

**BOARD OF FINANCE**  
**Minutes**  
**January 12, 2012**

**CALL TO ORDER**

Chairman Elaine 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.

Members present and absent were as follows:

**PRESENT**

Chairman, Elaine Hammers  
Andrew Palo  
Cindy Penkoff, Alternate  
Paul Lavoie  
Alex Remson, Alternate  
Steven Lupien  
Dave Rutigliano  
Tom Tesoro

**ABSENT**

Also present: Maria Pires, Director of Finance; James Henderson, Internal Auditor; Barbara Crandall, Chief, EMS; John Butkus, EMS Commissioner; Thomas Kiely, Chief of Police; Michael Harry, Deputy Chief

**FISCAL YEAR 2011-12 SUPPLEMENTALS:**

01-12-01	APPROPRIATION	FROM:	UNRESTRICTED FUND BALANCE	5,188
	POLICE			
	2011-2012 BUDGET	TO:	POLICE – CAPITAL OUTLAY	5,188
			01022000-581888	

Use the Internal Lease Program  
Cost for the vehicle is \$24,940,  
amortized over 5 years for an  
annual cost of \$5,188.

Mr. Lavoie moved seconded by Mr. Tesoro to approve a supplemental appropriation of \$5,188 from the Unrestricted Fund Balance to 01022000-581888 Police – Capital Outlay.

Chief Kiely indicated that the Police Department needs a new truck for the following reasons:

- Existing vehicle has rotted out
- Snow removal in the police department parking lot
- Transport stop signs, barriers, and traffic cones
- Detective undercover work

He went on to add that we would receive \$3,000 on the trade-in, reducing the appropriation request to \$22,940.

Mr. Tesoro asked if we could internally transfer funds rather than appropriate from the general fund so soon. Mrs. Pires indicated that there were no accounts to draw from; we are still waiting for FEMA funding to offset outstanding expenses.

Mr. Palo asked why purchase a new 2012 vehicle instead of a used one. Chief Kiely indicated that he spoke with the Ford dealer who advised him to buy new since the demand for used vehicles is such that the price differential is not that great. The Chair indicated that we have state buying power.

Mr. Lupien moved seconded by Mr. Tesoro to amend the supplemental appropriation request to \$4,588.

Vote: 6-0-0 - To amend the amount requested to \$4,588

Vote: 6-0-0 - To approve the amended supplemental appropriation

### **OLD BUSINESS**

Update on Paving Program - John Marsilio

Mr. Marsilio indicated that the costs incurred to date are \$2,448,070. Last year when we created the 5-year capital plan, the road superintendents went out and set the work priorities for this year.

The actual expenses for Stonehouse Road this year exceeded the budgeted amount of \$488,000. The original estimate by the road superintendents did not include subsurface, etc., since sewers were installed about 8 years ago. Mr. Marsilio asked a consulting engineer to evaluate the road, and it was determined that more work was needed. In addition, we made the decision to camera test the sewer line, at additional expense, and since 13 locations showed major defects, it was necessary to reclaim the entire road. We made additional changes to where roads come into Stonehouse Road, put in curbs along the entire road, and graded to divert water, etc., at a cost of \$1.6 million; \$300,000 of this is a back charge to the WPCA for sewer line repair. We also replaced the gas line and the gas company will reimburse us. After the work was complete, a water main broke on Gatehouse and Stonehouse Roads. There are now patches on this road until we pave again.

Mr. Tesoro asked if the engineering fee was included in the bonding amount. Mr. Marsilio replied that it was separate.

In the first 2 years, we spent \$2.48 million dollars; the total bonding package was \$3.7 million. We have major projects going on in town and when completed we will have a shortfall of \$411,000. We will be able to reduce this by \$191,000 using funds obtained from Metropolitan Funding for the Moose Hill Road project. This project, scheduled for completion in 2014, will run about \$2.4 million. Until then we will patch any hazardous areas.

This program, based on need, can change at any time and will be reflected in the budget for 2013.

### **INTERNAL AUDITORS REPORT - Jim Henderson**

Mr. Henderson reported on the second portion of the Eligibility Audit, on the Board of Education side, conducted during the summer. He indicated that he received a letter from Dave Mathieu that all dependents listed on the BOE insurance were eligible and that we have no issues with ineligible individuals being on the insurance plan.

Mr. Tesoro inquired if there was any savings on the Town side. Mr. Henderson replied that we recognized savings since some people dropped off the plan. He went on to add that both the Town and BOE should review eligibility each year and monitor constantly.

### **DISCUSSION ITEMS**

Emergency Management Services - Barbara Crandall

Ms. Crandall reported on the following information, as requested:

- Volunteers covered 9,000 hours last year
- 25% of calls are lost
- Staffing requirements for all calls
  - Using part-time, not allowed full time due to the cost of benefits

- o Must hire twice as many part-time at 19.5 hours/week; offering up to 30 hours/week would work better
- o Hours need to cover = 168
  - 6 am to 11 pm x 3 x 119 = 357
  - 11 pm to 6 am x 2 x 49 = 98
- EMT = 455 hours
- o Currently staffing 12 x 19.5 hours = 270 of the 455 that would be needed
- o Would like to add 8 additional EMTs @ up to 30 hours to cover the additional hours
- o Paramedics are contracted

The Chair indicated that we have 2 crews on staff, but we have 3 ambulances. Ms. Crandall indicated that one of the ambulances has been out of service for 2 weeks. The Chair wanted to know if we could cover all calls with 2 crews.

The Chair asked how we consider 30-35 hours per week as part-time under town rules. Ms. Penkoff indicated that we would need to pay benefits to add people at this rate.

Mr. Lupien left the meeting at 8:00 pm and returned at 8:05 pm.

The Chair indicated that she would like to know that there is a staff on call just as any employer would.

Mr. Butkus indicated that Ms. Crandall fills staffing needs by calculating what is needed to cover the shifts without including volunteers. This report covers all shifts in a worse case scenario, using “as needed” staffing. The numbers will improve once you add volunteers. This report is not a work schedule, but a staffing report.

The Chair asked if they would consider having a fully paid staff and use volunteers to fill in for vacations or are there volunteers that come in as a “regular employee” would? Mr. Butkus indicated that he would like to keep the community involved i.e., neighbor helping neighbor.

Ms. Penkoff indicated that having an ambulance sitting idle due to lack of coverage and turning away calls is losing money twice. Mr. Butkus indicated that there are times when there have been 3 ambulances on the road and there were 3 crews. The goal is to have 2 crews and if there is a break down, they have to go to another agency.

Mr. Butkus went on to discuss that the goal this year is to research and design a service model for the Town of Trumbull, since the nature of the service and the needs of the town have changed.

Mr. Lavoie asked what percentage of the 1059 lost calls we could expect to recover. Ms. Crandall responded between 75% and 80%.

The Chair indicated that she would like a better evaluation on the bill/collection agency since it is not easy to track down where the patient is residing and she does not feel that billers are as aggressive as they could be.

Mr. Palo questioned the Income Statement item regarding the inclusion of the paramedics in the payroll expense. Mrs. Pires indicated that they are included in the payroll expense but not in the fringe benefits.

The Chair asked Mr. Henderson to develop an audit of the billing company or random audit of billing procedures; determine how look at these reports and what we should write off and what we should be developing a policy to pursue. Mr. Henderson indicated that he would need to review the accounts receivable list and pare it down.

Mrs. Pires indicated that we receive an uncollected report each month from Comstar and they ask how we want these accounts handled – write off, collection agency, credit agency. Accounts become delinquent due to hardship, death, no social security number or bad address.

The Chair asked if the EMT rate shown in the report is competitive. Mr. Butkus indicated that there is a desire to be competitive, and to be revenue neutral or show a profit; however, there is a deficit of \$1-3 per hour. The Chair indicated that there is a need to be realistic and not doom a project by undercutting it.

Mr. Palo questioned Mr. Henderson on his next project and was informed that it would be Time and Attendance.

#### **REVIEW INTRA-DEPARTMENTAL TRANSFER POLICY**

The Chair indicated that the wording to render a transfer null and void after it is made is saying that the Finance Director actually does not have the authority to make transfers of \$500.

Mr. Tesoro indicated that the Board should have the authority and responsibility to review and comment on transfers made by the Finance Director. The amount of \$1,000 would make more sense; however, once a transfer is made, how do we maintain control and reverse it should the need arise. The Board should still review and comment on those transfers at the following meeting.

The Chair indicated that since we are dealing only with transfers and not appropriations she felt that we should accept this new policy.

Mr. Lavoie moved seconded by Mr. Tesoro to approve the amended the Intra-Departmental Transfer Policy, as presented.

Vote: 4-2-0 (against: Mr. Palo; Mr. Lupien)

#### **APPROVAL OF MINUTES - December 8, 2011**

Mr. Tesoro moved seconded by Mr. Lupien to approve the December 8, 2011 minutes.

Vote: 5-0-1 (abstained: Mr. Tesoro)

Mr. Lupien left the meeting at 8:45 p.m.

#### **TREASURER'S REPORT**

Mr. Ponzio could not attend to present. The Chair indicated that the 6 months Y-T-D appears to be on schedule, and should come in on budget.

#### **DISCUSSION ITEMS**

Year-to-Date Expenditure Report Fiscal Year Ended June 30, 2012

- There was no discussion.

#### **ADJOURNMENT**

There being no further business to discuss, the Board of Finance adjourned by unanimous consent at 8:50 p.m.

Respectfully submitted

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Phyllis Collier  
Board of Finance Clerk