

**BOARD OF FINANCE  
APPROVED MINUTES  
September 24, 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 as follows:

**PRESENT**

Chairman, Elaine Hammers  
Dave Rutigliano  
Tom Tesoro  
Vincent DeGennaro, Alternate  
Cindy Penkoff, Alternate  
Paul Lavoie

**ABSENT**

Andrew Palo  
Susan LaFrance, Alternate  
Steve Lupien

Also present: Maria Pires, Finance Director; John Ponzio, Treasurer; James Henderson, Auditor; Steve Kennedy; John Barbarotta

The Chairman indicated that Mrs. Penkoff would be voting for Mr. Lupien and Mr. DeGennaro would be voting for Mr. Palo.

**FISCAL YEAR 2011-2012 SUPPLEMENTAL APPROPRIATIONS**

9-12-01	Maria Pires Director of Finance	<b>FROM:</b> General Fund	2,501.00
		<b>TO:</b> Town Council - Legal Notices 01010000-545501	2,218.00
		Purchasing - Legal Notices 01012200-545501	283.00
		Year- end supplementals	

9-12-01

Mr. Lavoie moved, seconded by Mr. DeGennaro to transfer \$2,501 from the General Fund to Town Council - Legal Notices 01010000-545501 \$2,218; Purchasing - Legal Notices 01012200-545501 \$283.00 for year-end supplementals.

Vote: 6/0/0 motion carries

The Chair asked if we had supplemented legal notices earlier in the year. Mrs. Pires indicated that we had in July; however, these bills came after July.

Mr. Tesoro asked if these were unusual or unexpected expenses. Mrs. Pires indicated that the posted notices were longer than usual and we needed to post more than we had in previous years. Mr. Tesoro asked if this would be taken into consideration during the next budget process and was assured that it would be.

**FISCAL YEAR 2011-2012 SUPPLEMENTAL APPROPRIATIONS**

9-12-02	Maria Pires Director of Finance	<b>FROM:</b> General Fund	6,794.00
		<b>TO:</b> Fire Marshal-PT 01022800-501102	3,815.00
		Fire Marshal-OT 01022800-501105	2,979.00
		Year-end supplementals	

9-12-02

Mr. Lavoie moved, seconded by Mr. DeGennaro to transfer \$6,794.00 from the General Fund to Fire Marshal-PT 01022800-501102 \$3,815.00 and Fire Marshal-OT 01022800-501105 \$2,979.00 for year-end supplementals.

Vote: 6/0/0 motion carries

The Chair indicated that since Ms. Murphy did not realize that she needed to attend the meeting, item 9-12-02 could be tabled. She indicated that Ms. Murphy was not sure why the part time account was short; however, she went on to add that the overtime was generated due to the storms and fires occurring on weekends.

Mr. Tesoro indicated that he was fine with approving the item; however, he would like to have her come in explain the assumptions she uses in calculating her overtime account.

Mr. Rutigliano indicated that she might have already compensated for this in her budget for next year. Since he had questions, he indicated that would prefer to table the item. Mrs. Pires indicated that she needed to close the books and could not wait until next month. Upon a review of her budget, it appeared that the overtime account had been increased from last year.

The Chair indicated that Ms. Murphy would be at the next meeting in October to answer questions.

**FISCAL YEAR 2011-2012 SUPPLEMENTAL APPROPRIATIONS**

9-12-03	Steve Kennedy BOE-Plant Administrator	<b>FROM:</b> Capital Nonrecurring Fund 47120000-581888	33,600.00
		<b>TO:</b> Hillcrest Pool 55120100-589956  Additional work to Hillcrest Pool	33,600.00

9-12-03

Mr. Lavoie moved, seconded by Mr. Tesoro, to transfer \$33,600.00 from the Capital Nonrecurring Fund 47120000-581888 to Hillcrest Pool 55120100-589956 \$33,600.00.

Vote: 4/0/2 (abstention: DeGennaro; Tesoro) motion carries

The Chair indicated that the request was not sufficient to go out to bond as planned due to the costs related to bonding and a review of the original bonding numbers showed that there were insufficient funds left to fix these last two items shown on the Scope and Budget Update report: Starting blocks with anchors and Diving stand / platform. The Chair handed-out pictures of the proposed repairs and noted that all of the work to be done is above the water line.

In addition to the above-mentioned, Mr. Kennedy indicated that the handicap pool lift as of January there will be a new code and we will be grandfathered in, but it makes sense to replace it now. The lifeguard chairs need to be replaced and according to the health department we cannot open the pool until that is done. The diving board we have is not up to code given the depth of the pool; however, we are grandfathered in, but it should also be replaced.

Mrs. Penkoff expressed her thanks to Mr. Kennedy for pushing the numbers and going back several times to get them down. Mr. Kennedy indicated that her assumption was correct that it makes sense to do the repairs now because it will be cheaper than going back and doing them later.

Mr. Tesoro thanked Mrs. Pires for preparing the spreadsheet. He asked what we have spent so far, since we are being asked to give them an additional \$33,000, and how much more are we going to need?

Mr. Kennedy indicated that the pool has been tested, and we have a very good solid pool that will last for quite a while once the repairs are completed.

Mr. Tesoro then asked Mr. Kennedy, "How long is quite a while"? Mr. Kennedy did not respond.

Mr. Tesoro indicated that all the bids should have obtained and presented all at once, not piecemeal, as they have been. There should have been a comparison done giving us all our options.

Mr. Kennedy indicated that a limited feasibility study was done in advance. The bid was based on that study and we expanded the scope a bit on that. The intent was to do as much as we could with the funds allocated and we have had good cooperation from the architects and contractor.

The Chair asked if by replacing the diving board would be safe given that the code has changed with regard to the depth of the pool, as well as the height of the ceiling. Mr. Kennedy indicated that he is pursuing this with the state and is waiting to hear. In addition, he will pursue this with the insurance company.

Vote: 4/0/2 (abstention: Tesoro and DeGennaro) motion carries

**F/Y/E 2012 DIRECTOR OF FINANCE YEAR END TRANSFERS**

9-12-05	Maria Pires Director of Finance	<b>FROM:</b> Fire Marshal – Rentals 01022800-589901	147.00
		Fire Marshal - Program Supplies 01022800-534402	34.00
		Fire Marshal - Prof Dev-Seminars 01022800-556601	105.00
		<b>TO:</b> Fire Marshal - telephone	286.00

9-12-05

Mr. Lavoie moved, seconded by Mr. Tesoro, to transfer \$147.00 from the Fire Marshal – Rentals 01022800-589901; \$34.00 from the Fire Marshal - Program Supplies; \$105.00 from Fire Marshal - Prof Dev-Seminars 01022800-556601 to Fire Marshal – telephone \$286.00

Vote: 6/0 motion carries

**F/Y/E 2013 DIRECTOR OF FINANCE TRANSFERS**

9-12-06	Maria Pires Director of Finance	<b>FROM:</b> Town Hall - Public Reports 01013800-545502	500.00
		<b>TO:</b> Town Hall - Capital Outlay 01013800-581888	500.00
		<b>Modifications to Tax Assessor's over the original request</b>	

9-12-06

Mr. Lavoie moved, seconded by Mr. Tesoro to transfer \$500.00 from the Town Hall - Public Reports 01013800-545502 to Town Hall - Capital Outlay 01013800-581888 \$500.00.

Vote: 6/0 motion carries

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

- We sold \$21.4 million bonds at an average of 2.44% and sold \$17.4 million notes at an average rate of .23%
- We paid off last years notes \$28.9 million for net proceeds to the town of \$10 million representing the final sewer funds from Project IV and this years CAPX
- We paid off \$10.2 in principal and interest on our bonds
- We met with rating agencies and received a very good rating which is why we received a favorable rate.
- Pension Board met on August 23rd; the first 1/2 year showed a positive cash flow.
- In addition, the budget increased funding from \$750,000 to \$925,000 a quarter for a total of \$3.7 million to the town fund and \$1.6 million to the police fund. The total contribution this year will be \$5.3 million. The fund is valued at \$20.2 million.
- We have a new actuary who started as of 6/30/2012.

- QE3 approved by the Feds. Looking to keep rates the same; extending the period that rates will not go up.
- \$5 million of the THS project has been reimbursed by the state; \$37 million is still hung up in Hartford. It will be 60-90 days before we receive these funds. Next payment to O&G will have to come out of Town funds.
- We made a \$1.1 million payment to Mark IV on the advice of our attorneys; the project negotiations continue to progress.
- We have about \$56,000 in interest income for the last 2 months; July is high due to tax collections.
- Feels that the \$300,000 annual interest income budget figure is feasible.
- We make payments to O&G in phases; mid to late October before we make another one; invoices are collected and approved by the committee and then submitted to the Finance Department.
- The Building Committee sent the information to the state regarding the \$37 million due, and no one followed-up; there were questions at the state level; apparently there was a personal change in Hartford, etc.
- Mrs. Penkoff suggested that we hold off on paying additional funds until the \$37 million has been resolved.
- The Chair indicated that we are supposed to bond our section and then be reimbursed immediately from the state as we go along 30-60-90 days. We are losing interest by not being reimbursed, and we are going to lose interest by having to make additional payments.

#### **APPROVAL OF JULY 12, 2012 SPECIAL MEETING MINUTES**

Mr. Rutigliano moved, seconded by Mr. Lavoie, to add Mrs. Penkoff as an attendee at the meeting.

Vote: 4/0/2 (abstention: DeGennaro and Tesoro)

Mr. Rutigliano moved, seconded by Mr. Lavoie, to approve the minutes as amended.

Vote: 4/0/2 (abstention: DeGennaro and Tesoro)

#### **APPROVAL OF AUGUST 9, 2012 MEETING MINUTES**

Mr. Rutigliano moved, seconded by Mr. Tesoro, to approve the minutes as presented.

Vote: 3/0/3 (abstention: DeGennaro, Penkoff, and Lavoie)

Mr. Rutigliano left the meeting at 8:00 p.m.

#### **AUDITOR'S REPORT** – Jim Henderson

- Verbal update on the current project- special agency funds.
- We currently have 60 plus agency funds.
- 20-25 of them need to be reviewed prior to issuing the report; also has questions.
- Overall, there will be accounts that will be consolidated or closed.
- The Chair asked that Mr. Henderson provide the Board with a process to create, consolidate or to close an account.
- He asked for criteria for establishing a new fund and how the fund is administered.
- He indicated that he will be sending a report in the interim.
- The Chair indicated that a number of funds were set-up for the Police due to Federal Grants.
- He feels that there are a lot of funds that were set-up and are no longer being used.

**DISCUSSION ITEMS**

There was not discussion on the Year to Date Budget to Actual Report – Expenditures FY 2013

**ADJOURNMENT**

By unanimous consent, the meeting adjourned at 8:06 p.m.

Respectfully submitted,

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Phyllis C. Collier, Board of Finance Clerk