

MINUTES
Board of Finance
and
Town Council Finance Committee
Department Budget Hearings
February 21, 2014

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
Andrew Palo (arrived at 8:45)
Thomas Kelly
Roy Molgard
Bill Haberlin
Vincent DeGennaro, Alternate

ABSENT

Kristy Waizenegger, Alternate
Karen Egri, Alternate

Also present: Maria Pires, Finance Director

The Town Council Finance Committee did not have a quorum with only three members present.

PRESENT

Cindy Penkoff
Vicki Tesoro
Lori Rosasco Schwartz

ABSENT

Mark LeClair, Chairman
Bethany Llodra Gilman, Alternate
Thomas Christiano
Daniel Marconi, Alternate
Tony Scinto

01030000 Public Works Director

John Marsilio, Director of Public Works

Budget very close to what it was last year.

556601 Prf. Dv-Sem

Decrease since funding not used last year.

01030025 Street Lights

John Marsilio, Director of Public Works

This request decreased, reflecting the fact that that it is based on a tariff. The rate has come in less than the budget.

01030100 Public Works Highway
John Marsilio, Director of Public Works

501103 Seasonal PT and 522203 Ancillary

Increase requested for overtime and temporary help for leaf pick-up. The accounts used for this service are not adequate. 95% of the pickup is complete; we need to get this done by December and with weather issues, this can be a problem. If we disband the program, we would still have to pick up the bags; it is more about the things that aren't being done while we are picking up the leaves. We used to turn it into mulch and sell; however, it does not pay. Many towns don't offer this expensive service. People have come to rely on this service and he would like to see it done completely by December; 90% of the residents use this service according to Tom Baldwin, Highway Supervisor. If we disbanded program we would be working on easements. He did not finish leaf pickup, since we ran out of allocated funding.

What would we save if we drop program? What would we save if we went to bag pickup? Town of Fairfield subcontracts bag pickup for \$100,000+/- . Estimated cost of leaf pick-up is thought to be approximately \$960,000.

501101 Salary FT-Perm

Budget reflects the existing job positions being filled. This includes those who are retired and deceased. The Civil Service test was not offered for replacing junior operator and senior operator; there are 3 Jr. and 6 Sr. operator positions and all come in as Maintainer II; promotional increments between \$12000 - \$25,000 are not in the budget. Need to increase the budget for one junior grade operator and one senior grade operator.

501103 Seasonal Temp

Generally college students in summer time.

501105 Overtime

First Selectman reduced by \$10,000. \$15,000 increase left in Ancillary.

501888 Safety Gear

First Selectman reduced by \$10,000; not a problem with Mr. Marsilio.

522203 Ancillary

Increase of \$15,000 requested. We hire from Manpower.

556601 – Safety Training

First Selectman reduced \$1,820 based on previous year. \$4,000 should cover safety training for flagmen this year. Would like to have 3-4 sessions/year.

581888 Capital Outlay

First Selectman reduced by \$4,400 for one pick-up truck. There is an extra \$75,000 in the budget from the 5-year capital plan between the highway and transfer station. There is a snowplow and tractor for \$45,000 and a roll-off for the transfer station of \$30,000 not reflected in the account.

We are having a problem with a sweeper and need a new one. We need to address this and adjust the request currently in the budget. Cost of a new sweeper is \$185,000; the ones we currently have are 1996/1998 with a 20 year life. If the streets are not safe, I use the snow account to get the streets cleaned, etc.

589901 Annual Rental

First Selectman reduced by \$3,120 for new combination copier/scanner.

01030100 Snow Removal

John Marsilio, Director of Public Works

Currently over budget by \$70,000+/-.

522203 Ancillary

First Selectman reduced \$10,000 based on historical cost.

01030105 Highway Construction

John Marsilio, Director of Public Works

522205 Program Expense

First Selectman reduced \$367,320 using capital budget and town aid for roads and the State. First Selectman approved budget amount and use of town aid should covers costs. Still allows for an increase of 50%. Reduction of \$143,583 moved to CIP Funding.

This account is for the roads that are in partial disrepair and reported by the plowmen, etc. This includes portions of streets, not the entire street. This is what our staff has come back and told us needs to be repaired. Dangerous to our plow drivers who are out there in the dark.

01030200 Public Works Building Maintenance

John Marsilio, Director of Public Works

501105 Overtime

Slight increase in overtime account; previously not adequate. Things come up that aren't in the budget, i.e., the gazebo and snow on roof of the senior center; unseen problems and emergencies.

578802 Mntnce-Eqp

First Selectman increased \$2,000 for Nature Center doors. Purchased the Mary Bill property when she died; needs to be fixed; heating and roof from the 40-50's era. 6-7 +/- acres.

590017 Sewer Fees

We pay \$140,000 for our buildings the same as a homeowner and it goes to WPCA. This is determined as it would be for any taxpayer. It is noted that we pay for the BOE sewers; we need to do a thorough analysis to determine exactly what we are paying for that belongs to the BOE.

581888 Capital Outlay

First Selectman reduced by \$34,000; recommended use of \$9,000 lease not purchase.

01030300 Public Works – Fleet Maintenance

John Marsilio, Director of Public Works

567702 Transp-Veh

This account used for parts. First Selectman reduced by \$50,000 for Police Department; increased to 2013 level and then reduced by \$50,000.

01030400 Recycling Center

John Marsilio, Director of Public Works

Includes budget for all of the town's municipal solid waste and out contribution for the operation of the transfer station, which we split with Monroe and Easton on a 60/30/10 based on average of tonnage over

many, many, years. There are 3 components to disposing solid waste:

- Hauler picks up and then we weigh
- Cost of operating the Transfer Station includes compacting machine; operators; loaders;
- Tractor takes it to the plant and dumps it onto the tip floor. The total tipping fee is \$92.31 per ton. Our contract that expires 6/30/2014 with CRRA addresses the tipping cost at the facility; all part of the \$92.31; \$67 all in to dump it. The \$67 tipping fee / ton to haul in and dump it at Wheelabrator. Total tipping fee includes operation of the station. We severed our agreement with CRRA and we joined with other towns do our negotiations with Wheelabrator. We are now at \$62 per ton and we can negotiate to lower if we can get more towns to join.
- This is tied together with an energy purchase agreement; problem since each town's current energy agreement has a different expiration.

522204 Contractual

Transfer station: \$117,000 for leaves – what we pay to take them away; \$136,900 for brush; brush drop off has increased exponentially over the last years. This includes what we pay to have waste hauled away.

522207 Speccontr

Refers fees paid in connection with the continual monitoring at the landfill at the recycling center.

581886 Hazardous

Increase of \$5,000 requested. It is costing us more to have this removed since attendance has increased. We have 2 drop-off events per year. We take batteries, oil, antifreeze, oil based paint and stains.

01030500 Town Engineer

Frank Smeriglio, Town Engineer

522202 Professional

Increase in budget \$35,000. Three projects included here as follows: \$15,300 Pequonnock River water quality report; \$10,000 Trail crossing analysis - we need a consultant familiar with Trail Design – the state does not want to be involved and won't act without a study; \$10,000 Feasibility study for a crossing bridge since the existing one is falling apart – this is state property. Even if we do all this we have no guarantee that the state will do anything. We need to do all 3 this year; it is on state land so we need to get their permission.

01080800 Tree Warden

Warren Jacques, Tree Warden

Overview of the last 3 years: Hurricane Irene cost the Town \$100,000; Hurricane Sandy cost the town \$50,000. We have not had any storms over the last FY and you can see that reflected in the Emergency Funds account; we only spent \$7,000.

522205 Program Expense

Requested \$120,000; the First Selectman reduced to \$80,000. Based on historical data, even with the reduction, this still represents an 18% increase. The UI wants to remove trees surrounding high electrical areas – 30' swath from the ground to the sky. We need to determine whose trees they are since no trees have been planted on town property since 1970's in a subdivision. We currently have 75 miles of roads with trees planted on private property. In some instances, the UI will need to survey the property to determine who owns the trees.

578806 Emergency Funds

No change requested from last year. We can transfer this any remaining funds in this account to Program Expense, if needed.

010104800 Inland Wetlands and Watercourses Commission
John Marsilio, Director of Public Works

545501 Legal Notices

The only real change in the budget is in the account, which increased by \$5,700 from last year.

01010800 Elections

William Holden and Laurel Anderson, Registrar of Voters

The savings realized in going from 7 to 4 districts is reflected in the ancillary account; the difference between the 2013 and 2014 revised budget figures.

522205 Program Expenses

It was noted that the budget request of \$10,904 did not include \$20,273 in funding for a Special Election in July for the Board of Finance seat.

522203 Ancillary

The increase is due to the general State elections, which include the primary; therefore, we can't compare the request to last year.

01080600 Parks

Dimitri Paris

There was an overall increase of 2.4%.

501101 Full Time

This includes a promotion of \$5,900 along with union contract changes.

501103 Seasonal OT

First Selectman reduced season hourly rate increase \$8,430.

501105 Overtime

First Selectman reduced \$10,000. Must use comp. time.

578801 Service Contracts

Increase from \$10,414 to \$18,000 for inspections to manage invasive species at Twin Brooks properly.

581888 Capital Outlay

\$19,000 - reduction in 5 year amortization; vehicle no longer belongs in CapX. First Selectman reduced by one truck lease - \$5,000.

01010100 The Trumbull Nature Commission

Pam Georgas, Chairman

No changes

01010000 Town Council

Maria Pires

522201 Clerical

This account increased 2.25%, based on average contract increases.

522202 Professional

The Town Council pays for the Town Audits.

01015800 Transit District

Maria Pires

Seniors can call for service; Senior Center also provides this service but has geographic limitations.

522205 Program Expense

No increase.

01010200 – Ethics Commission

Maria Pires

522201 Clerical Fees

Only budget item is clerical fees.

522202 Professional Services

Not budgeted for annually; account used on an “as needed” basis.

01010400 First Selectman

First Selectman Timothy M. Herbst

501101 Salaries

Chief of Staff – salary reduced due restructure and hiring of Labor Relations Director.

522202 Professional Services

Requesting \$20,000 for a Grant Writer to research grants. This person would collaborate with the department heads to determine their needs then write and submit approved grant applications. Over the last 4 years, we have been successful in securing State and Federal grant funds for the Town. He would like to centralize this function rather than having each department going in different directions. Some would take priority over others; for example, the visitor center at the Trail. This could be done on a contract basis or as a part time position. The Chief of Staff will oversee this person. A list of grants done over the last 5 years was requested. There might be an opportunity here that would be overlooked if departments worked on their own; there could be overlap and departments might need to work together.

01011000 – Finance Department

Maria Pires

501101 Full Time

Budget consists mainly of full time salaries. She noted that a full time accounts payable position was reduced to part time once the full time individual retired.

Mrs. Pires Indicated that we are looking into a Time and Attendance and Payroll system that will interface with Munis. Mr. Haselkamp is looking into this, calling other towns to see what they are using. We are looking to eliminate paper time sheets.

01013000 Human Resources

James Haselkamp, Labor Relations

501102 Salary PT

First Selectman denied request for part time clerical position. There is no administrative assistant at the time to assist with the recruitment process.

522202 Professional Fees

\$22,000 requested in the event we need an outside service to assist, especially since there are 2 contracts that he is not sure will be settled and we might have to go to arbitration.

556604 Prf Dv-Pub

This account increased from \$ \$560 to \$6,075. This is for background checks; budget assumes 200 @ \$30. Currently, only done for full time applicants and would like to expand it to everyone: part time employees, seasonal, and police. There is a higher risk with seasonal workers; methods we are currently using don't give us a statewide or out of state background check and these are important when working with children. We do get a DMV report when a special license is required.

01013800 Town Hall

Maria Pires, Director of Finance

501102 Part Time

\$15,210 Part time floater requested to assist departments as needed. For example, someone to fill in for those on disability or a position waiting to be filled.

501116 Contingency

This account is part of the Town Hall. Funds in this account include those needed to meet anticipated settlements for contracts with unions and any discussion on this account must be conducted in executive session. Once the contract is approved, the funds can be transferred.

511160 Liability Insurance

Reduced from last year. The Town broker provided these estimated figures. This covers both the Town and the Board of Education.

522202 Professional

\$150,000 - requested for a feasibility study for all the Town buildings in order to optimize use, assess condition and determine remaining economic life, etc. The Board indicated that they would like to see the scope of the project before approving this request.

01012000 Tax Collector

Maria Pires

501101 Full Time

The tax collector is retiring; new collector will start at step 1. The First Selectman can appoint this person but cannot determine the salary.

501102 Part Time

\$23,130 - This is a part time person working for the WPCA and the tax office.

501103 Seasonal

\$4,800 - Looking for help during the months of July and August.

01013400 Employee Benefits

Maria Pires

511150 Frnge - FICA

Calculated at 7.65% of wages.

511151 Frnge - M/D

First Selectman reduced \$500,000; broker is still analyzing the figures and this is just an estimate. We are currently self-insured.

511152 Frnge -WC

We are self-insured for workers comp. Increased this year to \$1,200,000.

522106 Police Pension

The ARC was \$3,062,000 and we contributed \$1,700,000. Went up to \$2,050,000 this year. This was 71% funded in July 2012 and is now at 74.1% funded.

522107 Town & BOE Pension

The ARC is 4,693,000. We are funding the ARC since only funded at 32.5%; it was 27.8% in July 2012.

522110 Defcontr

Defined contribution plan; we will be contributing between 5-7%. This commitment must be met every year.

522202 Svs Prof

This reflects the fee for the Actuarial Evaluation report done every 2 years.

010111400 – Board of Finance

Maria Pires

501101 – F/T Salaries

\$ 77,964 reflects the Internal Auditor's salary.

01040400 Nursing – Seniors

Coleen Figliuzzi, Director of Nursing

No changes; small increase.

01050200 Counseling Center

Coleen Figliuzzi, Director of Nursing

501101 F/T Salaries

Based on last year's salary information. Administrative assistant vacancy just filled with transfer from the Town Hall at step 4 not step 1.

01060200 School Nurses

Coleen Figliuzzi, Director of Nursing

581888 Capital Outlay

Cap Plan provides for replacing AED machines at 5 per year. Will replace with same machine as EMS and Police. Currently there are 27 AED machines.

01060400 Non Public School Nurses

Coleen Figliuzzi, Director of Nursing

522205 Program Ex

Increase due to increased population.

501101 F/T Salaries

Nurse retired at St. Joseph High School; replace with nurse from Booth Hill at a different pay rate.

01040000 Health District

Patrice Sulik, Trumbull Monroe Health District Director

Share expenses: Trumbull, Monroe and Easton

01050000 Social Services

Jean Ferreira, Director of Social Services

No changes. Food pantry is run by social services.

501101 Full time salaries

The director received ½ of her salary from this account and ½ from Sr. Citizen Services.

501102 Part time salaries

The part time person is working out well.

01050600 Sr. Citizen Services

Jean Ferreira, Director of Senior Citizen Services

We charge a \$5.00 annual fee for residents and \$20 annual fee for non-residents. We do not charge for classes if you are a member. Membership is coming due in July. There is a special agency account for the advertising income earned from the newsletter \$8,000-10,000 per year. We do not charge for the classes if they are a member. We tried to charge for the classes so we could charge non-residents; however, they didn't want that. We use the Special Agency account for parties. Newsletter is on-line; however, we still mail, if requested.

501101 Full time salaries

The director receives ½ of her salary from this account and ½ from Social Services.

501102 P/T Salaries

Request to increase part time person to 30 hours per week for coverage when the director is away and increase of responsibilities.

522205 Program Ex

We are providing classes to non-residents and do not charge. The Town pays for the programs; funds do not come out of the Special Detail account. Residents can get closed out of classes and we cannot give preference to residents if non-residents enroll first.

545504 Postage

Postage and supplies were coming out of the Special Agency account; however, the Senior Commission voted to have postage come out of the Town, not Special Agency account.

20100000 WPCA

Frank Smeriglio, P.E., Town Engineer & Sewer Administrator

522204 Svs-Contrc

Each quarter we receive notice from Aquarion on water consumption. We then have a rate that we apply to that and add \$27 per quarter. In the middle of the budget process last year, Bridgeport's rate increased adding \$1,974,208. We are in arbitration regarding the rate; the budget assumes no reduction.

21100000 Tashua Knolls Golf

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

\$58,000 total – positive cash flow. Programs remain strong; rates are competitive; rates increased \$1.00, except for seniors. Didn't start until 3/28 last year and played nearly until Christmas. Enterprise Fund with \$765,000 currently in retained earnings. Clubhouse needs painting and rugs; needs a facelift and will start budgeting for it.

01080000 Public Events
Maria Pires, Director of Finance

No change.

01080300 Trumbull Day Commission
Maria Pires, Director of Finance

Trumbull Day should be self-supporting. The only item in the budget is for the clerical fees.

01090000 Debt Service
Maria Pires, Director of Finance

The Debt Service is budgeted based upon the amortization schedule provided by the financial advisor. It is covered by the General Fund, and is split between the Board of Education and General Government and 25% of the WPCA.

595888 Interest on G/Oblig Bonds

The General Government portion is \$1.7 for long-term interest and the BOE portion is \$2.2. There is more in the school bonding than the Town and sewer combined.

596888 Interest on Short Term Notes

Short-term interest is also split. The BOE portion is \$32,098.

597888 Principal G/Oblig Bonds

General Government and 25% of WPCA \$3.8 million; \$5.7 million in the BOE.

Various Accounts - Revenues
Maria Pires, Director of Finance

Before we set the mill rate, we go over the revenues. The annualized figures will be more accurate as we get closer to May. \$600,000 of Special Detail moved into Revenue for administration fees. The Special Agency account has +/- \$1,000,000.

There being no further business to discuss, the Board of Finance adjourned by unanimous consent at 5:10 p.m.

Respectfully submitted

Phyllis C. Collier
Board of Finance Clerk