

Approved

**BOARD OF FINANCE
MINUTES
February 14, 2013**

CALL TO ORDER

Vice Chairman Paul Lavoie 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

Paul Lavoie
Andrew Palo
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Vincent DeGennaro, Alternate
Steve Lupien
Tom Tesoro

ABSENT

Elaine Hammers
Dave Rutigliano

Also present: First Selectman Timothy M. Herbst, Maria Pires, Finance Director; James Henderson, Auditor; Joseph Rodriguez, Chairman of the EMS Commission.

Vice Chairman Lavoie indicated that Mrs. LaFrance would be voting for Chairman Hammers and Mrs. Penkoff would be voting for David Rutigliano.

F/Y/E 2013 SUPPLEMENTAL APPROPRIATION

2-13-02	Jamie Bratt - Director Planning and Zoning	FROM: General Fund TO: Professional Services 01014200-522202 Outstanding FY 2013 balance due Planimetrics	31,297 31,297
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Mrs. LaFrance moved, seconded by Mr. Lupien, to take the Supplemental Appropriation request for Jamie Bratt, Director of Planning and Zoning, out of order on the Agenda.

Vote: 6-0 Motion Passes

Mrs. Bratt indicated that the funds allocated for PO #20121086 should have been allocated over several budget years, and therefore would like to return the balance of the PO to the General Fund and allocate \$29,297 for FY 2013.

Mr. Lupien moved, seconded by Mrs. LaFrance, to transfer \$31,297 from the General Fund to Professional Services 01014200-522202.

Vote: 6-0 Motion Passes

Mr. Palo moved, seconded by Mr. Lupien to change the requested amount from \$31,297 to \$29,297.

Vote: 6-0 Motion Passes

AGENDA ITEM

Vice Chairman Lavoie requested an item be added to the Agenda for the Trumbull Day Commission.

Mrs. LaFrance moved, seconded by Mr. Lupien, to amend the Agenda by adding the following item: To allow the Trumbull Day Commission access to the Public Events/Program Expenses 01080000-522205.

Vote: 6-0 Motion Passes

Mrs. LaFrance moved, seconded by Mrs. Penkoff, to allow The Trumbull Day Commission access to the Public Events/Program Expenses 01080000-522205.

Vote: 6-0 Motion Passes

First Selectman Herbst spoke regarding the reinstatement of Trumbull Day. He indicated that the Trumbull Day account had been consolidated with the Special Events Account. At this time, the Trumbull Day Commission has RFPs out for fireworks and rides for pricing options. Since deposits might be required to fund these RFPs, he is requesting access to these funds on their behalf so they would be able to cover the RFPs.

Mr. Lupien suggested that the funds be moved into the Trumbull Day account from the Special Events Account, less the funds needed for other town events.

Mrs. LaFrance withdrew her motion.

Mr. Lupien moved, seconded by Mrs. LaFrance, to transfer \$33,600 from Public Events/Program Expenses 01080000-522205 to the Trumbull Day account 32110000-430000

Vote: 6-0 Motion Passes

F/Y/E 2013 SUPPLEMENTAL APPROPRIATION

2-13-01	Timothy M. Herbst First Selectman	FROM: General Fund TO: Salaries – Full time 01022600-501101 To fund the EMS Director position starting 3/1/2013.	28,500 28,500
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Mrs. LaFrance moved, seconded by Mrs. Penkoff, to move \$28,500 from the General Fund to Salaries-Full time 01022600-501101.

Vote: 4-1-1 (against: Palo) (abstained: Tesoro) Motion Passes

First Selectman Herbst spoke to the Board of Finance regarding the candidate unanimously selected by the interview committee to serve as the Director of the Emergency Medical Service, indicating that he would like to move forward and needed the requested funding to do so. He went on to indicate that since the Holdsworth Group, hired to perform an audit and evaluate the EMS, found that we lack a clear chain of command it was necessary to hire an EMS Director. He then read into the minutes the letters of recommendation provided by both Chief Kiely and Fire Marshal Murphy, which are attached hereto and made a part hereof these minutes.

First Selectman Herbst then called on Mr. Rodriguez, Chairman of the EMS Commission to speak.

Mr. Rodriguez indicated to the Board of Finance that the candidate chosen by the selection committee was the strongest candidate that he had ever interviewed. He went on to add that the entire selection committee was so impressed with this candidate currently under consideration that there was absolutely no hesitation or discussion as to their first choice. However, they could not agree as a group on a second or third choice. He went on to add that in addition to his experience in a hybrid service such as ours, the candidate also possessed a very strong interpersonal skill set.

Mr. Rodriguez thanked Mrs. Crandall personally for the eight years she has served as the volunteer Chief of Service, as well as the other volunteer work she continues to do in many other capacities. He indicated that Mrs. Crandall also serves as the EMS Administrative Assistant, which is a paid position.

Mr. Rodriguez went on to add that over the years the EMS had been able to function with qualified volunteers being able to cover key positions; however, the time has come to put someone in place as a full-time paid Executive Director of the service.

Mrs. LaFrance questioned the decision to have the individual report directly to both the First Selectman and the Chief of Police. First Selectman Herbst indicated that the position would report to him and would also report to the Chief of Police in the event that EOC is activated.

Mr. Tesoro indicated that the Charter clearly states that supervision of the EMS falls with the Commission, and not the First Selectman. He feels that the person coming in needs to know who to report to and thinks this should be tabled until the next meeting. Once this role has been clarified, he will give them his full support.

First Selectman Herbst indicated that the language in the Charter has carried forward for many years when the EMS was a strictly volunteer organization and not a hybrid model. He also indicated that he does not get actively involved in the Police activities; however, in the event of a serious situation the Chief of Police calls him. When there is a serious problem within the town, the appropriate Commission does not get the phone call, the First Selectman does. All departments are run by individuals who will ultimately report to the First Selectman on a daily basis, not their respective Commissions. He went on to add that he has a problem waiting 30 days when it comes to public safety, since this should have been done sooner.

Mrs. Penkoff agreed with the First Selectman and indicated that the Charter is not written to accommodate this position.

Mr. Palo indicated that he disagrees with the First Selectman when he said that waiting 30 days would be a problem. He went on to add that the EMS is doing a great job and the consultants have confirmed that they would continue to do so. And, they will continue to do so. He asked that the section of the Charter referencing the EMS be read, which Mr. Tesoro did.

Mr. Tesoro indicated there was a need to clarify the role of the Commission and the proposed director of EMS. He went on to add that he wants to hear what the Commission thinks.

First Selectman Herbst indicated that the Commission reviewed the job description and their Chairman sat on the selection panel. If there was any concern on the line of reporting, it would have been addressed by the Commission.

Mrs. Penkoff indicated that all of these issues have already been addressed in the job description. Mr. Palo suggested that we ask the Commissioners since they are all here. Mr. Tesoro did not agree and reiterated that the First Selectman and the Commission should sit and discuss this. He went on to add that no one has given him a reason why this would be a bad idea. Mrs. LaFrance indicated that waiting could possibly jeopardize the safety of the townspeople. Mr. Lupien questioned the wording and asked if it could be changed, since how do you report to two people. The First Selectman assured him that it would be resolved.

Mr. Tesoro moved, seconded by Mr. Palo, to table the item until next month.

Vote: 3-2-1 (against: Palo, Tesoro) (abstained: Lupien) Motion Fails

TOWN TREASURER'S REPORT

Mr. Lavoie indicated that the interest income on a 7 month basis is well within budget.

Mr. Lupien moved, seconded by Mrs. LaFrance, to approve the Treasurer's report as presented by Mr. Lavoie in the absence of Mr. Ponzio.

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

AUDITOR'S REPORT

Mr. Henderson presented his report on the Special Agency Funds with the Recreation Department.

Mrs. Penkoff thanked him for including the details that she requested. She went on to add that she has questions on how the revenues being collected by the department are being used and will address them at the time the Recreation budget is reviewed.

Mr. Lupien moved, seconded by Mrs. Penkoff, to approve the Auditor's report as presented by Mr. Henderson.

Vote: 6-0 Motion Passes

YEAR TO DATE BUDGET TO ACTUAL REPORT

Mrs. Pires indicated that Legal Notices appear to be going over budget in some departments and needs to be reviewed.

Mrs. Penkoff moved, seconded by Mr. Palo, to accept the Budget to Actual Report as presented by Mrs. Pires.

Vote: 6-0 Motion Passes

APPROVAL OF MINUTES – January 9, 2013 and January 10, 2013

Mrs. LaFrance moved, seconded by Mr. Lupien, to approve the minutes of the January 9, 2012 Special Meeting.

Vote: 3-1-2 (against: Tesoro) (abstained: Palo, Lupien) Motion Passes

Mr. Palo indicated that he wanted the record to reflect the he was in attendance not as a Board member at the January 9, 2013 meeting and that he did not consider the meeting to be valid Board of Finance meeting, since he did not receive an Agenda Package prior to the meeting.

First Selectman Herbst indicated that he wanted the record to reflect that the reason the meeting was Noticed was to comply with the Freedom of Information Act because you and I both know, Mr. Palo, if that meeting wasn't properly Noticed, somebody would have complained or informed one of the Board of Finance members that it was not properly Noticed and would have been in FOI violation, that is number one; number two, I want the record to also reflect that this Board was the body that voted to approved the commissioning of the audit. Ultimately, it is your audit. You commissioned the audit, you voted to approve the funding to commission the audit. And that's why the report was made for the Board of Finance. The EMS personnel present at that meeting– there wasn't a quorum of the EMS Commission, I should point out– and we advised the EMS Commission that if they had a quorum there could be FOI issues. That is why it was Noticed; that is why the Board of Finance was sitting up there; ultimately it was your audit that you commissioned; I would like the record to reflect this.

Mr. Palo indicated once again that he did not receive Notice and never receive and Agenda and wanted it noted for the record.

Mrs. LaFrance moved, seconded by Mr. Lupien, to approve the minutes of the January 10, 2012 meeting.

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

By unanimous consent the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Phyllis Collier, Board of Finance Clerk