

**APPROVED  
BOARD OF FINANCE  
Revised Minutes  
December 10, 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 A. Hammers, Chairman  
William J. Haberlin  
Roy Molgard  
Andrew Palo  
Scott Zimov  
Karen A. Egri, Alternate  
Vincent DeGennaro, Alternate

**Absent**

Thomas Kelly

**Also present:**

Maria Pires, Finance Director; Anthony J. Musto, Treasurer; First Selectman, Timothy M. Herbst; James Haselkamp, Director of Labor Relations; Chief Michael Lombardo; Coleen Figliuzzi, Director of Nursing; Jamie Bratt, Economic & Community Development Director, Lynn Arnow, Chief of Staff.

**Election of Officers**

The Chair opened the meeting with the election officers, indicating that Mr. DeGennaro would be voting for Mr. Kelly.

Mr. Haberlin moved, seconded by Mr. Molgard, to re-elect Mrs. Hammers as Chairman.

Vote: 6-0

Mr. Molgard moved, seconded by Mr. Zimov, to elect Mr. Haberlin as Vice Chairman.

Vote: 6-0

Mr. Haberlin moved, seconded by Mr. Molgard, to elect Mr. Zimov as Secretary.

Vote: 6-0

The Chair indicated that she would be leaving and turned the meeting over to the Vice Chairman, Mr. Haberlin. She went on to add that Ms. Egri would be voting in her place. The Chair left the meeting at 7:10 p.m.

**Treasurer's Report** – Anthony Musto

Mr. Musto indicated that did not have a report to present, since this was his first day on the job and he had been working with the Finance Director, Maria Pires, to get his name of the accounts. He went on to add that things went very well thanks to her help. He then went on to congratulate all those that had won the election.

Ms. Egri requested that he use the same format that Mr. Ponzio used. Mr. Musto indicated that would not be a problem to use the same format and he would also like to add information to the report, i.e. projections for taxes and comparisons/tracking over a 3-4 month period. Mr. Palo also asked that he

keep the same format. He went on to explain that the report format was a joint effort between the Board and Mr. Ponzio, which had been built up over the last several years. He went on to add they would have no objection to additional information.

By unanimous consent, the Board agreed to take the Supplemental Appropriations and Transfers out of order.

### **Supplemental Appropriations and Transfers**

#### **12-15-01**

Ms. Egri moved, seconded by Mr. Molgard, to appropriate from the General Fund \$6,137 to Social Services Salaries FT account number 01050000-501101 \$2,965 and to Senior Center Salaries FT account number 01050600-501101 \$3,172 to reorganize Social Services and the Senior Center.

First Selectman Herbst spoke to the Board regarding this request, which was based upon deficiencies found in the Internal Auditor's report pertaining to gaps in service and inefficiency due to having part time staff members instead of one full time person. The senior population in Trumbull is growing very quickly, 25% of our population will be over 65 by the year 2019, and there is consideration being given to lowering the eligibility age. The anticipated increase in the number of individuals using the Center will place an additional demand on staff and he did not think the bus drivers should assist with performing clerical functions; they should be providing transportation services. He indicated how strongly he feels that we implement the changes to correct the deficiencies cited in the audit, which also includes maximizing our bus drivers to provide senior transportation.

He went on to add that the turnover for the part time assistants is high, which results in the need to constantly train individuals that takes time away from the Director whose job it is to run the Center. In addition, there is no other department within the Town that has this large volume of traffic and is staffed with only part time assistants. Since we want to build a new Center and have the transition be a smooth one we will need a full time administrative assistant. We need someone who is well trained and able to greet the public with a smile. The First Selectmen indicated that the amount requested is de minimis and will be recouped over the remaining fiscal year; he feels that the situation at the Center is not a public emergency but it is a situation that needs to be addressed right now.

Mr. Palo asked if we currently have two part time individuals. The First Selectman indicated that there are two part time people; however, due to the constraints with part time hours there are gaps which occur in scheduling sufficient coverage.

Vote: 6-0 motion carries

#### **12-15-02**

Ms. Egri moved, seconded by Mr. Molgard, to transfer from Social Services Salaries PT account number 01050000-501102 \$8,406 to Social Services Salaries FT account number 01050000-501101 \$8,406 to transfer funds to cover reorganization between Social Services and the Senior Center.

No discussion.

Vote: 6-0 motion carries

#### **12-15-03**

Ms. Egri moved, seconded by Mr. Molgard, to transfer from Senior Center Salaries PT account number 01050600-501102 \$8,199 to Senior Center Salaries FT 01050600-501101 \$8,199 to transfer funds to cover reorganization between Social Services and the Senior Center.

No discussion.

Vote: 6-0 motion carries

**12-15-04**

Ms. Egri moved, seconded by Mr. Molgard, to transfer from Counseling Center-Salaries-PT account number 01050200-501102 \$4,871 to Counseling Center-Salaries-OT account number 01050200-501105 \$4,871 to cover the overage in OT.

Ms. Figliuzzi indicated that she has hired a part time counselor who will be starting February 2, 2015 and the overtime will cease.

Vote: 6-0 motion carries

**12-15-05**

Mr. Zimov moved, seconded by Mr. Molgard, to transfer from Planning and Zoning FT Salary account number 01014200-501101 \$16,000 to Planning and Zoning Seasonal Temp account number 01014200-501103 \$16,000 to cover the costs of seasonal temporary hires from 7/1/2015 – 11/23/2015.

No discussion.

Vote: 6-0 motion carries

**12-15-06**

Mr. Zimov moved, seconded by Mr. Molgard, to transfer from Bldg Maintenance-Salaries-FT account number 01030200-501101 \$14,797 to Bldg Maintenance-Salaries-Seasonal account number 01030200-501103 \$14,797 to cover employee currently on work related injury.

Mr. White indicated that the individual is currently on workers compensation and there is a need to hire temporary help to cover.

Vote 6-0 motion carries

**Internal Audit** – Therese Keegan

Ms. Keegan presented her report, as follows:

In November 2014 the Police Department Overtime report was presented to the Board of Finance. The proposed recommendations included the following:

- Expedited hiring process
- Use of part time sworn officers and civilian personnel
- Automated time keeping system

The report also stated that management should discourage comp. time. In general the department agreed with the recommendations, yet for the most part they have not been implemented. We have not expedited the hiring process enough; expanded use of part time and civilian personnel is not cost effective due to extensive ongoing training requirements; the department has not implemented a time keeping system nor has one been installed; time off cannot be discouraged, since that would violate the union contract.

Chief Lombardo was hired in January 2015, and the Board of Finance requested that he compile and analyze six months of overtime costs. This has been completed and is the basis for this report prepared on the Trumbull Police Department Overtime follow-up.

Ms. Keegan indicated that the overtime balance of \$675k as of 6/30/15 represented a \$30,000 decrease from the prior year.

## **Overtime Analysis**

For the six month period reviewed, major drivers of overtime included the following: shift coverage; other and investigations.

### **Shift Coverage**

52% of the overtime cost is driven by minimum shift coverage requirements. This indicates that we do not have enough officers to meet the minimum manning requirements. We have been approved to hire 78; however we have only 68. Of these, there are 3 vacancies, 2 in training, and 5 out on sick leave. In addition, 27 or 35% of these 68 officers are eligible to retire at any time.

Contractual time-off clauses also cause problems with meeting minimum staffing requirements. The 52% includes the following: vacation 40%, sick time 19%, comp time 18%, personal leave 7%, training 7% and other 9%. These drivers are determined by the union contract. Overtime may be driven by a chain of scheduling events rather than the effects of a single incident. It is recommended that comp time be paid immediately based upon the officers current rate of pay rather than bank the hours and potentially pay after years of salary increases. This would simplify scheduling and allow for automated scheduling.

Per Union Contract, you must offer overtime to the next in line. This is a manual system that is time consuming and the next in line is not always available. Our recommendation is to simplify the union contract, which would permit automatic scheduling.

### **Other**

33% of the overtime costs are driven by Other. This includes Mutual Aid 65%; Fingerprinting 18%; Records 13% and all other 4%.

### **Investigations**

15% of the overtime costs are driven by investigations incurred for several reasons, including public safety.

A comparison of other Towns resulted in the following recommendation being made:

- Senior management must continue to monitor time off and overtime.
- An automated system will simplify the process and allow for analysis of overtime drivers.
- Software will track time and overtime and components. There is an add-on that will automate scheduling and calling the next in line.

They are currently looking at various software products and would like to pursue more by contacting additional vendors for demos and pricing information. We have meeting with the businesses that are going to demo for us, and we will see if they have the add-on. This is a critical time-saving component.

The Vice Chairman asked if they would be looking at other software systems. Ms. Keegan indicated that they have only looked at one and would pursue more.

Mr. DeGennaro asked if anyone in the area is using a similar system. Ms. Keegan indicated that there are others in the area using the system and now that we have the pricing we will speak to them.

Mr. Zimov asked when the system would be ready and at what cost. Ms. Keegan indicated that they would be ready anytime and the cost was \$16,000 for the first year and includes installation and the training, etc., and then \$4,290 annually thereafter. Pricing is based on the number of officers. They can install in January. She went on to add the officers would be responsible for entering their own information.

Mr. Palo asked who would be in charge of this. Mr. Haselkamp indicated that personnel had an RFP out and received it in for a time and attendance project for the town. Unfortunately the demo replicates the ones received and these individuals did not bid. We are currently reaching out to the other vendors that previously bid for the scheduling add-on.

Mr. Palo then asked who would oversee this, the police department side or the town side. Chief Lombardo indicated that IT would need to be involved as well as payroll and the PD along with finance and IT. Mr. Palo indicated that he still feels the PD should have a designated IT person.

Mr. Haselkamp indicated that the vendors will customize the software product; however, since we will be going into negotiations soon we need to wait and see what happens because right now the process as it stands is very complicated.

Mr. Zimov then asked if it made sense to hold off buying until after the negotiations. If we put in a system, we might need to have them come back to reconfigure it. The Chief indicated if they came in now, we would need to meet the current specifications.

Mr. Haselkamp indicated that the calling feature was a very small component of the overall software capability. The real thrust of this project is the time and attendance feature. Everything is currently being done manually with paper. We need something that is flexible enough to accommodate changes.

Mr. Palo indicated that the comparison of Trumbull to Shelton surprised him since Shelton has 30 less officers than Trumbull. Why is their actual overtime so low when they have so many less officers?

Ms. Keegan indicated that we may not have been given exact figures. Many of the offices there have private security. In addition, we have the mall. Ms. Egri asked that we should compare the number of calls that they respond to versus what we respond to given we have the malls and highways. In addition, Chief Lombardo indicated we do not know what their response time is.

Ms. Egri asked if we are currently using any system of calling the officers. The Chief indicated that it is being done manually. Ms. Egri went on to ask if the 33% other needed to be staffed by officers; she was told that records is staffed by a civilian. In addition, she asked if officers need to give notice of retirement, and was told no, and they are mostly patrol officers. She did ask about grant funds, and the Chief indicated that there were funds available for cameras.

Mr. Zimov asked if the recurring events, such as parades, and are causing overtime? The Chief indicated these function do cost the Town due to overtime. Mr. Zimov asked who determines the 15%, i.e. if is an emergency, etc.? The Chief indicated that it covers patrol as well as detectives and if continued work is needed then overtime will be incurred mostly at the supervisory level.

The Vice Chairman asked if anyone was currently attending the academy. The Chief indicated there are two new recruits; one graduated and is now doing 12 weeks of field training and the other one has another month of training before he can begin working by himself. The Vice Chairman asked how many classes they have at the state police academy each year. The Chief wasn't sure; however, if we need to put someone in the academy and there is no opening in Meriden, we would look to another academy in a different city such as Waterbury or Milford.

Mr. Molgard asked who pays for the police at the mall. The Chief indicated the mall pays if it is considered special duty. We also encourage our officers to make their presence known.

Mr. Palo asked for an update regarding outside vendors for police repairs. The Chief indicated that the new mechanic started Monday and prior to that vehicles were being outsourced. Several cars with an excess of 100,000 miles were costing a lot to keep running. We will be doing as much as possible in house unless it is a major problem.

The Chief went on to add that officers need 60 hours of training over a 3 year period and they try to spread it out over the period. There continue to be unfunded mandates that must be implemented that take additional time.

Mr. Zimov asked if we were competitive enough to retain our officers. The Chief indicated that after 5 years people don't switch departments; they have accrued benefits, seniority, etc.

Ms. Egri indicated that she would like to see a member of the Board of Finance attend any software demos that might be conducted, etc. Mr. Haselkamp indicated that this would be fine; they would begin in 2 weeks.

### **Rules of Procedure**

Ms. Egri moved, seconded by Mr. Palo, to amend item number 4 to read "should contact the **Chairman so** that the requested additional information should be made available at or prior to the meeting."

Ms. Egri withdrew her motion; Mr. Palo withdrew his motion.

Mr. Palo moved, seconded by Mr. Zimov, to table amending the Procedures.

Vote 6-0

### **Calendar of Meetings (see attached)**

Ms. Egri moved, seconded by Mr. Palo, to accept the Calendar of Meetings for 2016, as presented.

Vote: 6-0

### **Policy and Procedure – Intra-Departmental Transfers less than \$1,000**

Mr. Zimov moved, seconded by Mr. Palo, to keep the Policy and Procedure for the Intra-Departmental Transfers Less than \$1,000, as presented.

6-0

### **Discussion Items**

#### **Year to Date Budget to Actual Report –Expenditures FY 2016**

Ms. Pires indicated the following:

- 2 vehicles – one police vehicle and one ranger vehicle – that were just totaled; trying to see if they are covered by insurance or if we need to cover. She did not have any specific details.
- 42% of the budget should be spent for salaries and we are okay, except for part time and overtime that we did transfer for this evening.
- We have spent \$710,000 to date on Workers Comp and we have available \$414,000. These last few months we have paid some large claims. We try to fully settle the entire claim to avoid any future claims. There were 2 hypertension claims with the Police Department. Up to 1997 they were eligible and these were approved by the Town Council.
- Health Department looks like part time is over budget but once the full time positions are filled we will transfer funds to that account.
- The Counseling Center is currently over budget but it will be ok with the transfer done today.
- Auditors were here and are now generating their report that must be done by December 31. We are trying for a CAFR this year, which is a more extensive report than the General Financial Statement that we generally issue, since it has 10 years of history.

#### **Year to Date Special Agency Funds Report – FYE 2016**

- Therese is doing an Audit Report on this.

#### **Year to Date Special Detail Report – FYE 2016**

- No comments

**APPROVAL OF MINUTES**

Mr. Molgard moved, seconded by Ms. Egri, to accept the minutes of the November 12, 2015 meeting, as amended with the correct spelling of Report on page 1.

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

**ADJOURNMENT**

Mr. Molgard moved, seconded by Mr. DeGennaro, to adjourn the meeting at 8:25 p.m.

Vote: 6-0

Respectfully submitted,

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Phyllis C. Collier  
Board of Finance Clerk