

**APPROVED
BOARD OF FINANCE
Minutes
August 13, 2015**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:00 pm at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

ATTENDANCE

Present

Elaine Hammers, Chairman
Vincent DeGennaro, Alternate
Paul Lavoie
Lainie McHugh
Andrew Palo
Thomas Kelly
Roy Molgard
Bill Haberlin, Alternate
Karen Egri, Alternate

Absent

Also present:

Maria Pires, Finance Director; John Ponzio, Treasurer; Stuart McCarthy, Director of Parks and Recreation; Therese Keegan, Internal Auditor; Lynn Arnow, Chief of Staff; First Selectman Timothy M. Herbst; D/C Thomas Savarese; Rhonda Capuano, Director of Health; Coleen Figliuzzi, Director of Nursing; Frank Smeriglio, PE Town Engineer/Sewer Administrator; Jean Ferreira, Senior Center Director

TOWN TREASURER'S REPORT – John Ponzio

Mr. Ponzio presented his report and highlighted the following:

- July was a good month; interest income totaled \$30,790, up \$1,200-\$1,300 from June and up \$5,000 from July of last year.
- Total cash and investment balance for the end of July totaled \$71.6 million as compared to \$51.5 million at the end of June. We received \$43 million in tax collections for the month of July, our highest collection month. At the end of July 2014, the balance was \$69.5 million, which was \$2million less than this year.
- We are now receiving 45 bps from TD after moving \$7million to Farmington Savings Bank.
- Confident he will be able to make budget with \$50,000 increase expected for next year.
- 2,500 online tax payments made during July, 50% of the 5,000 payments made since we started in January. Despite short staff due to retirement all went very well.
- Debt payment of \$12.8 million coming due in September.
- We will be bonding \$7 million in new debt this year. We have AA+ rating with Fitch and Standard and Poor's and we are looking to a AAA rating. Rating agencies have seen that we increased pension funding by 35%, closed the plan, and kept the fund balance to 10%.
- The Chair questioned the on-line processing procedure. Mr. Ponzio indicated that the payments go to point and pay and the electronic file is then sent to quality data. We also reconcile once a month and there have been few problems since implementation in January.
- Mr. Palo asked about the term at Farmington Bank. Mr. Ponzio indicated there was no term and it was not a variable rate.

INTERNAL AUDITOR – Therese Keegan

Mr. Palo indicated that he needs to know /see how the Tree Warden spends his budget. Ms. Keegan indicated that the UI now does a lot of the work. They presently have an 8 year program with 7 years to go. If any tree is near a wire, etc., they will take care of this. Previously, the tree warden needed to address these issues. He is currently responsible for all the trees in the Town except those on personal property or in the parks. In addition, the tree warden is responsible for monitoring the Q - Alert system and dealing with those issues. He also takes calls and will go out to the town residents to give them direction. Any work that needs to be done goes out to bid. He assesses what needs to be done and then assigns it to a subcontractor to take care of it. Maintenance is very important; however, we have more of a reactive plan not a proactive plan. He does need to manage what the UI does and as a part time position, he only works 20 hours a week. Mr. Palo indicated that he would like a report of what took place last year, i.e., drill down and find out how many jobs were done and the costs incurred for each job and then make it a part of his accomplishments for next year.

Leaf pickup information will be sent to each member tomorrow for review.

Senior Transportation Service

Ms. Keegan addressed the Senior Transportation Service report, indicating she took the following steps:

- She looked at the the program in terms of compliance, use and efficiency
- She looked the policy, senior membership information, driver and vehicle information
- She tracked usage and determined whether the program is being run efficiently.

Findings

Ms. Keegan indicated the following:

- Residents pay \$5 per year and only residents can use the bus service.
- Client Information is gathered on membership application forms and information is entered into multiple areas and eventually copied to a rolodex. This is inefficient and cumbersome.
- Program provides rides to and from the Senior Center, shopping trips, medical appointments and other activities Monday through Friday 9:00am – 3:00pm. 4 part-time drivers working 19.5 hours per week; 1000 hours per year. One driver does medical; another does the rest. Carry cell phones and have physicals twice a year.
- Of the 700 residents, 69 use it once or more during the month. Basically 12 seniors use 1/3 of the annual service. In the course of the one month tested we serviced 69 of the 700 members. 69 seniors use the service per month at a cost of \$60,000 per year.
- Analyzed data by activity and time of day and results show we lose efficiency in the medical area.
- Options to deal with medical inefficiency: schedule medical only 4 days a week, which would free up 390 hours annually and gives the program room to grow –or– reduce by one hour per day –or– possibly use GBT. Some days of the week are consistently slower for medical appointments.
- When the bus goes to Stop and Shop the bus waits in case someone needs to sit down or are finished shopping before the one hour time limit is up.
- Ms. McHugh mentioned that the medical needs would need to be taken into consideration before limiting medical to 4 days. Mr. DeGennaro asked if a sampling during winter months would be a better representation. It was noted by Ms. Fereira that GBT is not a reliable alternative for getting individuals to doctor appointments.
- Other options were reviewed and surrounding towns were surveyed. If not offering the service, they will post options on their websites. American Cancer will assist and there are volunteers. There is also Uber who will pick up and drop off.
- The Chair asked that Ms. Keegan continue to track the Senior Center for a few more months and work with Ms. Fereira. She would like to see if things change during the winter and the Board will review in a few months.
- Mr. Palo requested a chart be prepared showing the number of trips made each month and where they are going.

FISCAL YEAR 2015-2016 TRANSFER

8-15-01

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from account 01080400-501101 Full-time Salaries \$18,085 to account 01080400-501102 Part time Salaries \$18,085, to reflect the change from sharing a full time person to using a part-time person.

Mr. McCarthy indicated that the funds were needed to pay the part-time person who was originally going to be a shared full-time person.

Vote: 6-0-0 motion carries

8-15-02

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from account 01040000-567701 Transportation-Gas and Oil \$1,500 to account 01040000-567703 Travel Reimbursement \$1,500, to cover travel reimbursements for Director and Inspectors when town car is not available.

Ms. Capuano indicated that the Health Department does not have their own vehicles yet, so they are using their own vehicles and need to be reimbursed. At the time the budget was prepared, it was presumed that the vehicles would be transferred and this has not occurred. Ms. Arnow indicated that the attorneys are still working on the settlement – one belongs to Trumbull – and the plan it to divide the vehicles 65 / 35. Mr. Lavoie noted that if they were going to continue to discuss litigation, they would need to go into Executive Session.

Vote: 6-0-0 motion carries

8-15-03

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from account 01070000-578801 Service Contracts \$2,100 and from account 01070000-534401 Material and Supplies \$3,180 to account 01070000-589901 Annual Rentals/Leases \$5,280 to cover the contract for a new lease that was entered into after the budget was in place to replace copiers and upgrade printers in the Library.

Ms. Pires indicated same type of transfer was made in April 2015 for fiscal year 2014-15. At that time we transferred funds for copiers and upgrade printers after the budget was put together and we are doing the same in FY 2016 to replace copiers and upgrade printers in the library.

Vote: 6-0-0 motion carries

8-15-04

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from account 01060200-501101 Full-time Salaries \$16,505 to account 01060200-501102 Part-time Salaries \$16,505 to transfer 60% of Gail Johnson's full-time salary to part-time salary and to transfer from account 01060400-501101 Full-time Salaries \$11,003 to account 01060400-501102 Part-time Salaries \$11,003 to transfer 40% of Gail Johnson's full-time salary to part-time salary. Gail recently retired and is now working part-time.

Ms. Figliuzzi indicated that Ms. Johnson retired and is returning part-time. Since her position was allocated 60% / 40% transfers were necessary in two departments to make the necessary adjustment to part-time.

Vote: 6-0-0 motion carries

8-15-05

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from account 01010000-522202 Professional Services \$1,440 to account 01010000-522201 Clerical Fees \$1,440 to cover the Clerk Fees for the Council Senior / Community Center Commission meetings.

Mr. Pifko and Ms. Arnow requested funds to cover clerk fees for the Senior/ Community Center meetings estimated at \$60 per meeting x 24 meeting per year.

Vote: 6-0-0 motion carries

8-15-06

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from account 01030500-522204 Services & Fee Contractual \$6,000 to account 01030500-534402 Program Supplies \$6,000 to cover a shortage created when he purchased new GIS license software.

Mr. Smeriglio indicated he needed to transfer funds to cover the shortage created by purchasing a new GIS system.

Vote: 6-0-0 motion carries

FISCAL YEAR END 2014-2015 TRANSFER

8-15-07

Mr. Lavoie moved, seconded by Mr. Molgard, to transfer from 20100000-501101 Salaries-FT/Perm. \$43,000 and from account 20100000-522202 Services & Fees-Professional \$24,000 to account 20100000-501105 Salaries-OT \$7,000 and to account 20100000-545501 Communication-Legal \$1,000 and to account 20100000-578803 Maintenance/Repair-Program \$35,000 and to account 20100000-578805 Extraordinary Items \$8,000 and to 20100000-581888 Capital Outlay \$16,000 to cover year end transfers.

Mr. Smeriglio indicated that the overtime relates to covering illness and working out of class. The maintenance work consisted of repairs to the sewer station and the capital outlay also had to do with repairs.

Vote: 6-0-0 motion carries

APPROVAL OF MINUTES - July 9, 2015 Meeting

Mr. Lavoie moved seconded by Mr. Molgard to amend the minutes of the July 9, 2015 meeting on page 3 from the Fund Balance is currently 10.7% to the Fund Balance is currently 10.07%.and to accept the amended minutes.

Vote: 5-0-1 motion carries (abstained: Mr. Lavoie)

Mr. Palo requested that he begin receiving the monthly special detail report beginning next month.

8:15PM TOWN COUNCIL JOINED THE BOARD OF FINANCE

FISCAL YEAR 2015-2016 SUPPLEMENTAL APPROPRIATION

8-15-08

Mr. Lavoie moved, seconded by Mr. Molgard, to appropriate from the available fund Balance \$20,000 to 01022000-581888 Capital Outlay to purchase 2 patrol vehicles with equipment using the Town's lease program.

D/C Savarese spoke to the Board indicating the need for 2 additional police vehicles at a cost of \$10,000 each on our lease program. He indicated Chief Lombardo was on vacation out of state and has stated his support of this appropriation. He reviewed the list of vehicles with excessive mileage with the BOF and indicated by the end of the year there would be at least 2 more over 80,000. D/C Savarese indicated that repairs are needed – a crown vic needs a rear axle or rear end; there is no police mechanic; there are a few cars with transmission issues, and there is no police mechanic. The part-time mechanic left in July. We are first responders and we want to keep the fleet up to standard. First Selectman Herbst also indicated his support.

The Chair indicated that there are funds currently in a Special Detail Account that can be used to purchase the cars if they will be used for special duty.

Mr. Lavoie withdrew his motion and Mr. Molgard withdrew his second.

Mr. Lavoie moved, seconded by Mr. Molgard, to approve the use of the Special Detail account 7202220058188 in the amount of \$20,000 for the first payment on 2 vehicles.

Vote: 6-0-0 motion carries

8-15-09

Mr. Lavoie moved, seconded by Mr. Molgard, to appropriate from the available fund Balance \$10,00 to 01013800-522202 Professional Services \$10,000 to solicit a needs assessment for a Senior / Community Center Building. In FYE 2015 there were unspent funds in the feasibility study project that were returned to the General Fund.

The First Selectman spoke to the necessity of having the appropriate design plan in place before they start the project.

Mr. Pifko indicated that the funds would be used for expenses related to the Senior / Community Center building committee. He went on to add that the Commission has looked at various senior centers and the strategic plan being formed by the library and now need seed money for surveys for the seniors and the general population, public notices and a needs assessment with professionals such as architects to determine what kind of space we are looking for, the size and basic designs. Previously we were allocated \$25,000 but those funds were returned to the general fund.

Mr. Palo questioned if we needed to amend our motion. The Chair indicated the motion stops before the explanation that becomes a part of our minutes.

Mr. Kelly indicated that the correct process was not followed. The committee should have voted on the dollar amount before bringing the request to the Board of Finance.

Vote: 4-2-0 motion carries (Opposed: Palo, Kelly)

8-15-10

Mr. Lavoie moved, seconded by Mr. Molgard, to appropriate from the available fund Balance \$45, 000 to 01080300-522205 Program Expenses \$45,000 to partially fund the Fall Festival.

Ms. Arnow and Mr. McCarthy presented the revenues and expenses estimated for the Fall Festival. This budget differs from the one submitted with the Agenda package. The revenues are very conservative. Town departments have been very helpful in assisting and therefore saving the town money. Mr. McCarthy was able to borrow a stage from a neighboring town further reducing that expense. To advertise the event is very costly and we are staying close the budgeted amount. Chief Lombardo reviewed the security plan and felt we could reduce it. As of today, we have not received any bids for amusements; however, we feel confident that we will not have a problem finding someone. We are also in the process of borrowing lights to cut costs.

Mr. Lavoie moved, seconded by Ms. McHugh, to extend the meeting past the 10:00 pm deadline.

Vote: 6-0-0 motion carries

Mr. Kelly indicated for the record that we should be doing this the correct way; we shouldn't be here 30 days before the event. So far, there has been no advertising. Do we have any volunteers signed up? Ms. Arnow indicated that volunteers do come forward closer to the day of the event.

Mr. Lavoie moved to amend his motion to appropriate \$15,000. Mr. Molgard moved to amend his second to \$15,000.

Vote: 6-0-0 motion to amend carries

Vote: 6-0-0 motion to appropriate \$15,000 carries

Ms. Egri stated for the record that there were two cameras/recorders taping the meeting and yet for the last several hours there has been a red light blinking in her eye, which has been very distracting. Perhaps there is a better way to handle this.

ADJOURNMENT

By unanimous consent the meeting adjourned at 10:20 pm.

Respectfully submitted

Phyllis C. Collier
Board of Finance Clerk