

**TOWN OF TRUMBULL  
APPROVED MINUTES  
BOARD OF FINANCE  
April 14, 2016**

**CALL TO ORDER**

Chairman Hammers called the Board of Finance meeting to order at 7:07 pm at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

**ATTENDANCE**

**Present**

Elaine A. Hammers, Chairman  
Roy Molgard  
William S. Haberin  
Andrew Palo  
Scott Zimov  
Ted Chase, Alternate

**Absent**

Thomas Kelly  
Vincent DeGennaro, Alternate  
Karen A. Egri, Alternate

**Also present:**

Maria Pires, Finance Director; Stuart McCarthy, Director - Parks and Recreation; Chief Lombard; DC Thomas Savarese; Chief Laucella; Anthony Musto, Treasurer, Therese Keegan, Internal Auditor

The Chairman indicated that there would only be 5 voting members this evening.

**TOWN TREASURER'S REPORT** – Anthony Musto

Mr. Musto indicated that there were 2 reports in their package since there wasn't a meeting in March. He went on to indicate that he added the accrued interest to the reports, since it appeared that is something they wanted to see.

It was noted that the STIF yield of 30% should actually be .3%. The Chair indicated that although the balance for the March report is considerably higher than February, the interest income is about \$7,000 less, and this concerns her. At this rate, she indicated that they would not meet the budgeted amount. Mr. Musto indicated the average balance at the end of the month at TD Bank is less and if the money is being used it could be the reason the interest is less. It was also noted that currently there is \$13m in tax receivables in the TD account. Mr. Musto indicated that he would be moving these funds out and into an interest bearing account; however, he did want to check his figures and update them for the Board. The Chair indicated that the 8 month YTD interest is shown at \$262,689; however, the 9 month YTD interest is being shown as \$255,368. If you add the \$28,769 shown as interest income for March to the 8 month interest YTD figure of \$262,689, how can it be less for the 9 month period? Mr. Musto indicated that it appears he gave the Board an earlier version of the report, and would re-do the figures. He indicated he would not be able to have them out by Friday or Monday, since he would need to review the statements.

Mr. Musto mentioned that he was currently working on an Expense Reimbursement Policy for the Town, since the Town does not currently have one. He indicated that he would present it to the Board of Finance and the Internal Auditor before giving it to the Town Council.

**INTERNAL AUDITOR'S REPORT** – Therese Keegan

Ms. Keegan presented her Energy Opportunities Report noting that the purpose of the report was two-fold:

- To determine what had been accomplished and at what cost; she wasn't sure that anyone had the big picture; individuals had pieces of it but no one had put the whole thing together. She added that an understanding of where we are helps us in budgeting and other expectations.
- To understand what more we can do to reduce energy costs.

This report is a status update of completed projects as well as a look at those areas that were not included in the 2011 Energy Audit. The Town operates from multiple physical sites, each of which has multiple utility accounts. Just considering electricity, as of December 2015, the Town had 116 active electrical accounts, all of which should be audited periodically for efficiency opportunities.

The most recent audit was performed by Automated Building Systems in 2011 and the results included lighting and equipment details for 9 town locations; excluded were several significant cost drivers. ABS gathered information for one year, and based on that information they concluded the Town could achieve savings of \$114,000 a year with an investment of \$340,000. The Town partnered with UI, utilizing the CT Energy Efficiency Fund to further incentivize the improvements. Specifically, the Town utilized the Energy Opportunities retrofitting program to reduce costs by updating lighting, HVAC or process systems.

The Energy Opportunities Program Process involved the following steps:

- Energy savings opportunity audit
- Selection of a contractor who provided savings detail and quoted project cost
- Incentive application paperwork was prepared
- Work was performed
- Post installation inspection, review/monitoring

The Energy Opportunities Program provided the Town with low or no out of pocket expense and the loan repayments were offset by savings. In addition, the Town received ~32% of project cost, making it a hard program to turn down.

The vendor had conveyed to the Town an average ROI of 2.26 years, whereas the recalculation was an average ROI of 8.9 years. The payments exceeded the savings, since the calculation had relied on information that was not correct. The estimated savings were based on variable data that is difficult to interpret.

Projects were supposed to pay for themselves in three years yet few did. It will actually take 9.3 years to recognize savings and may need repairs during that time period. Going forward, it is recommended that the Town perform its own cost benefit analysis.

The following sites or electrical costs were not included in the Automated Building Systems, Inc. analysis dated December 2011:

- Streetlights
- Sewer/WPCA pumps
- Parks
- Transfer Station
- Animal Shelter
- Counseling Center

It was noted that streetlights comprise 52% of the total electric cost for 2015. The UI will reach Trumbull in 2018/2019 at which time savings should be approximately 30% or \$130,000 annually.

The average monthly cost calculated using a sample over a 36 month time frame was approximately \$12,000 and represents 14% of the Town electrical cost. In 2015, 11 of the 13 pumping stations were assessed and 9 of these had vital equipment that was a number of years beyond estimated life. Upgrading these 11 by replacing the equipment up to 25 years beyond its estimated life will reduce the energy requirements.

The parks average \$6,400 a month, using a 36 month sample, representing a 7.5% of the total town electricity cost. Summer months, however, average \$9,400 and winter months average \$4,200. Water represents a cost equal to electricity for the 2000 acres of parks. Cost savings for electricity would be recognized by using sensors, timers, and infrastructure upgrades or total redesign for the pool/irrigation and lighting at the parks.

Using a 36 month sample, the Transfer Station has an average monthly cost of \$1,800 that represents 2% of the total town electricity cost. The animal shelter averaged \$563 over a 36 month sample and represents .66% of the total town cost. The Counseling Center averaged \$175 over a 36 month sample and represents .2% of the total town cost.

## **FISCAL YEAR 2015-2016 SUPPLEMENTAL APPROPRIATION**

### **04-16-02**

Mr. Haberlin moved, seconded by Mr. Molgard, to appropriate \$60,000 from Golf Course Retained Earnings # 21-315200 to Capital Outlay # 21100000- 581888 \$60,000 to purchase two new 3250 Q triplex specialty mowers.

Mr. McCarthy indicated that the funds for the mowers were coming from the trade-in value received for the golf carts, at the end of the lease.

Vote: 5-0-0

## **FISCAL YEAR 2015-2016 TRANSFER**

### **4-16-03**

Mr. Haberlin moved, seconded by Mr. Molgard, to transfer \$12,000 from Maintenance/Repair Service Contract #01022000-578801 to Professional Development #01022000-556601 \$2,000 for college tuition reimbursement, per Union Contract, and to Transportation-Vehicle Repair # 01022000-567702 \$10,000 for vehicle repair.

D/C Savarese explained how the excess in the Maintenance/Repair Service account occurred when the old Motorola system was replaced and the new radio system has a lower service agreement cost.

Vote: 5-0-0

## **FISCAL YEAR 2015-2016 TRANSFER**

### **4-16-04**

Mr. Haberlin moved, seconded by Mr. Molgard, to transfer \$29,000 from Services and Fees #01022600-522202 to Program Supplies #01022600-534402 to replace a broken stretcher, purchase medical supplies and medications and to transfer \$6,000 from Services and Fees #01022600-522202 to Ancillary 01022600-522203 \$6,000, to increase the reserve for funds used to pay March–June staffing invoices.

Chief Laucella reiterated the need for a new stretcher, since the hydraulic system on the old stretcher would cost more to repair, etc., than to replace. He was confident that the account being used for this purchase as well as for medical supplies and medications would maintain a sufficient balance.

Vote: 5-0-0 \$29,000 transfer

Vote: 5-0-0 \$6,000 transfer

**FISCAL YEAR 2015-2016 TRANSFER**

**4-16-05 to 4-16-14**

Mr. Haberlin moved, seconded by Mr. Molgard, to transfer \$5,148 for the various accounts listed on Schedule A, attached hereto and made a part hereof.

4-16-05 to 4-16-13: Vote: 5-0-0

4-16-14: Vote: 4-1-0 (opposed: Zimov)

**FISCAL YEAR 2015-2016 TRANSFER**

**4-16-15**

M. Haberlin moved, seconded by Mr. Molgard, to transfer \$5,950 from Social Services –Salaries FT #01050000-501101 to Social Services –Salaries PT #01050000-501102 \$5,950. Administrative position was charged 50/50 and now adjusted to 75% due to Sr. Center Director retiring. Part time position left out during transfer to FT.

Vote: 5-0-0

**APPROVAL OF MINUTES**

Mr. Haberlin moved, seconded by Mr. Zimov, to approve the Minutes for the 2/18/2016 meeting.

Mr. Haberlin moved, seconded by Mr. Zimov, to amend the Minutes by correcting Mr. Haberlin's middle initial and to approve the amended minutes.

Vote: 5-0-0

Mr. Haberlin moved, seconded by Mr. Zimov, to approve the Minutes for the 2/23/2016 meeting.

Mr. Haberlin moved, seconded by Mr. Zimov, to amend the Minutes by correcting Mr. Haberlin's middle initial and to approve the amended minutes.

Vote: 5-0-0

Mr. Haberlin moved, seconded by Mr. Zimov, to approve the Minutes for the 4/4/2016 meeting.

Mr. Haberlin moved, seconded by Mr. Zimov, to amend the Minutes by correcting Mr. Haberlin's middle initial and to approve the amended minutes.

Vote: 4-0-1 (abstained: Palo)

**ADJOURNMENT**

By unanimous consent, the meeting was adjourned at 9:15 pm.

Respectfully submitted,

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Phyllis Collier  
Board of Finance Clerk