

BOARD OF FINANCE  
December 10, 2009  
Minutes

The Board of Finance of the Town of Trumbull held its regular monthly meeting on Thursday, December 10, 2009 in the Long Hill Room in the Town Hall.

Those present were Tom Tesoro, Steve Lupien, Ken Martin, Bill Crooks, Mark Smith and Andrew Palo.

Also present were Maria Pires, Acting Director of Finance; Tim Herbst, First Selectman; John Ponzio, Treasurer

By the agreement of the members of the Board of Finance, Mr. Tesoro will Chair the meeting until we have an election of officers at which time the new Chair will preside.

That being said, Mr. Tesoro called the meeting to order at 7:05 p.m. He welcomed new members Steve Lupien and Andrew Palo to the Board.

Mr. Tesoro also thanked outgoing members Martin Shapiro for his years of service and former Chairperson Kathy McGannon who took over the chair after the death of Bernard Helfrich and did a wonderful job keeping the Board focused on the needs of the town. Her leadership allowed us to function as a model board thanks to her ability to lead and to her strong working relationship with Bill Crooks.

Public Comments: Kathy McGannon...Thanked the voters of the Town who allowed her to serve on the Board and wanted them to know that it was from her heart on how she voted. She also thanked the many board members she worked with and who helped her through her tenure as Chairman.

Mr. Crooks welcomed Acting Director of Finance Maria Pires and new Town Treasurer John Ponzio.

Minutes of October 15, 2009...It was moved by Mr. Lupien; seconded by Mr. Martin to approve the minutes as presented. Ms. Valenti contacted the Board and indicated she would not be present and that there was a correction to the minutes to be made.

Page 1...Under Treasurer's Report...Paragraph beginning Lisa Valenti...Ms. Valenti indicated she was not the one with the question. That line should read "A member of the Board asked a question..."

Page 2...Third paragraph from the bottom..."Mr. Murray , the tax assessor and a member of the GIS Committee began the presentation."

Page 3...In the paragraphs indicating Commissioner Crooks...Commissioner should be changed to “Mr. Crooks.”

Mr. Crooks moved that the amendments be adopted as presented; seconded by Mr. Martin. Motion carries 4 – 0

Minutes as amended be adopted carries 3 – 0 – 2

Election of Officers:

Chairman: Mr. Palo nominated Bill Crooks as Chairman. Mr. Crooks is someone who shares his knowledge with many people of this town and always does what’s best for the town. He is more than qualified to be Chairman; seconded by Mr. Tesoro.

Mr. Crooks declined the offer to lead this Board as Chairman for two reasons. 1) He would like to give his two political colleagues the opportunity to share the same privilege and honor he had of serving on this Board. 2) He would like to spend more time to delve into the details of the budget, to work with the staff, and maybe provide greater insight and information that being a Chair might prevent him from doing a good job.

For these two reasons I ask that the nomination and second be withdrawn and do appreciate the honor.

Mr. Palo withdrew his motion; Mr. Tesoro withdrew his second.

Mr. Crooks nominated **Ken Martin Jr. for Chairman**; seconded by Mr. Smith. Mr. Crooks stated that Ken has served the Board faithfully for the past two years. He has shown marvelous aptitude in understanding financial questions posed to this Board. His ability to analyze and understand inner personnel relationships in working with others in the community makes an excellent candidate as our next Chairman. Motion carries unanimously 6 – 0.

At this point, Mr. Tesoro turned the meeting over to Ken Martin as Chairman. Mr. Martin accepted the gavel and thanked Kathy McGannon for all the help she has given him in the past.

Vice Chairman: Mr. Crooks nominated **Mark Smith for Vice Chairman**; seconded by Mr. Palo. Mr. Crooks stated that he had the pleasure of working with Mark as a political colleague on this Board. He has been very consistent in presenting his cases in one way or another. As an economist he has a great perspective of what is going on in the world and the local community and state as well. Obviously he understands the procedures and the operations of the Board and its duties that would be associated with it.

Mr. Tesoro stated that one concern that the members on this side of the table have is that Mark has announced he is seeking to run for public office and the vice chairman position

is a very important one and deserves full attention given to it and while we are not going to vote against him, we just wanted to raise that concern. Motion carries 4 – 0 -2 (Tesoro, Lupien)

Secretary...Mr. Crooks nominated Mr. Tesoro for secretary; seconded by Mr. Lupien.

Mr. Tesoro declined this honor and thanked Mr. Crooks for his nomination. Mr. Crooks withdrew his nomination and Mr. Lupien withdrew his second.

Mr. Crooks nominated **Mr. Palo as Secretary**; seconded by Mr. Tesoro. Motion carries unanimously 6 – 0

First Selectman Tim Herbst congratulated the new officers as well as Maria Pires as Acting Director of Finance.

Rules of Procedure: Mr. Lupien moved to approve Rules of Procedures as presented; seconded by Mr. Tesoro. Discussion.

#### TRUMBULL BOARD OF FINANCE RULES OF PROCEDURE

1. Roberts Rules of Order shall govern the conduct of all meetings of the Trumbull Board of Finance unless substituted for herein or otherwise required by law.
2. The regular monthly meeting of the Trumbull Board of Finance will be held on the second Thursday of each month beginning at 7:00 except for such other dates or times as otherwise adopted by the Board, or by the Chairman after consultation with the Board.
3. Agendas for the regular monthly meeting of the Trumbull Board of Finance shall be delivered to all Board members and alternates seven (7) days prior to the meeting as originally scheduled or rescheduled by the Chairman per Rule #2 above. The Department of Finance shall put forth all requests to be placed on the agenda during the first week of the month in which the meeting is to take place consistent with the requisite mailing schedule.
4. Board members should review the agenda in advance of the meeting and, if they have any concerns or need any additional information regarding specific Agenda items, should contact the Director of Finance so that the requested additional information should be made available at or prior to the meeting.

Any Board member making a request directly to an individual or department head for other information will copy all members of the Board of Finance.

The Chairman shall request all responses be returned either to the Chairman via email, or, if not possible, to all members directly.

The Chairman shall disseminate all responses received from department heads directly to all Board members.

5. In the absence of the Chairman, the Vice Chairman shall have sole authority to cancel meetings except in the case of inclement weather or emergencies, where the decision is made consistent with the closing of Town Hall.

6. Special meetings of the Board can be called by the Chairman or the Vice Chairman or any two members of the Board may petition for a special meeting by a letter to the Chairman or the Vice Chairman. Any meeting called under this section must be held within fourteen calendar days of the date of receipt of the request.

7. If a regular member is absent and does not designate an alternate to act, the majority of the regular members of the Board of Finance may designate an alternate subject to the provisions of section 9-167a of the Connecticut General Statutes to act in the absent members place. In all matters, except voting, alternative members of the Board have the same rights, privileges and responsibilities as sitting members.

8. The Financial/Accounting Controls Analyst shall report monthly to the Board of Finance on all activities and findings for the prior month and, as such, is available to all members for the purpose of providing information on Town Finance matters; however, his/her work priorities are determined by the Chairman. All requests for information from the Financial/Accounting Controls Analyst may go through the Chairman or if made direct, include all members of the Board on copy.

9. The Board will review the Financial/Accounting Controls Analyst's performance annually in June and make appropriate recommendations.

10. All members of the Board are entitled to have a brief summary of their remarks as they pertain to a specific agenda item included as a part of the minutes by so requesting at the applicable time.

11. With the exception of budget hearings and budget voting sessions, the monthly meetings shall adjourn no later than 10:30 p.m. However, such adjournment at 10:30 p.m. may be waived by an appropriate motion and majority vote of all voting members.

12. The agenda, minutes and available backup, will be placed on the official Town website three (3) days prior to the meeting date.

13. Except for emergencies, supplemental requests for departmental purchases of capital expenditures related to property, plant, and equipment that exceed \$100,000 or has multi-period implementation eventually costing in excess of \$100,000, must include the Board of Finance's agreed upon Project Plan Template. The Project Plan Template must be

presented to the Board Members a minimum of seven (7) days prior to the next public Board of Finance meeting.

The Project Plan Template shall be reviewed annually each July and may be amended by a majority vote.

Mr. Smith offered to go over the Project Plan Template referred to in Rules of Procedure #13 with the department heads.

Mr. Tesoro moved to approve amendments as discussed; seconded by Mr. Crooks. Motion carried unanimously 6 – 0.

Mr. Smith moved to approve Rules of Procedure as amended for 2009-2010; seconded by Mr. Palo. Motion carried unanimously 6 – 0.

Meeting Dates: Mr. Martin presented the following meeting dates for 2010 as follows: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (This meeting has traditionally been optional at discretion of Chairperson), September 16 (9<sup>th</sup> is second day of Rosh Hashanah), October 14, November 18 (11<sup>th</sup> is Veterans Day), December 9.

Motion to accept meeting dates as presented by Mr. Martin; seconded by Mr. Lupien. Motion carried unanimously.

Mr. Tesoro moved to adjourn; seconded by Mr. Smith.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gail Bokine, Clerk

