

**BOARD OF FINANCE  
MINUTES  
July 12, 2012**

**CALL TO ORDER**

Chairman Elaine Hammers called the Board of Finance meeting to order at 7:30 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  
Paul Lavoie  
Dave Rutigliano  
Cindy Penkoff, Alternate  
Susan LaFrance, Alternate  
Steven Lupien

**ABSENT**

Vincent DeGennaro, Alternate  
Tom Tesoro

**Also present:** Maria Pires, Finance Director; Carl Massaro, Town Council Chairman; John Ponzio, Treasurer; Suzanne Burr-Monaco, Town Clerk; Linda Dellabianca, Animal Control

The Chair noted that Mrs. Penkoff would be voting in place of Mr. Tesoro.

**FISCAL YEAR 2011-12 SUPPLEMENTAL APPROPRIATION**

07-12-02	Judge John P. Chiota	FROM:	Fund Balance	\$ 3,978
		TO:	01010300-522202 Professional Services	\$ 1,962.
			01010300-545502 Communication – Public Reports	\$ 2,016
			Additional costs related to charter revision: legal fees and printing of charter.	

Mr. Lavoie motioned, seconded by Mr. Rutigliano, to transfer from the Fund Balance \$3,978 to 01010300-522202–Professional Services \$1,962 and 01010300-545502 Communication – Public Reports \$2,016.

Mr. Massaro explained the additional fees incurred with the revision of the Town Charter.

Vote: 6/0 motion passes

RECEIVED FOR RECORDS  
 2012 JUL 19 PM 4:11  
 TOWN CLERK'S OFFICE

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

Mr. Ponzio reported for the end of the FY 2012, as follows

- Budget was set at \$275,000 and we came in at \$293,000 over by nearly 7%; this year the budget amount is \$300,000; achieved goal by changing the program
  - \$1,000,000 was added to government securities investments
  - Negotiated with TD bank; picked up 2 million we can invest
  - Janney – invested \$270,000 and pursuing additional investments
  - Merrill Lynch – we are looking for additional bonds
  - \$250,000 1 year cd at 50 bps last week
  - July tax collections are up by 2 million in the first 12 days this year
- 2 consecutive quarters this year of positive cash flow with the Pension Fund; does not feel that we will see another positive quarter this year
- Made quarterly payment of \$900,000 to Pension Board
- Market conditions are not changing much; election year; will probably be very flat
- Bonding is coming up. Financial advisor, tentative sale date end of August for permanent bonding; 28 million in notes; 7 million in capital project.

**FISCAL YEAR 2011-2012 TRANSFER**

07-12-03	Lynn Dellabianca Animal Control	FROM:	01022400-501101 Salary – PT	\$ 1,259
			01022400-501887 Uniform Cleaning	\$ 62
		TO:	01022400-501105 Salary – OT	\$ 344
			01022400-522202 Professional Services	\$ 844
			01022400-578804 Refuse Removal	\$ 133
		Year-end transfers.		

Mr. Lavoie motioned, seconded by Mr. Rutigliano, to transfer from Salary-PT \$1,259 and from 01022400-501887 Uniform Cleaning \$62 to 01022400-501105 Salary – OT \$344, 01022400-522202 Professional Services \$844 and 01022400-578804 Refuse Removal \$133.

Vote: 6/0 motion passes

Ms. Dellabianca indicated that she is covering for her part time assistant who had a stroke; therefore, she is requesting the transfer to Overtime Salary. The Professional Services account was used to pay medical bills for a sick cat that was taken in. Initially, it was thought that it was going to be a cruelty to animals case; however, it was not pursued.

**FISCAL YEAR 2011-2012 TRANSFER**

07-12-04	Suzanne Burr-Monaco	FROM:	01013600-501105 Salaries – Overtime	\$ 356
			01013600-522205 Program Expense	\$ 620
			01013600-534402 Program Supplies	\$1,204
		TO:	01013600-578801 Service Contract	\$ 345
			01013600-501103 Salaries – Seasonal	\$1,772
			01013600-545501 Legal Notices	\$ 633
			01013600-501102 PT/Permanent	\$ 120
			Year-end transfers.	

Mr. Lavoie motioned, seconded by Mr. Lupien, to transfer from 01013600-501105 Salaries – Overtime \$356, 01013600-522205 Program Expense \$620, 01013600-534402 Program Supplies \$1,204, 01013600-578801 Service Contract \$345 to 01013600-501103 Salaries – Seasonal \$1,772, 01013600-545501 Legal Notices \$633 and 01013600-501102 PT/Permanent \$120.

Vote: 6/0 motion passes

Ms. Burr-Monaco indicated that the overtime was not used and the program expenses came in less than anticipated. She went on to add that service contracts are no longer being given for the machines, since they are considered too old. In addition, she indicated that the seasonal salaries increased, since you cannot leave one person alone; legal notices increased due to needing more notice put in the newspapers due to the primary, etc., and the part time permanent transfer was done by the finance department.

**FISCAL YEAR 2011-2012 TRANSFER**

07-12-05	Director of Finance	FROM:	See Attached	
		TO:	Director of Finance Transfers	

Mr. Lavoie motioned, seconded by Mr. Lupien, to review the transfers as proposed by the Finance Director on the worksheet included in our package in its entirety. (See attached)

Vote: 6/0 motion passes

The Chair questioned moving Concert Funds to a Special Agency account. Discussion followed regarding the appropriation of \$60,000 for the Town Concert from the fund balance to the Public Events account. In order to keep the funds segregated, there must be a transfer into a Special Agency account.

It was suggested that the funds from the Trumbull Day Special Agency Account be combined with the funds from the last concert and be moved into a Special Agency Concert Account along with the \$60,000 appropriation. It was noted that the appropriated funds of \$60,000 cannot be moved for 14 days.

Ms. Pires indicated that the funds from the last concert were currently in the Special Agency Concert Account 72010400. It was suggested that we use that account to consolidate the Trumbull Day Special Agency Account and the Concert Special Agency Account.

Mr. Lupien moved, seconded by Mr. Palo to add an item to the Agenda to discuss the consolidation of the Trumbull Day Special Agency Account and the Concert Special Agency Account.

Vote: 6/0 motion passes

Mr. Lavoie moved, seconded by Mr. Rutigliano, to transfer \$12,000 from Fund 32 – Trumbull Day Account to 72010400 Concert Account.

Vote: 6/0 motion passes

#### **DISCUSSION ITEMS**

- Year to Date Budget to Actual Report – Expenditures  
Ms. Pires indicated that there were still outstanding transfers to be made next month.
- Fund Balance  
Ms. Pires indicated that it would be another month before it would be finalized.

#### **APPROVAL OF MINUTES** – June 14, 2012

Mr. Lavoie moved, seconded by Mr. Rutigliano, to approve the minutes of the June 14, 2012 meeting as presented.

Vote: 5/0/1 motion passes (Note: Ms. Penkoff abstained from voting for Mr. Tesoro)

The Chair indicated that another Special Meeting would be needed regarding an efficiency audit for the EMS. She indicated that vendors were interviewed and one accepted. If we wait, the Town Council will not get to it until the middle of September. The cost to the Town will be approximately \$20,000, which will be taken from the General Fund and we will need a meeting to approve the appropriation.

#### **ADJOURNMENT**

Mr. Lupien moved, seconded by Mr. Rutigliano, to adjourn the meeting at 8:16 p.m.

Vote: 6/0 motion passes

Respectfully submitted

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Phyllis C. Collier  
Board of Finance Clerk

TOWN OF TRUMBULL							
DIRECTOR OF FINANCE YEAR END TRANSFERS							
FYE 6/30/2012							
				AVAIL	REQUEST		
				BAL	AMOUNT	BAL	
07-12-05	ELECTIONS	<u>Transfer to</u>	ACCOUNT	A/C DESCRIPTION			
			01010800-522202	PROFESSIONAL	(180.81)	181.00	0.19
			01010800-556601	PROF DEV-SEMINARS	(9.97)	10.00	0.03
						191.00	
		<u>Transfer from</u>	01010800-545504	POSTAGE	607.00	(191.00)	416.00
07-12-06	FINANCE	<u>Transfer to</u>	01011000-556604	PROF DEV-PUBLICATIONS	(112.81)	113.00	0.19
			<u>Transfer from</u>	01011000-501106	LONGEVITY	200.00	(113.00)
07-12-07	TAX ASSESSOR	<u>Transfer to</u>	01011600-545501	COMM-LEGAL NOTICES	(6.74)	7.00	0.26
			<u>Transfer from</u>	01011600-556601	PROF DEV-SEMINARS	215.50	(7.00)
07-12-08	HR	<u>Transfer to</u>	01013000-501105	SALARIES-OT	(386.90)	387.00	0.10
			<u>Transfer from</u>	01013000-522203	ANCILLARY FEES	2,600.45	(387.00)
07-12-09	TOWN HALL	<u>Transfer to</u>	01013800-534401	OFFICE SUPPLIES	(643.99)	644.00	0.01
			<u>Transfer from</u>	01013800-534402	PROGRAM SUPPLIES	1,017.92	(644.00)
07-12-10	P&Z	<u>Transfer to</u>	01014200-556601	PROF DEV-SEMINARS	(35.00)	35.00	-
			<u>Transfer from</u>	01014200-501105	SALARIES-OT	147.45	(35.00)

<b>TOWN OF TRUMBULL</b>							
<b>DIRECTOR OF FINANCE YEAR END TRANSFERS</b>							
<b>FYE 6/30/2012</b>							
			<b>ACCOUNT</b>	<b>A/C DESCRIPTION</b>	<b>AVAIL BAL</b>	<b>REQUEST AMOUNT</b>	<b>BAL</b>
07-12-11	<b>ECONOMIC DEV</b>	<u>Transfer to</u>	01014600-522205	PROGRAM EXPENSES	(301.50)	302.00	0.50
		<u>Transfer from</u>	01014600-545504	COMM-POSTAGE	500.00	(302.00)	198.00
07-12-12	<b>CONSERV COMM</b>	<u>Transfer to</u>	01015400-545503	COMM-PUBLIC RELATIONS	(154.00)	154.00	-
			01015400-556601	PROF DEV-SEMINARS	(40.00)	40.00	
						194.00	
		<u>Transfer from</u>	01015400-522201	CLERICAL FEES	168.00	(119.00)	49.00
			01015400-545502	COMM-PUBLIC REPORTS	75.00	(75.00)	
						(194.00)	
07-12-13	<b>BUILDING</b>	<u>Transfer to</u>	01023200-556602	PROF DEV-DUES	(2.00)	2.00	-
		<u>Transfer from</u>	01023200-556604	PROF DEV-PUBLICATIONS	74.58	(2.00)	72.58
07-12-14	<b>PW DIRECTOR</b>	<u>Transfer to</u>	01030000-556601	PROF DEV-SEMINARS	(130.00)	130.00	-
			01030000-590014	TELEPHONE	(42.20)	43.00	
						173.00	
		<u>Transfer from</u>	01030000-556602	PROF DEV-DUES	240.00	173.00	413.00
07-12-15	<b>TOWN ENGINEER</b>	<u>Transfer to</u>	01030500-534402	PROGRAM SUPPLIES	(134.23)	135.00	0.77
		<u>Transfer from</u>	01030500-578802	EQUIPMENT REPAIR	266.00	(135.00)	131.00

<b>TOWN OF TRUMBULL</b>							
<b>DIRECTOR OF FINANCE YEAR END TRANSFERS</b>							
<b>FYE 6/30/2012</b>							
					<b>AVAIL</b>	<b>REQUEST</b>	
			<b>ACCOUNT</b>	<b>A/C DESCRIPTION</b>	<b>BAL</b>	<b>AMOUNT</b>	<b>BAL</b>
07-12-16	<b>COUNSELING CENTER</b>	<u>Transfer to</u>	01050200-534401	MATERIALS-OFFICE	(53.34)	55.00	1.66
		<u>Transfer from</u>	01050200-556602	PROF DEV-DUES	197.00	(55.00)	142.00
07-12-17	<b>NON PUBLIC SCHOOL</b>	<u>Transfer to</u>	01060400-501101	SALARIES-FT	(983.20)	984.00	0.80
			01060400-556601	PROF DEV-SEMINARS	(35.00)	35.00	-
						1,019.00	
		<u>Transfer from</u>	01060400-501102	SALARIES-PT	636.25	(637.00)	(0.75)
			01060400-534402	PROGRAM MATERIALS	601.92	(382)	219.92
						(1,019.00)	
07-12-18	<b>SCHOOL NURSES</b>	<u>Transfer to</u>	01060200-501102	SALARIES-PT	(248.00)	248.00	-
			01060200-567703	TRAVEL REIMB	(52.72)	53.00	0.28
						301.00	
		<u>Transfer from</u>	01060200-534402	PROGRAM SUPPLIES	586.76	(301.00)	285.76
07-12-19	<b>ARTS COMMISSION</b>	<u>Transfer to</u>	01080900-522205	PROGRAM EXPENSES	(225.67)	226.00	0.33
		<u>Transfer from</u>	01080900-522201	CLERICAL SERVICES	300.00	(226.00)	74.00