when there are actually 6,658; why the discrepancy? Ms. Arnow indicated that they looked at households 65 to 85 and did not count seniors 85 years and older. She went on to add that they would not be disqualified, they were just not included.

Ms. McHugh also noted that the year 2014 was given as the census information year, yet the information was actually from 2010. Ms. Arnow explained that there was a four year window.

It was mentioned that the program will be capped at 50 individuals the first year. Ms. McHugh asked how those individuals will be chosen, since it is not mentioned in the report. Are they going to decide on a first come first serve?

The Chair indicated that the other towns used for comparison were income qualifying, and asked why ours is non-income qualifying. Ms. Arnow indicated that by removing the income qualification, it opens up volunteering to all seniors and that was the objective of the First Selectman – to make it non-income qualifying – and there is also a vast difference in senior incomes between Trumbull and the other towns. In addition the seniors are taking advantage of other income qualifying programs in town.

Mr. DeVestern indicated that there are currently 100 seniors who are on the deferred tax payment plan. They must be over 65 and earn < \$70,000 per year to receive the exemption until the title transfers at which time the taxes will be paid along with a 3% annual simple interest charge.

Mr. DeVestern went on to add that we have 926 individuals in the Credit program. The parameters are the same as the deferred program; you must be over 65 and earn < \$70,000 per year. The totally disabled also qualify and there are 57 totally disabled individuals earning <\$70,000 in the program. The credit to the homeowner is based on a scale of 4 tiers. The total cost of the program last year was less than one quarter of a mill. The average household lies in the first two tiers, and the average credit is \$1,100. The average income is between \$20,000 and \$60,000.

Ms. McHugh asked that the information regarding the 4 tiers, etc., be provided under separate cover. There is no cap on the number of people who can apply in this program. The Chair indicated that we do have income qualifying programs in place, and now we are looking at a non-income based program.

Ms. McHugh went on to mention that there is a Senate Bill 83 that would require municipalities to provide a property tax credit to senior citizens who volunteer in the municipality in which they reside. She went on to ask if anyone knew where this bill stands and it would require that the volunteer hours be within the municipality. McHugh asked why the Board of Education was excluded, yet Town groups were cited and there was no information in the report.

Ms. Arnow indicated that at the Board of Education level, there are many parents that already volunteer at the schools, so they excluded the Board of Education thinking it would be better to keep the volunteers in the Town departments for at least for the first year.

The Chair researched Bill 83 and indicated that it is an unfunded mandate and hasn't moved since January 2015. It has since been referred to the joint Committee on planning and development and that is where it will stay, since it will have no impact on the state, just the municipalities. If the Town Council implements the Senior Volunteer Tax Relief Program, they may have to tweak it once Bill 83 is approved at the state level, if the parameters are different. It doesn't appear that the Bill will be approved anytime soon.

The Chair then indicated that the Committee has 2 proposals for the program, with the first proposal being on a first come - first served basis, that she assumed would be the response to Ms. McHugh's question. Ms. Arnow agreed and then indicated that the first proposal would be limited to 50 participants; maximum per person is 300 credits for 6 months or 50 credits per month with a cap of 600 credits per household.

Mr. Haberlin asked who would make the determination that the person would meet the qualifications of the job. Ms. Arnow indicated the Committee spent a lot of time on this question and then met with a representative from the Volunteer Center, a division of the United Way, to discuss the types of volunteers they get and how they address the different challenges. They do their absolute best to match the skill set with the available opportunity. Ms. Arnow went on to add that our program will be managed by the Town, along with her assistance and the HR department. This is very different from the two towns the Committee spoke with; those programs were managed by the Volunteer Center. Our program will be much more hands on. We have been working on an application that discusses the skill set in the town that the senior would like to share with the Town department. We will then take the opportunity from the Town departments such as answering phones, filing, greeting guests or issuing park stickers (etc.). Our department heads are working on finding opportunities.

The Chair asked if we could reverse the process. For example, you have a list of opportunities, and I could come in and ask to shelve books. However, can we take an offer from the senior who has a unique skill, and wants to know if anyone would be able to use that specific skill, and find a place for them? Ms. Arnow indicated that this is certainly a possibility. However, we have only just begun to talk to the departments. The senior will need to meet with the department head and they must be a good fit; it will not be automatic.

The Chair asked how it works if someone puts in 50 hours, yet when they apply they are number 51? It was indicated that the application would be filled out first. Ms. McHugh ask what would occur is someone begins but cannot complete the entire 50 hours? It was indicated that it would not be prorated, it would be too difficult for the Tax Assessor. Ms. McHugh went on to ask who will monitor the number of hours if it is a 501c or a non-profit. Ms. Arnow indicated the department head will need to be accountable for the volunteer, tracking what the individual does and the time put in. Ms. McHugh then asked about the liability to the Town if a volunteer were to be hurt. She went on to add that according to Federal tax law a person could be considered an employee if they receive a benefit for providing a service even if they are not paid.

The Committee indicated that the Connecticut statutes do not require you to pay taxes on volunteer work. Ms. Arnow indicated for the record that she has an opinion issued by Gary Pesce of the Connecticut Department of Labor, as follows: "the program is acceptable to the Connecticut Department of Labor if the following two conditions are maintained 1.) The volunteers cannot be Town employees; further, to our discussion with Lynn earlier, it would not be advisable to allow employees to participate in any way due to the potential for a wage claim 2.) All of the work must be performed for non-profit organizations." She went on to add that we had a legal opinion. Mr. Kelly asked if this means they are not employees of the Town, and was told that was correct.

Mr. Kelly indicated that the Department of Labor in the State of Connecticut is not rendering an opinion. This for him is not material on how he would vote on this but he thinks the IRS would determine whether or not something is considered income. They are getting a property tax credit in exchange for volunteer hours. He thinks it might be a taxable event for them, which is something between them and the IRS.

He went on to add that the Town needs to get an opinion from a CPA or directly from the IRS to determine if we need to issue a 1099. He went on to add that he does not think anyone here is in a position to make that determination. He also indicated that the Town should protect itself and do its due diligence with the IRS to determine if this is a taxable event.

Mr. Lavoie asked how the other two towns are handling this issue and the Committee indicated that they are not issuing a 1099 form. Ms. Egri went on to ask if the other tax credit program being offered by the Town is being considered as income. She was informed that it is not treated as income.

Ms. McHugh raised the question of liability once again, and asked who is responsible for that person while they are here and what about confidentiality. The Chair indicated that all information in this building is public information except for HR files and that area would be restricted. Ms. Arnow indicated that the liability would be the same as it is now for anyone who is on Town property.

Ms. Egri asked the Committee if the other Towns issued 1099 forms. They indicated that Massachusetts was issuing them and they would check with the Connecticut State program director. It was also mentioned that they are not issuing them in Connecticut. The Chair indicated that if the income were low enough the tax credit wouldn't affect them, since they would most likely be below the threshold.

Ms. Egri asked how we would place these volunteers; if we cannot place everyone, is there going to be a waiting list? Also, how do we deal with the issues of interviewing and the skill set that will be needed. The Chair indicated that you can always test using the new HR software. Ms. Arnow indicated that we would do our best to find a position that would fit the skill set of the individual.

Mr. Haberlin indicated that based on the numbers, it does not appear that seniors are actually interested in this program, so 50 is probably a very high number. The Chair asked if the individuals in the first pilot will get rotated or do the same 50 stay on. Ms. Arnow indicated that the program will be assessed each year and that would include either rotating or allowing the 50 to stay on.

The Chair questioned the decision to limit the Volunteer opportunities to Town departments, Town sponsored events, and Town related 501-c groups. During the pilot, the last 6 months of this year, the volunteers should perform tasks that benefit the Town departments and events such as Trumbull Day, etc. and not the 501-c groups that might be difficult to monitor. If we are giving you a credit towards your taxes, then she feels the task performed should benefit the Town.

Ms. McHugh indicated that she feels the guidelines should be more specific regarding the areas where volunteers would be used. Ms. Arnow indicated that the Tax Assessor is the monitor; he won't manage the day-to-day since that will be done by HR and the Chief of Staff. The Chair reiterated that she would

like to see the credits being issued to only those who assist the Town departments and events. It should not include all 501c programs. The Chair indicated that she feels we should be looking out for the tax payer.

Ms. Arnow indicated that is why they want to reassess the program in January in order to see what contributions have been and the number of hours that were contributed. Once again, the Chair indicated that if you include the 501c you will not be able to assess it accurately.

Ms. McHugh again indicated that she would like to see more depth and specific parameters with details. The Chair indicated that the level of detail she is looking for is not necessary to provide the program.

Mr. Lavoie indicated that he feels that this is a great idea, and he would love to see 50 volunteers; however, he would encourage the Board not to make it too difficult, not to overthink it, or to micromanage the Senior Tax Relief Volunteer Program.

Mr. Palo indicated that this program bothers him since there are those who can't take advantage of the program because they are babysitting for grandchildren or are not quite disabled enough to qualify.

Ms. Egri also indicated that the idea is a good one, and we will have positions that the volunteers can fill.

Mr. Kelly urged that we solicit the opinion of our auditors with regard to issuing a 1099 form to make sure we are covered. Mr. Lavoie indicated his agreement with Mr. Kelly; he went on to add that it is always prudent to seek the financial and legal advice that we need to protect the Town.

The Chair indicated that it was time to vote whether or not to recommend the Senior Tax Relief Program as presented to the Town Council.

Mr. Lavoie moved, seconded by Mr. Molgard, to vote to recommend the Senior Tax Relief Program as presented to the Town Council.

Mr. Kelly asked how he could motion to include the Town Council solicit an opinion from our Auditors. The Chair indicated the motion and second be amended.

Mr. Lavoie amended his motion and Mr. Molgard amended his second.

Mr. Lavoie moved, seconded by Mr. Molgard, to vote to recommend the Senior Tax Relief Program as presented to the Town Council and recommended the Town Council seek an opinion from our Auditors.

Vote: 6-0-0 motion carries

## **DISCUSSION ITEMS**

- **Status on the Internal Auditors position**

Mr. Haselkamp indicated that he has received 8 applications for the position; however, they are underwhelming with only two having any auditing experience. He did receive a call from an Employment agency suggesting we hire a temp to perm individual. It may be more costly, but not as costly as hiring the wrong person. He went on to add that he would pursue getting a price from the Agency. In addition, he can re-advertise the position or post on a job site. He hasn't posted on line since our budget is only \$2,000 for the year and to run one ad is \$595. He has run ads with GFOA, the CT Post and CCM.

- **Year to Date Budget to Actual Report – Expenditures FY 2015**
  - Salaries are up to 75% which is normal.
  - Police Overtime is \$36,000 over budget; the chief is monitoring this carefully.
  - Police Training is \$34,000 over budget.
  - Public Works snow removal is over budget due to leaf pickup and snow plowing. Snow account is over \$291,000.
  
- **Special Agency Accounts**

The Chair indicated that she would like Ms. Pires to contact the holders of Special Agency accounts and make them aware that going forward they will now be responsible for providing the following:

  - A quarterly report to the Board of Finance for all accounts with a balance in excess of \$100,000. The report must contain detail indicating how they are using the funds and how the funds were acquired.
  
  - A semi-annual report to the Board of Finance for all accounts with a balance less than \$100,000. The report must contain detail indicating how they are using the funds and how the funds were acquired.
  
  - Mr. Palo indicated that he would like to see the Special Agency Account balances on a monthly based. In addition, Mr. Palo asked that a break-out of training fees be obtained from Chief Lombardo.

**APPROVAL OF MINUTES – February 19, 2015**

Mr. Lavoie moved, seconded by Mr. Molgard, to accept the February 19, 2015 minutes as presented.

Vote: 5-0-1 (abstained: Hammers)

**ADJOURNMENT**

By unanimous consent the meeting was adjourned at 8:50 p.m.

Vote: 6-0-0 motion carries

Respectfully submitted,

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Phyllis C. Collier - Board of Finance Clerk

## EXHIBIT A

### **Recommendation #1 – 2015 (Effects 2015 Grand List; 2016-2017 Budget)**

#### **Annual Cap \$15,000, or 50 persons**

- A **6 month Program**, with a **\$300 credit per person**, for **50 hours of service**. **No more than two qualifying taxpayers per household may qualify for the credit.**
- “Non-Income Qualifying” program
- Available to 65+ and/or Permanently or Totally Disabled residents
- Limit Volunteer opportunities to Town departments, Town sponsored events, and Town-related 501-c groups (Excluding BOE)
- Earn volunteer hours between July 1–December 31, 2015
- Application process:
  - Submit intake form to determine eligibility
  - Volunteers must submit to a background check
  - Placements are based on the skills and interests of the applicant’s ability to perform all duties and responsibilities of the placement
  - Deadline to submit verified hours: January 31st
- Reassessment of the program in February of each year. Town Council should use its discretion to expand, or discontinue, the program at any time

### **Recommendation #2 – 2016 (Effects 2016 Grand List; 2017-2018 Budget)**

#### **Annual Cap \$30,000, or 50 persons**

- A **12 month Program**, with a **\$600 credit per person**, for **100 hours of service**. **No more than two qualifying taxpayers per household may qualify for the credit.**
- “Non-Income Qualifying” program
- Available to 65+ and/or Permanently or Totally Disabled residents
- Expand Volunteer opportunities to select not-for-profit and charitable organizations, town departments, and town-related 501-c groups (Excluding BOE). A list of such qualifying organizations will be managed by the Tax Assessor, or his designee
- Earn volunteer hours between January 1–December 31, 2016
- Application process:
  - Submit intake form to determine eligibility
  - Volunteers must submit to a background check
  - Placements are based on the skills and interests of the applicant’s ability to perform all duties and responsibilities of the placement
  - Deadline to submit verified hours: January 31st
- Reassessment of the program in February of each year. Town Council should use its discretion to expand, or discontinue, the program at any time