

**MINUTES
Board of Finance
and
Town Council Finance Committee
Department Budget Hearings
February 16, 2016**

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
Thomas Kelly
Andrew Palo
Roy Molgard
William J. Haberlin
Karen A. Egri, Alternate
Vincent DeGennaro, Alternate
Ted Chase, Alternate

ABSENT

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

PRESENT

Also present: Maria Pires, Finance Director

ABSENT

01022600 – EMS

Joseph Laucella, Chief

He thinks they are working towards becoming an Enterprise Fund.

522202 – Professional

First Selectman reduced EMS staffing request by \$37,700 allowing for a \$45,000 increase over last year. The Chief feels that they should be able to cover 95-98% of call with budget cut.

01010100 THE TRUMBULL NATURE COMMISSION

Nancy Gottschalk and Kevin Malone

No special agency accounts. Chair wants to see a list of programs, along with the attendance, income and expenses. They are a 501c and Kevin runs that; Nancy runs the nature center. Income estimated to be about \$25,000 with donations. Maintenance is provided by Public Works. Will provide copy of 501C.

522201 – Svs Clrc

Request of \$780 for 13 meetings reduced to \$240 for 4 meetings. Nancy indicated they wanted to have more meetings since they have a lot of work to do. She would be ok with an additional 3 meetings, an increase of \$180.

01023200 – Building Department

Graham Bisset

501101 – Full Time

The First Selectman reduced this account \$24,427 due to retirement and reduction of salary due to first step on salary range.

534401 – Office Supplies

The First Selectman reduced this account \$56 by eliminating cost of printer maintenance contract.

578801 – Mntnce-Sv

Reduced \$2,800 by First Selectman – moved to IT budget.

Current projects being worked on:

- CO for Smilow Cancer Center being issued in April.
- New Mall addition will increase activity.
- Mall on Madison.
- 8 Apartments on 10 Broadway.
- New restaurants – 3 going in.
- Old Corner Deli being reopened.

PARKS AND RECREATION

Stuart McCarthy

The Parks and Recreation Departments are both reporting to Stuart McCarthy.

01080400 Recreation

Mr. McCarthy indicated that he is focusing on the finance of the department and the need for better structure for finances.

The Youth Commission and the Art Commission are now under Parks and Recreation. Salaries are the only expenses shown for Arts and Youth in this department and the remainder of program expenditures and revenues are included in the Youth Special Agency Account and the Arts Special Agency Account. The recreation programs will be run through the Special Agency Account for fees.

Scholarships for programs will be coordinated with Social Services and a formal policy is now in place. Discounts will be offered for families with multiple participants in one family. There is now a formal policy on cost recovery of programs; the town will continue to subsidize summer camp and look to recover costs and overhead on adult programs.

Using Special Agency accounts will give the Director flexibility when executing the programs and these accounts will be reviewed by the Commission several (3) times a year. There are plans underway to have residents register for programs on-line and eliminate lines at the Recreation Department. Processing will still be handled by staff. The issuing of Park Stickers will be under review by the Parks Commission.

The Chair asked to see a breakdown of the Arts and Youth Commissions. Some of the programs are self-supporting but would like to see all do this in first year. You want to provide programs you can support or partner with others. We have increased fees and will be making staff additions to accomplish goals.

01080600 Parks Department

The Assistant Superintendent of Parks is taking early retirement plan and the Senior Park Ranger is also retiring and the existing park ranger position that has been open for several months will be filled.

501101 – F/T Salaries

The First Selectman reduced the account request. The assistant park supervisor and the senior park ranger are retiring. The existing park ranger position that is currently open will be filled.

501103 – Seasonal

With the reduction of the ranger, the seasonal staff will pick up more hours and at a higher rate of pay.

01080800 TREE WARDEN

Warren Jacques

501101 – Full time

First Selectman added an additional \$5,000 to hire a contractual assistant.

01022400 – ANIMAL CONTROL

Lynn Dellabianca

No changes from last year.

01023400 – EMERGENCY MANAGEMENT

Lt. Ronald Kirby

578801 – Maintenance

Everbridge Town wide alert system added \$8,585.

581888 – Capital Outlay

Increased by \$4,400 for a replacement.ID Card printer.

01022000 – POLICE DEPARTMENT

Chief of Police Michael Lombardo

Deputy Chief Glenn Byrnes, Lt. Ron Kirby, Lt. Tom Savarese

The Chief indicated the Dispatch Center is complete with room for 4 instead of 2. He went on to note that a “bike” unit has been established to get into the areas where a car cannot get through. Dogs have completed narcotic training. Able to reduce over time by \$30,000.

501101 – F/T Salaries

First Selectman reduced \$298,414 for turnover, retirement, new lieutenant and officers hired halfway through year. 3 SROs have been requested; we are only town in Fairfield without 3 SROs in the schools. 2 would be in the middle schools and one at the high school. 3 SROs would be \$162,000. To cover these positions with overtime would be more expensive.

501105 – Sal Overtime

First Selectman reduced by \$45,000 per internal auditor’s report. Chief looking to cover 3 SRO positions with officers on overtime until full time hired.

578803 – Program

First Selectman transferred \$3,500 maintenance fee to Building Maintenance budget.

581888 – Capital Outlay

First Selectman reduced by \$181,123; \$20,000 – 2 vehicles; one to be purchased out of special Detail and \$161,123 allocate prior lease payments to Special Detail.

01012200 – PURCHASING

Maria Pires

We have one individual who does all the bidding for the Town and the BOE. He is currently looking into a Time and Attendance system and he is also involved in an energy efficiency project. A new phone system was estimated at \$400,000 in the cap plan and now it is up to \$600,000. We will have a consultant come in to make a town wide review, since it needs more than a cursory review.

545501 – Legal Notices

Increased from last year by \$1000; fees have increased as well as number of items posted.

01010600–PROBATE

T.R. Rowe

Probate covers 3 towns. Town of Trumbull pays 56.5% based on the Grand List, which is an increase from last year. Trumbull received no reimbursement for electricity.

590014 – Telephone

State mandate requiring new scanning technology and new line increasing the cost of the phone line to \$2,454.

534401–Office Supplies

Number of notices has increased to be sent has increased.

545504–Postage

Number of notices has increased to be sent has increased.

01012600 – Technology

William Chin

522204 – Contractual Obligations

First Selectman increased by \$89,424 to upgrade/install Energov to all permitting departments.

581888 – Capital Outlay

First Selectman reduced by \$8,380 to allow for 15 of the 25 new workstations requested.

01013600 – TOWN CLERK

Suzanne Burr-Monaco \

Requests \$5,000 program expense be moved from 522205 to 534402 Program Supplies.

01040200 – VITAL STATISTICS

Suzanne Burr-Monaco

No significant changes.

01014200 – PLANNING & ZONING

Rob Librandi

501101 – Full Time

Reduction due to elimination of full-time position.

501102 – Part Time

Increased due to addition of part time position .

522202 – Services

Increase of \$20,000 from last year for legal services, Planned Development District Study, update zoning regulations, and blight clean-up.

01014600 ECONOMIC DEVELOPMENT

No changes from last year.

01012400 – TREASURER

Anthony Musto

No changes from last year.

01012800 – TOWN ATTORNEYS

Dennis Kokenos and Robert Nicola

522202

Retainer increased 3% to \$328,590; \$100,000 added for appeals and proceedings against 2 contractors.

522203 – Ancillary

Increase of \$15,000; \$5,000 Ethics Commission legal services and \$10,000 Hearing office.

01070000 – LIBRARY

Sue Horton

501102 – P/T Salaries

Requested \$1,951 to increase part time salaries to \$13.00/hour.

534402 – Program Supplies

First Selectman reduced \$12,250 request by \$10,000 for e-books; new director to make decision.

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

Respectfully submitted

Phyllis Collier
Board of Finance Clerk