

MINUTES

Board of Finance and Town Council Finance Committee

Department Budget Hearings
March 1, 2013

CALL TO ORDER

Chairman Elaine Hammers called the meeting to order at 8:30 AM at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

Members present / absent from the Board of Finance:

PRESENT

Elaine Hammers, Chairman
Paul Lavoie, Vice Chairman
Cindy Penkoff, Alternate
Dave Rutigliano
Tom Tesoro
Andrew Palo
Susan LaFrance, Alternate
Vincent DeGennaro, Alternate

ABSENT

Steven Lupien

The Town Council Finance Committee did not have a quorum present:

Also present: Maria Pires, Finance Director

01022600 EMS

Barbara Crandall, Chief Trumbull EMS / Mike DelVecchio, TEMS Volunteer

501101 – F/T Salaries

Account increased by First Selectman \$85,000 for new EMS Director.

556601 – Professional Development – Seminars

Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized. This does not apply to the Police department.

556603 – Professional Development – In Service

Request moved to #010113200-556603 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized. This does not apply to the Police department

Mr. Palo asked if you would be able to see a breakdown by department. Mrs. Pires indicated that it would be possible to see the department breakdown and she will provide a report. The dollar amount has not changed and there were no changes; the funds were only moved to a different report. The Chair indicated that this process was in place several years ago, and then changed. Mr. Tesoro indicated that it was changed back in order to see the actual operating cost of each department.

Mr. Tesoro asked Mrs. Pires to find out if the EMS Director would have a car and cell phone.

534402 – Program Supplies

Mrs. Crandall indicated that the supply request is less than last year due to a new way of tracking the medical supplies.

578802 – Equipment

Building maintenance has taken over some of the repairs resulting in a reduction in the budget.

Mrs. Crandall indicated that the new dispatch is working out very well. Mr. DeVecchio indicated that with this system, you are capable of making notes and retrieving this information in a report that is e-mailed to us each day. The new radio communication system is performing above and beyond expectations.

01022800 Fire Marshal
Megan Murphy

501102 – P/T Salaries

Reduction in request. Giving back p/t position. P/t is moving up to F/T position and doesn't need to fill the P/T position. Will probably be back in two years to fill it.

501105 – Overtime

Requesting an increase in overtime due to storm. We should be getting money back from FEMA but would rather budget for it. Only \$2000.

501887 – Uniform Cleaning

Funds are still in budget from last year. Dry cleaners not giving invoices in appropriate format; however, clothes are getting cleaned. It was suggested that invoice be prepared in proper format and submitted to them for signature.

556601 – Professional Development – Seminars

Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized.

556602 – Professional Development – PRF

Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized.

556604 – Professional Development – PUB

Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized.

578802 – Equipment

Increased to purchase new radio equipment for cars at a different frequency. Not sure which fiscal year this will occur, 2014 or 2105.

581888 – Capital Outlay

She would like to purchase filing cabinets, a small safe for collected evidence and collected funds, and storage for plans.

589901- RNTLS-A/LS

She currently has a town car.

590014 - Telephone

3 cell phones under department telephone account.

Mr. Tesoro asked about cellphone and vehicles. Mrs. Pires indicated that she would provide the information. The fire marshal has a vehicle and 3 cell phones in her department under her telephone account.

Current projects include: Fitness Edge; Parkers; Trumbull Center; 5520 Park Avenue; Quarry Road Medical Building; Trumbull Mall; 101 Merritt Blvd.

Revenues

Fees this year are up \$3000; timing of projects determines when fees come in. Would need approval to raise fees. Recently sought increase from Town Council, did not approve since it is not a good time to discourage business. Fees are based on square footage.

01022824 Fire Hydrants

Megan Murphy

Fees reduced this year by \$90,000 to reflect 5% increase based on 3 year historical average. Mrs. Pires will provide additional information.

01023200 Building Department

Graham Bisset

501888 - Uniform Allowance

Increased for addition of a part time person.

534401 – Office Supplies

Budgeted more this year, since he was over budget last year.

556601 – Professional Development – Seminars

Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized.

556602 – Professional

Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized.

581888 – Capital Outlay

In second year of vehicle purchase amortized over 5 years.

Mr. Tesoro inquired if he had a cell phone. Mrs. Pires indicated that 2 cell phones were provided to his department and are not in his department budget. She will look into where the expense is being charged.

Mrs. Penkoff asked if anyone is working on closing open CO's on projects. It seems that open CO's are found on projects 10-15 years old when a home is being sold. Mrs. Hammers noted that since Permits are paid for upfront fees aren't an issue to following up.

01080400 Recreation

Mary Markham

501106 – Sal Overtime

This account was increased due to combining parks and recreation; there are now more meetings as well as the concerts. In addition, when she did her budget last year she should have budgeted 50 hrs. at time and one half; instead, she budgeted 50 hrs. straight time.

Fees

Fees were introduced to offset the budget since it was running over every year and we would have to go for an appropriation. We have the policy where we don't turn anyone away, therefore fees do not cover expenses. Fees go into a special agency account and stay within recreation; they are not used to pay for the programs. There are a number of agency accounts. We need several accounts; they are charged to run the program for insurance, umpires, etc. We just oversee the account. That is why they are totally separate. In April the fees start coming in. Softball has to now pay a usage fee to make sure the fields are ready for playing. The lights are charged to different leagues along with repairs and light bulbs.

The Chair noted that the full cost of the programs is not obvious in the budget.

Mr. Lavoie asked if we are paying overtime for meetings, etc. Mrs. Markham indicated that there are many items that she does not charge to the town. She indicated that the meetings start at 7:00 pm and used to run about an hour; however, they have been running over, close to 3 hours. We can't do them during the day, since the commissions are staffed by volunteers. She went on to add that there are approximately 54 hours of overtime per year; \$2500- \$3000.

Mr. Tesoro noted the budget has not changed over the years; Mrs. Markham indicated that participation has been increasing.

Mrs. LaFrance asked Mrs. Markham to prepare the 3 year trend report of activities. The Chair asked if there are any grant funds; she was told that there was about \$5000 toward the concerts.

Mr. Tesoro inquired about the number of cell phones, and if they are in the town budget. Mrs. Markham indicated that she and her assistant use a cell phone and 2-3 field people. She went on to add that she gave back her car and does not charge the town for her mileage.

01014200 Planning & Zoning

Jamie Brätt

501101 – F/T Salaries

One full time administrative position has been added to deal with document management and assist with increase in commercial applications. In addition, the position will provide some administrative support to the Economic Development Director.

Mr. Palo asked why eliminate 2 part time positions that are non union and add one union person. Mrs. Bratt indicated that per the Chief of Staff, the position need not start off as a union position, since it is a new position and not a replacement position.

The Chair indicated that the union would petition and it would come under scrutiny and eventually become a union position.

Mrs. Bratt indicated that one person would provide continuity; unable to address the current documentation work load and administrative support along with office coverage with part time personnel. We have 1.5 on zoning enforcement; therefore, eliminating a part time ZBA person and adding it on to administrative.

501102 – P/T Salaries

Two part time positions have been eliminated; consolidate into one full time position.

545501 – Legal Notices

Significant decrease in legal notices due to more oversight in wording; meets the requirements without being overly verbose. Feels that going forward, this will continue.

522202 – SVS-Prof

There is a one time fee of \$10,000 for POCD update; non-recurring; no additional cost. A new line item of \$3000 added for annual planning study. This fee will cover one detailed study; wants to be proactive rather than reactive. These have not done previously; these are typically done in other towns.

Mr. Tesoro asked about cell phones and vehicles in the department. Mrs. Bratt indicated that the cost for her town cell phone is deducted from the salary; there is one fleet vehicle here for the department to use for blight and zoning enforcement. No one takes it home. The vehicle is part of highway. Mr. Tesoro asked for a list of all town vehicles take home vehicles as well as though that are assigned for use.

Mr. Tesoro asked Mrs. Bratt to explain the blight situation. Mrs. Bratt indicated that the receive between 200-300 calls each year and resolved about 75 per year. Foreclosure properties make a large percentage; homes are not occupied and we need to deal with large banks. Currently we have 175. Blight and zoning also does 900 case reviews, i.e. add a garage, etc.

01080900 Arts Commission

Emily Areson

Mrs. Areson indicated that the Arts Festival has a separate account that doesn't go to the town. If she has overages, it goes into the Special Agency account; when she runs out of her budget funds she draws from the Special Agency account. There were no increases except for her salary.

501102 – P/T Salaries

Increase is for her salary.

01050400 Youth Commission

Merial Cornell and Mary Joan Wright

No budget changes noted.

They look forward to being able to use THS auditorium again; working with a high level of professionals that assist with productions. Also have "Mike" night at the teen center. They have a junior program that they do at Madison Middle School.

They do a family movie night; bring a food item for the food bank.

Mr. Lavoie asked what they would like to do that isn't in there budget. They indicated that parents would like a summer camp program, but there is no time. They would like to do something that

involves the entire town, i.e., a holiday special, it would probably sell out. Mr. Palo asked about fundraising. Mrs. Wright indicated that they sponsor a "meet and greet" for the 5th graders; car washes; participation fees and open mike night.

It was noted that they have a Special Agency account as well as a checking account. They use the Special Agency account to manage funds for musicals. They are getting a grant from the Counseling center for \$6,000. TYA gets grants which pay for licensing rights for musicals. The Chair asked how much was being put through the Special Agency account and was told \$20-30,000 and then it goes back down to \$8-\$12,000 which we keep for insurance against loss performances.

Mr. Tesoro asked how much money they need to develop the program you are interest in starting. They indicated that it would take about \$10,000; these programs provide the children with the arts and team building, and also bring the community together. They indicated that in addition to start up funds, they would each need to work 3/4 time, not 1/2 time, and possibly for only one of them.

Mr. Lavoie indicated that he would rather see funds put into this venture than into a concert.

01022400 Animal Control
Lynn Delabianca

501101 – F/T Salaries
Increase for raises.

501102 – P/T Salaries
Increase for raises. Would like to have a 2nd kennel assistant to cover for person who is out sick. Temporary assistant last summer worked out very well.

556603 – Professional Development – In Service
Request moved to #010113200-556601 a central account to be monitored by the First Selectman and the Finance Director, who must approve all requests. It is easier to manage these accounts when centralized.

This account was increased by \$500 for training. You now need to be certified. Once certified at level 1, you will need 6 hours of continuing education each year. Part time animal control officers also need training and they can apply for reimbursement from the state. If the town pays, they can also apply for reimbursement. The CEU classes can be certified as completed if your Chief signs off on it, and therefore are free.

581888 – Capital Outlay
Reduced from last year; only uses when she needs equipment, new vehicle, etc. She receives grant money and also uses her Dog Fund account from licenses, etc., and that is a state law; receipts and a portion of license fees must be used for the animal shelter. She currently has several thousand dollars in the account.

Since we have lost power during recent storms and can anticipate more in the future, Ms. Delabianca mentioned that she is considering getting a generator. We have gas and hot water during storms, but cannot run the bigger machines. If you evacuate people, you must take care of their pets. She could take funds from her Dog Account and use towards a generator, since it would be used for the dogs. The cost would be approximately \$4,000-\$5,000, and maybe \$10,000 once installed it must be a permanent fixture if it uses gas. She has approximately \$50,000 in her Dog Fund.

They had trouble getting in to the shelter during the storms; have also looked into using a room at the Senior Center and the local vets have volunteered. Looking during an emergency to find a safe place for the animals.

01023400 Emergency Management

Lt. Ronald Kirby

501101 – F/T Salaries

Increases were step or contractual

501105 – Sal Overtime

Increase includes 6 hours of allowed overtime; currently allowed 4 hours a week which is not enough. This increase also includes part time tech support. The town hall personnel come in after hours to assist Lt. Kirby. The part time tech support was in the budget when Mr. Casey was here.

Mrs. LaFrance asked about hiring a part time person instead of paying the overtime.

Lt. Kirby indicated that this overtime is specifically for him to do this particular job for the Emergency Management, in addition to his regular shift hours. They have asked for administrative help to assist him with his paperwork but his would not reduce his hours.

578801 – Mntnce-Svc

This has to do with CT Alert, the Trumbull Citizen's alert, which is cheaper than Red Alert. We were able to find a component of the state system that was a lot less than Code Red. \$3900 represents annual service fee. We originally budgeted last year for Everbridge; however the State had extreme requirements and once these were loosened after budget approved, we were able to leverage off that system rather than introduce the Red Alert system.

Chief Kiely indicated that this function is normally a part of the Fire Department; however, since ours is volunteer so if falls to the Police and therefore to Lt. Kirby. We are all responsible for Emergency Management and some needs to jump in. We can't reduce his hours; in fact, his hours are going up. With all the events and FEMA we need these hours.

Mr. Lavoie asked if we need a full time Emergency Officer. Chief Kiely indicated that in time we may need one. Overtime is not that high if there are no events. We don't want to cut an officer in order to put on a full time Emergency Officer.

581888 – Capital Outlay

Increase includes request for new folding chairs.

01022200 Special Detail

No discussion.

01022500 Central Emergency Dispatch

Chief of Police Thomas Kiely

No change in requested funding.

01022000 Police Department

Chief of Police Thomas Kiely, Deputy Chief Michael Harry and Deputy Chief Glenn Byrnes, Lt. Ron Kirby, Lt. Tom Savarese

Chief Kiely thanked the Union and the Board of Education for their letters of support and provided the BOF with copies. In addition, he read and submitted a letter requesting that the town take action so we are prepared to deal with a tragedy similar to Sandy Hook (or one of the other areas mentioned) by training and equipping our officers. The areas of concern in our budget: Personnel, training and capital for an updated fleet of vehicles. He also handed out a presentation.

501101 – F/T Salaries

Request 3 additional officers. We currently have 73, and one is retiring, and we are authorized to have 75. It takes a minimum of 18 months from the time we advertise to the time we can put an officer on the road. After 25 years, an officer can retire and we have 15 who are eligible. After 30 years, they max out, and we have 12 officers that have 30 years or better. Realistically, we have 27 potential retirees. Sometimes it is prudent to pay the overtime; however, is not the answer; people get tired of overtime; they burn out after a while.

We can hire officers from another department; however, we would want that person to go through the entire testing process. If we bring someone in with vested rights, who is older, and subject them to injuries, they don't respond to injuries as well as younger ones, and in addition they stay maybe up to 10 years and then retire. The job is for a younger person, someone who starts with the town, and stays with the town.

The Chair clarified that if we did hire someone from another department, they would save 6 months by not having to go through the academy.

Mr. Lavoie asked if we have any idea who is planning to retire. Chief Kiely indicated that there maybe 2. The Chair asked what the trend has been. Chief Kiely indicated that 2-3 retire each year. The Chair indicated that he is not looking to bring the total to 75, but to anticipate replacing those that retire.

Mrs. Penkoff mentioned that it can take between 18 – 24 months depending how long it takes to get a spot at the academy. We need to realize that crime is escalating in town and address it.

Mr. Palo questioned the Crime Analysis Specialist vacancy that exists but is not in the budget. Chief Kiely indicated that the position is now under the Technology Department with the town. This was done in order to make sure the Police Department receives the needed coverage. Chief Kiely indicated that Bill has been very helpful and did meet with Mr. Casey in his last days. He conveyed to Bill the needs of the department; his position was a technology driven position. Mr. Lavoie indicated that the additional talent Mr. Casey brought to the Police department would not be easily replaced with one person.

501105 – Sal Overtime

Mr. Lavoie indicated that he would like to see an average of the last 3-4 years of overtime for the normal activities in town that are not due to one time emergency items, such as storms.

581888 – Capital Outlay

Request for 6 new patrol cars and 2 Police Utility vehicles. The older a vehicle gets, the less reliable it becomes. We only received 4 patrol cars last year and we have not yet received them; still need to figure out what computer to put in each one. It was not economically feasible to take from old car and put in new; however, now with the new technology we have to outfit each one. They are looking for 6 Chevy Caprice patrol cars and 2 Ford Explorers that must be "pursuit rated".

Mr. Tesoro asked how many cars are currently being repaired. The Chief indicated that there is usually at least one car off the road at a time.

Deputy Chief Harry indicated that during maintenance other issues are discovered, i.e., tires. We use the town garage; however, we can't keep a patrol car down while we wait for the town equipment to be repaired. We need a designated mechanic as we did in the past

Chief Kiely indicated that he wants to get back to a viable fleet. He also indicated that he has a great need for a quad truck – a special service vehicle used when responding to an emergency. You want all the equipment on one truck.

Mr. Palo indicated that there are 3 instances of one vehicle needing new tires from May through December. There appears to be a problem that no one addressed.

Chief Kiely indicated that a dedicated police mechanic to be put in place by Mr. Marsilio. We have 18 patrol cars and we have up to 9 on the road at one time. In addition, you need a car at the high school, the mall and the theater. Now we have extra duty job with the utilities. Cars are sitting but they are running.

501114 - Training

Chief Kiely is looking for a 14.5% increase. This request was reduced by \$27,000 by the F/S. If cut, we will perhaps have to eliminate ice rescue or taser training. We always do the bear minimum. We have SIMS training that needs to be done in this upcoming budget. The only thing that changes is the number of officers that go through. Chief Kiely indicated that we have a moral obligation to train people.

01012600 – Technology

William Chin

501101 – F/T Salaries

This account increased due to the vacancy created in the police department, formerly the Crime Analysis Specialist. They can assign a person there during the day, and have the other techs cover when needed. Do not see the need for someone to be there 24/7; if there is a problem, their tech can connect remotely and fix it from a different site.

Mr. Chin indicated that the Chief would get the support he needs and he will not get less that what he had before. He feels that the projects that have been scheduled at the police station will be accomplished; part of this is a refresh plan: XP is no long being supported. He has almost finished swapping out the machines here and at the Senior Center and highway. The technology department can support about 250 pc's , which included the vehicles.

581888 – Capital Outlay

\$10000 reduction charged to Tax Collector; \$247,950 to be incorporated into a technology bond; cut 4 toughbooks, saving \$16,000 and added 4 ipads, spending \$1,600.

Mr. DeGennaro expressed concern that part of this technology would not have a 5 year life for bonding and suggested leasing; possibly a lease agreement would include a refresh agreement; vendor can probably get a good deal on a lease. The Chair indicated leasing could be an advantage; at the end of the lease you get new equipment whereas if we bond and pay for it we will bleed it to death.

01013600 Town Clerk

Suzanne Burr-Monaco

There are currently 179 homes in foreclosure; don't always let us know when they are sold. New COTT in January and isn't going to service the old system; either switch or lose. They cover land records, birth and death records, and now will pick up the dog license info.

Legal Notices are a necessity, and expensive.

Programmer fee is \$3500 per year. Concern with Map program; still under contract, however, we have the ability to do it here. Municipal Code – we have gone over budget in program expense due to cost in keeping it up. We send out updates for manuals, and it is also on line.

Revenues projected to exceed this year; yet, budget same as last year. Indicated that she prefers to be conservative; only just starting to have revenues exceed expenses.

01040200 Vital Statistics

Suzanne Burr-Monaco

522205 Program Expense

Binder and paper expenses. Not ordering binders until after the end of year to save space. Other expenses are fees we pay to other towns to forward information to us.

01012200 Purchasing

Maria Pires

It would be a good idea to consolidate with the Board of Education; the BOE doesn't do this.

545501 – Legal Notices

Cost of Legal Notices keep on increasing. Looking to cut words to reduce cost. All bonded projects come through here.

01012400 Treasurer

Maria Pires

501101 – F/T Salaries

Salary for Town Treasurer

01014600 Economic Development

Edward Lavernoch

Provided handout. Trumbull had a lot of activity in 2011 and 2012 and we weathered the economy better than most towns. Much of it not to his credit. There are currently major projects underway: Cancer Center on Park Avenue; major investment on Merritt Blvd. by Digital Realty and this project will result in many hundreds of thousands of dollars of additional revenue with virtually no demand on services. In the summer of 2012, there were 68 separate improvements being made to commercial properties here in town. He is looking to maintain the momentum that the Town has.

522205 – Program Expenses

Updated marketing materials. Replaced the existing materials; seems a better fit.

522202 – Professional Services

\$5,000 appraisals and disposition of town property; technical expertise for energy projects. Micro-grid project; State to fund emergency generation projects around the state, making sure municipalities are covered. We passed the initial project concept. Our project would include this building, the library and Stop and Shop. They don't have refrigeration generation at Stop and Shop but would be willing to contribute as a partner.

01015800–Transit District

Maria Pires

Budget remains unchanged. Does this include the bus line that is no longer going to Stern Village? Mrs. Pires to check on that.

01011000–Finance Department

Maria Pires

No changes. Publications, dues and fees have been moved to town hall.

01010200–Ethics Commission

Maria Pires

Only 2 clerical fees for meetings; has not changed.

010111400–Board of Finance

Maria Pires

501101 – F/T Salaries

Salary for Jim Henderson, auditor

01013400–Employee Benefits

Maria Pires

The premiums are not in the budget. Anthem can do the actual claims amount for the budgeted amount. Must budget for insurance and claims, reserve and stop loss. Details will follow. The budgeted amount is based on the current actual claims. We can put up to \$400,000 in reserve. Brokers feel that this is a good time to do it, since claims have been low. The BOE is also going on this.

The Chair indicated that we will need to revisit once we have all the details.

511150 – Frnge - FICA

All salaries multiplied by 7.65%

511151 - Frnge - M/D

Looking into a self-insured plan. We pay all the claims and there is a stop loss of \$125,000. The insurance company was looking at a 5% increase.

511152 - Frnge -WC

Workman's Compensation. Reduced \$25,000 to \$975,000 based on the trend; we are self-insured for this. We are trying to settle all the old claims.

511152 - Frnge -UN

\$78,000 we are self-insured for unemployment insurance. We are currently averaging \$6500 per month.

522202 – Svs-Prof

\$2850- Actuarial Services every two years; next year will be a partial.

01015400 Conservation Commission

Mary Ellen Lemay

- Contributions- Maria to look into.
- Projects – See handout #1
 - Dredging Old Mine Park
 - \$40,000 Grant received
 - Volunteers with other towns
 - New bridge
 - Working with Robin on single stream recycling
 - Scott working on reporting
 - Educating the children in schools about single stream recycling

01012800 Town Attorneys

Robert Nicola, Esq., Edward Walsh, Esq., Mario Coppola, Esq.

- Retainer and services provided are the same as last year.
- Consistently over, but that is ok.
- \$300,000 - \$312,000
- Reduced rate has not increased

01070000 Library

Sue Horton

501102 – P/T Salaries

Increase due to math error. Should have been \$10,600.

581888 – Capital Outlay

Built in 25% update. Should be part of Technology Bond?

E-books – you can only put a hold on 4 books and there is a very long waiting period. The issue is popular titles are costing a higher rate to the library as opposed to a person purchasing. Could use a consortium or try buying through a vendor. E-books represent $\frac{3}{4}$ of 1% of circulation. Small percentage; can't get e-books from the vendors. Can we afford \$15,000 to go it alone. For every 5 or 6 holds on a book we purchase a copy of the book in print, based on demand. Not doing it with e-book; can't afford too many.

Homebound – currently have volunteers who go to homes and see what they want and bring books out to them.

Some basic senior computing programs offered through AARP

The meeting adjourned at 5:00 p.m. by unanimous consent.

Respectfully submitted

Phyllis Collier
Board of Finance Clerk