

## MINUTES

### Board of Finance and Town Council Finance Committee

Department Budget Hearings  
March 6, 2013

#### **CALL TO ORDER**

Chairman Elaine Hammers called the meeting to order at 8:40 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 ; Vicki Tesoro, Town Council Finance Committee

#### **01011800 Board of Assessment Appeals**

##### **Josephine Mills**

- Assessments came down after the revaluation.
- Seeing more activity this year; handled 40 this month.

#### **522201 Clerical Fees**

\$6,275 can be reduced to \$5,000.

#### **01030000 Public Works Director**

##### **John Marsilio, Director of Public Works**

Same as last year, with a 3% reduction on non-salary items, and a 2.9% increase on full time salaries, per the Chief of Staff. Professional dues and fees moved into a separate account.

#### **01030025 Street Lights**

##### **John Marsilio, Director of Public Works**

Budget developed by the Finance Department calculated rated based on the wattage and number of lights. Letter is sent to us by the UI; Maria to obtain.

**01030100 Public Works Highway**  
**John Marsilio, Director of Public Works**

Same budget as last year with a few adjustments. Training moved to central account.

**581888 Capital Outlay**

Increased \$18,817 - 3 vehicles need replacement; old and at end of useful life. Amortized over 5 years.

**501103 Seasonal Temp**

Reduced. We are currently using 8-10 part time temporary helpers from an agency for leaf pickup. We hire seasonal temp help through Civil Service for non-skilled road work.

Leaf pickup went well, but delayed a month so we needed more overtime than we would have liked. Couldn't leave them to get in way of snow plowing. We now have more efficient equipment and were able to get it done by January. We haul the leaves away; we don't make mulch; it was more expensive to process, etc., than to get rid of them. They are taken and reused but we need to pay for this.

There are 3 vacancies; 2 retirements and 1 death. We need to add a placeholder to keep these positions open.

**01030100 Snow Removal**  
**John Marsilio, Director of Public Works**

**501101 Salaries/OT**

This account remained constant with last year's budget. We are currently over budget \$30,000. FEMA reimbursement is \$147,000. The Board would like to see expenses broken down by storm. For cost analysis, you would need labor hours, materials and equipment. Also depends on what time of day and the depth of snow and type of snow. Will provide FEMA report; only recognizes a 48 hour period that we select.

**534402 Program Supplies**

Reduced by 3% per request; these supplies have increased in price. These are variable expenses whereas the equipment expenses are standard.

It is difficult to anticipate this budget. Some of this is tied in to last year. We didn't have that much usage in this account, so we were advised to stock-up in order to start this season and now if there is any money left we will have to replace it for next season. When you really need it, so does everyone. If this doesn't work out, we will be back for an appropriation. Since we have invested in new vehicles, we won't have as many repair expenses.

**01030500 HW Construction**  
**John Marsilio, Director of Public Works**

**522205 Program Expense**

Reduced by 3% to \$242,500 and then further decreased to \$100,000 by the First Selectman. Traditionally, this account has been used for town-wide paving. In the coming season, knowing what we know about our paving program, we won't be using this account as much as we have in the past.

We still have projects from last year's capital plan on the schedule that were suspended until the project can be evaluated. A portion of that expense for sewer rehabilitation is in the WPCA budget. Concern is that there are streets out there that may seriously fail, and we will use this account for that.

Our Capital Plan is probably the most robust plan we have seen here in decades to address the paving issue. In the past, we would have \$250,000; now we have \$100,000 and there is a concern that some street will seriously fail and we will use this account; in the future, when the Capital Plan is not sufficient for the road maintenance needs and this account is not fully funded, there could be a deficit in addressing the needs of the town. It is very difficult to get budgets increased once they are decreased.

The goal of a capital road project is to give the road a 25 year life; a cul-de-sac has a 40 year life, which exceeds the bonding term. The most serious threat to the longevity of a road is the excavating that takes place after the road is paved, i.e., the gas company comes in and lays pipe, and the road will fail where there is a seam. TAR money was used to prepare plans; .5 million was dedicated to design. Policy not to use LOCIP Funds for paving; these are best used to leverage Grant money and use as match money.

Mrs. Pires indicated that along with the \$100,000 in the budget, we would be getting more LOCIP and TAR money, since the state authorized more LOCIP and Tar funding this year and less of other state funding grants. Mr. Marsilio indicated that the \$100,000 might be used if left in this account. In the past, we would spend \$200,000 on repairs, etc., but that was before we had a robust capital plan. If we have the extra funds, we might not be able to get to the repairs, etc., but next year might be different. If there is an emergency, we will come back for a supplemental appropriation. Mrs. Pires indicated that there is also \$155,000 in the PW Highway account 01030100-534402–Program Supplies–for small pavement repairs.

### **01030200 Public Works Building Maintenance**

**John Marsilio, Director of Public Works**

#### **501101 Full Time**

Reduction in salaries full time; contacts not yet settled.

#### **578802 Mntnce-Eqp**

We put \$29,000 in the budget for Quarry Road property. We should have put in \$49,000 to rehabilitate the building for use by the Park Rangers; problems discovered with roof and roof supports; have not had chance to evaluate HVAC system and furnace. Budget of \$29,000 initially developed for relocation purposes only. Possibly get assistance with UI for new windows, etc. We own the building but we have a land lease with the state.

### **01030200 Public Works – Fleet Maintenance**

**John Marsilio, Director of Public Works**

It was indicated that the police vehicles needed to be serviced on a regular schedule and an agreement had been worked out between the Director of Public Works and the Chief of Police.

The maintenance foreman is very conscientious and serious about the safety of the vehicles; however, when the same car needs constant repair with rim dents, bumper damage and tires on an ongoing basis, it is apparent that the drivers are not being conscientious. You can do preventive maintenance for those items. If a car came in with a flat tire, we would never put on a tire with a plug on a safety vehicle. In the past 3-4 months, we have not been comfortable with the level of attention we have been able to give the police department regarding the 1/2 day dedicated mechanic at the police station at shift time to deal with those issues, as promised.

It isn't fair to fleet maintenance people to have to continually deal with sidewall issues because the rims are dented. At the present time we have a pick-up truck with a smashed in backend and no one know who did it or how it happened. There is a constant pattern especially with the same vehicles. The most expensive part of the fleet maintenance budget for parts has to do with the police department. You cannot target the fleet department when the police are not taking care of their vehicles. We have had snow storms and hurricanes–emergencies that have needed our attention–and we are doing the best we can. This problem needs to be addressed with the Chief, since it is always the same vehicles. For example, car 12, which is relatively new with 37,000 miles, had 5 tires, a new windshield, along with brake service and another service, for a total of \$1,475 in parts, in 6 months. A mechanic at the police station will not take care of the problems; they will only change oil and tires.

**01030400 Recycling Center**  
**John Marsilio, Director of Public Works**

**501101 Full Time**

Reduced due elimination of position by the First Selectman. This position was put in to place last year, Would like to see this reinstated, since it is self-sustaining. Need someone to interface with the State and address reporting issues; need to increase recycling and you need someone to promote it; earn \$35/ ton of recyclables. Pay \$94/ ton to dispose of garbage. This is a net savings of \$130 per ton when we can change this dynamic. Revenue is now \$8400 per month for recyclables and this is the direction we want to go from a business, economic and environmental standpoint. Mandates are issued by the DEP and we need someone to make sure we are not in violation.

Every ton we don't deliver to Bridgeport saves us \$94.14. Every ton we can divert in the form of recyclables brings us an income of \$35 per ton. This is a net savings of \$130 per ton when we can change this dynamic. This position also oversees hazardous waste. There has been a school outreach visit and program for every 3<sup>rd</sup> grade. Noted that original contract for 19,000 still in force; never put in the required amount. Residents do not appear to be recycling enough; many do not put out recycling bins, yet will put out 2 garbage bins. Mailer costs to residents prohibitive at \$6,000; no budget for it. Can send inserts with Tax Bills in July; however, we are now working on getting toters for the recyclables to be provided by haulers, since the blue bin is too small and it is a given that any overage goes into the garbage. Toters will then be picked up every 2 weeks and garbage once a week. This saves the haulers money and provides a 25% increase in recycling. Now in with the attorneys.

**522204 Contractual**

Reduced MSW account \$50,000 by First Selectman. The MSW of \$1,600,000 is what we pay to dispose 17,000 tons of garbage at \$94.14 a ton. Someone committed the town to 19,000 tons, so we now have to pay an administrative fee for those we don't deliver. The contract for 19,000 tons will expire on 6/30/2013. You cannot decrease your MSW unless you increase recycling and you need someone to promote it.

**01030500 Town Engineer**  
**John Marsilio, Director of Public Works**

Nothing new this year; 3% reduction in several items and professional due relocated to a separate account.

**01080800 Tree Warden**  
**Warren Jacques, Tree Warden**

- This is a 3 item budget.
- We have been busy over the last 18 months with three storms, receiving calls from 10% of the households.
- Strictly a public relations job.
- People are very sensitive to the trees in front of their home; seniors are sensitive to dangers of trees; parents concerned about safety of children.
- Q-Alert - Public uses this to notify Tree Warden; maintenance is determined to be Town tree or Private tree. If private, letter sent; otherwise, the problem is dealt with.

**522205 Program Expense**

Possibility that it will no longer be outsourced. Our contractor left in February and we have a new contractor until June 30 when we need a new contract, or we decide keep within the town. Tree work is very dangerous and insurance is very expensive.

**01010400 First Selectman**  
**First Selectman Timothy M. Herbst**

Professional development and training expense moved into a central account so the Finance Director would be able to monitor and review on a regular basis throughout the Town especially as it pertains to public works and OSHA and Workmen's Comp Training. In addition, it allows us to determine if it is discretionary training, and how it is adding value, or is it mandatory. Possibly make it a monthly discussion at the Board of Finance meetings.

There is a concern with the departments that mandated funding won't be covered; funds will become encumbered before they can get their mandated training approved. Departments will be required to let us know what mandatory training will be used upfront so those funds can be earmarked. This is a proactive step to allow the Board of Finance to better monitor these funds.

The First Selectman reiterated that it allows us to determine if it is discretionary training, and how it is adding value, or is it mandatory. In this way, we can get a full explanation for the training, since there is no explanation included in the budget.

Elimination of the Recycling Manager. Last year, we defunded the Deputy Director and created the Recycling and Facilities manager positions. Expectations of the job were discussed and there was concern on the First Selectman's part that these were not being met. Changes made at the Transfer Station were put into action prior to budgeting for this position, and putting Goodwill into place was also due to Mr. Marsilio and not an achievement of the person holding the position.

We have been discussing alternate options to using CRAA because we have not been pleased; however, the Recycling Manager has not been present at any meeting where discussion of an alternate has taken place. The First Selectman indicated that he cannot articulate what the position does, and therefore cannot justify the salary and benefits, and spoke with Mr. Marsilio 6 months ago regarding this. Much of this was set into motion by Mr. Marsilio long before this position was contemplated.

By defunding this position, Mr. Marsilio will have to look within; we defunded one position last year and then created two, so we are back to one. This position was actually in place when we first started recycling about 20 years ago. A description of the position will be supplied.

It was noted that the First Selectman's office will have adequate coverage during vacation time without involving the use of other departments.

**01010100 The Trumbull Nature Commission**  
**Pam Georgas, Chairman of the Commission**

We have sponsors and our programs are self-funded. We have community outreach programs and have recently started a scholarship fund to support underprivileged children coming to our programs.

**01010800 Elections**  
**William Holden and Laurel Anderson, Registrar of Voters**

- We are not budgeting for a primary this year; therefore, lower than last year.
- Moderators now need to be certified every 2 years.
- We need an emergency plan in place so we will have moderators that can step in to help. We have one that is going to the Town Council.
- Moderators need to be paid more; we are not meeting the surrounding towns. They also need to be kept engaged and since we are paying them more we are making them Assistant Registrars. This is a part of the emergency plan.
- Added \$2000 for tabular maintenance that State is no longer paying.

**01080600 Parks**  
**Dimitri Paris**

**501101 Full Time**

Addition of full time position in connection with in house tree service proposal

**501103 Seasonal**

Only here for a short time; do not collect unemployment.

**501105 Overtime**

Changed by First Selectman; use of comp time instead of overtime. The amount put in here is usually scheduled and emergency overtime; labor union contract allows them to receive payment instead of taking premium time off.

**522201 Services Clerical**

This increased \$200.

**522203 Services**

This goes out to bid in December

**581888 Capital Outlay**

This was reduced by the First Selectman; truck and mower.

Proposal made to incorporate the outsourcing of tree maintenance to the Parks Department by hiring additional personnel and machinery.

- A full three year review of the hours invested in the maintenance of trees, and we came up with 750 hours of work per year. With an infusion of \$50,000, we would be able to do—another 35-40 hours of work.
- Other communities have in house tree services.
- The cost of doing business is escalating. We are no longer contracted to one individual and we now have 10 services on call.
- With \$30,000 we should be able to double the work done right now.
- We will need additional equipment and a new full-time person; we could bond the truck for 25 years.
- We are a reactionary group and have never been able to be proactive.
- The trees are a growing problem; each year it gets worse and we never had the ability to address these issues.

This proposal is not included in this budget; however, a full time position was put in as a ½ year position and it would probably take a year to implement. An arborist position is a difficult and hazardous job. For what we would need, this level of hazard – climbing, roping etc. – would not be an issue. The workman's comp is based upon individuals getting hurt and we are self-insured. Primarily bucket work, but does not include the climbing, etc. He is very confident that we can handle this service in the Parks Department.

Expenses associated with this would include funding a full time position for ½ year; the fleet maintenance is also covered; and the machinery is in the 5 year capital plan with a life expectancy of 20+ years.

Work orders will provide the level of information needed to determine how productive we are in the endeavor. If this does not work out satisfactorily, we have a piece of equipment that we can sell. If the same amount of work is done there will be no negative impact on the Town. The Tree Warden budget will eventually go away; but not this year. It will take nearly a year to get this underway.

**01010600 Probate**

**Judge Rowe**

- Total request is less than last year.
- Trumbull pays about 56% of the budget amount; Monroe 24%; Easton 20%

**010104800 Inland Wetlands**

**John Marsilio, Director of Public Works**

No problems or questions.

**01010000 Town Council**

**Maria Pires**

**522202 Services**

We went out to bid for Auditors for the Town and BOE. The new auditor is Blum Shapiro and we have a 3 year contract.

**01080000 Public Events**

**Maria Pires, Director of Finance**

**522205 Program Exp.**

Used to cover expenses for parades, Scouts in Government Day, Tree lighting ceremony, Annual Boards and Commission Dinner, Employees' Picnic, etc.

**01080300 Trumbull Day Commission**

**Maria Pires, Director of Finance**

The Funds for Trumbull day are currently outside of the budget. The Board transferred \$33,000 from the Public Events account remainder from concert and both accounts are special agency accounts. Currently out to bid for rides and fireworks. They haven't hired any contractors or consultants.

**522201 Clerical Fees**

Clerical Fees only for the commission.

**01013800 Town Hall**

**Maria Pires, Director of Finance**

**501116 Contingency**

These funds are currently being held for salary increases and will be transferred as union settlements are reached.

**511160 Liability Insurance**

Increase of approximately 7% reflected here.

**522205 Program Exp.**

Covers banking fees.

**522208 Contributions**

All contributions are put here. SW Regional \$1500 discussed by Mary Ellen Lemay is in this account.

**545504 Postage**

Reduction. BOF not mailing Agendas and Packages. Some savings there.

**578801 Svs Contr**

Includes exterminator, elevator, HVAC, etc.

**589901 Annual Renewal**

Leasing new copiers; in the past this would be self-sustaining based on copying fees charged to public. Demand is down.

**590014 Telephone**

Would like to see broken down by departments.

**01090000 Debt Service**

**Maria Pires, Director of Finance**

Split between WPCA and General Government

**595888 Interest -**

WPCA 25% and General Government

**596888 Interest**

General Government – short term interest on maturing bonds.

**597888 G/O Bonds**

WPCA 25% and General Government

**Various Accounts - Revenues**

**Maria Pires, Director of Finance**

- State reduced most of our revenues and increased our TAR and LOCIP money.
- Revenues eliminated see page 4 of 6.
- The net grants from the state were a wash in total.

**01011600 Tax Assessor**

**Mark DeVestern, Tax Assessor**

**522202 Professional Fees**

One-half or more is for appraisal fees; the rest attorney fees. Impact on revenue. Legal fees are not contained in the legal budget.

**01012000 Tax Collector**

**Mary Moran, Tax Collector**

**501105 Overtime**

Increased - for Tax Collection during July and August and new project with North Nichols Project – 982 individuals being added and must have information verified.

**Process of Placing Liens**

In January, we place liens on delinquent accounts. Other towns will lien up to 4 times a year. You have 30 days to pay the bill; one day late and you are delinquent. Once you pay, the lien is removed. Our threshold is \$5.00 overdue.

**01013000 Human Resources**

**Mary Ann Meier, Human Resource Director**

**522202 Professional Fees**

Does not include hiring police. Police have a \$40 application fee that is used for testing materials, etc.

**501105 Overtime**

Increase requested \$2000 to cover 10% out of class and overtime for after hours interviewing etc.

Temporary seasonal positions should not be direct hires unless students who are going back to school. If golf course hires seasonal employees who can collect unemployment, it should come out of their Enterprise Accounts.

**01040400 Nursing – Seniors**

**Coleen Figliuzzi, Director of Nursing and Elaine Wang**

**501102 P/T Salaries**

19.5 hours a week at Senior Center and visits to Stern Village. If still going to Stern Village, what are the insurance ramifications to the Town? This will be addressed by Coleen Figliuzzi.

**01060200 School Nurses**

**Coleen Figliuzzi, Director of Nursing and Elaine Wang**

**501101 F/T Salaries**

Full time nurses are at \$29/per hour and the Director of Nursing is a Union Position. The Assistant Director is at \$30/hour.

**501102 P/T Salaries**

Part time nurses are at \$26/hour

**501104 Relief/Vac**

Substitute nurses are at \$25

**01060400 Non Public School Nurses**

**Coleen Figliuzzi, Director of Nursing**

**Elaine Wang, Chief of Staff**

**501101 F/T Salaries**

Full time nurses are at \$29/per hour

**501102 P/T Salaries**

Part time nurses are at \$26/hour

**501104 Relief/Vac**

Substitute nurses are at \$25

**01050200 Counseling Center**

**Elaine Wang, Chief of Staff**

No problems or questions.

**01040200 Health District**

**Patrice Sulik, Trumbull Monroe Health District Director**

We interact with thousands, probably the entire community, because when we are doing a food service inspection or a cosmetology inspection, we are indirectly interacting with those that use the service.

The nurse continues to build our vaccination programs, which have been quite successful. We have also added Aetna to our group of insurances.

**01050000 Social Services**

**Jean Ferreira, Director of Social Services**

Budget is the same. Having access to a town vehicle for home visits is good.

**01050600 Sr. Citizen Services**

**Jean Ferreira, Director of Senior Citizen Services**

**522205 P/T Salaries**

Decreased

**522205 Program Ex**

Budget difference in the programs; added to programs and they are well attended.

**578801 Maint Ser**

New copier.

**Kitchen Grant**

Kitchen grant of \$20,000 is not enough to do all that would be needed; there is nothing in this budget to help with the project.

**Buses**

We have 2 go out in the morning; 2 go out in the afternoon. On any given day, we have a medical bus every morning and afternoon to and from doctors' visits; in morning we have shoppers and we have the nutrition program to the center and back home. Once a month we try to get them to a different store, i.e., Wal-Mart or Target.

We own 5; cannot go over 5 years or 80,000 miles. We will keep 4 in operation, and we rotate them keeping 2 in use at all times. The GBTA grant has helped us with the adult handicapped; those going to dialysis and chemo. There are times when we have to ask them to reschedule. There are some go 3-4 times per week. We do have many more with aides and wheelchairs coming on board. People are staying home longer.

**Fees**

Advisory board took a survey regarding membership and class fees and now has a recommendation that they plan on presenting it to the First Selectman.

Ancillary Expense to run the snack bar last year was \$9100 and not used; none put in budget this year; Senior Commission is paying for the coffee; we cannot use the kitchen now so now we are using a caterer when there is an even and pay for it from the ticket sales.

Seniors are not getting anything for their tax dollars; non-residents don't pay membership fees or class fees. Therefore, we are offering out of Town residents free services where their towns are charging fees.

Different towns have different fee schedules; some classes are free; others are not. Many seniors are too isolated. We are seeing more seniors coming in via bus.

Would like to offer affordable trips to seniors – museums or casino – and our buses can't go into New Haven; going crazy over getting to the Christmas Tree Shop and the Buffet Restaurant; maybe to Church or to their favorite dollar store; maybe cost as little as one extra paycheck. They only work 19.5 hours per week. There are funds in the special agency account or go through using a school bus.

**20100000 WPCA**

**Frank Smeriglio, P.E., Town Engineer & Sewer Administrator**  
**Joe Solemene, Assistant Sewer Administrator**

There are currently 4 members on the Board. Debt Service is for Pump Station; it is in the amortization schedule for debt service reviewed previously.

**522204 Services Contract**

Currently in negotiation; there are many moving parts.

**21100000 Tashua Knolls Golf**

**Ron Drey, Chairman of the Golf Commission, Jonathon Turk, Finance Chairman, Bobby Brown, Golf Director**

**501101 F/T Salaries**

Reduced; Jerry Cook.

**597888 Debt Service**

Debt service was restructured for Tashua. The principal reduced substantially due to the restructuring. Want to generate more income while course is still new. We want to pay down on the principal balance this year, if possible.

There being no further business to discuss the Board of Finance adjourned by unanimous consent at 5:24 p.m.

Respectfully submitted

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Phyllis C. Collier  
Board of Finance Clerk