

BOARD OF FINANCE
JUNE 10, 2010

Present: Mark Smith, William Crooks, Andrew Palo, Tom Tesoro, Steve Lupien and alternate Alexandra Remson.

Also present: Tim Herbst, First Selectman; Maria Pires, Director of Finance

Due to the absence of Chairman Ken Martin, Mark Smith will be chairing the meeting and Alexandra Remson will be voting in Mr. Martin's place.

The meeting was called to order at 7:00 p.m. by Vice Chairman Mark Smith. All those present joined in the Pledge of Allegiance.

Minutes of May 19, 2010...Tesoro moved to approve minutes; seconded by Lupien.

Crooks moved to amend as follows: Page 1...paragraph 4...Minutes of April 8, 2010 – delete “should it me” and change to **should it be by the month after that**”; seconded by Tesoro.

Palo moved to amend as follows: Page 1...Treasurer's Report...line 3...Investments at Merrill Lynch are mortgage “**back**” securities.

Page 1...paragraph 11...line 2 to read “**some CD's for 18 minths...**”

Page 2...paragraph 1...third line omit “the”...**We should be able to make a decision by June...**

Page 2...paragraph 3...line 5...mortgage “**back**” securities

Page 2...paragraph 8...line 2...for “**personal**” reasons...

Page 3...Line 13...should read “**Motion fails 3 – 3 (Lupien, Martin, Smith)**”

Pires moved to amend Page 3...5-10-04...should read Transfer from Account **01030100-522203...**

Crooks moved to amend Page 4...R-7...Motion made to increase Building “**Fees**”...

Motion to approve amendments carried 5 – 0 – 1 (Remson)

Motion to approve amended minutes carried 5 - 0 – 1 (Remson)

Crooks moved to take items 6-10-01, 6-10-03 out of order; seconded by Lupien and carried unanimously.

6-10-01...Board of Assessment Appeals...Appropriate from Available General Fund the sum of \$976 to Account 01011800-522201 Clerical Fees, \$976...Clerical fees for the Board of Assessment.

It was moved by Palo; seconded by Tesoro. Josephine Mills, Chairman of the Board of Assessment Appeals was present for discussion. When the budget was established, clerical fees were \$60/meeting. The clerk at that time was an employee of the Assessor's office and was able to do all of the work during normal working hours. Since that time this person has retired and a new clerk had to be located. Since this new clerk does all of the work on her own time, there is a need to provide just compensation. The new clerk works part-time in the Assessor's Office at a rate of \$14.40/hr. The number of hours for the Board of Assessment Appeals was 83 hours.

Motion carried unanimously 6 – 0

6-10-03...EMS...Transfer from 01022600-522201 Clerical Fees, the sum of \$720; from 01022600-534402 Program Supplies, the sum of \$6,000 to 01022600-501105 Overtime, the sum of \$200; 01022600-578802 Equipment, the sum of \$520; 01022600-522202 Professional Fees, the sum of \$6,000 to cover Adm. Asst's clerking; repair work of roof at EMS and additional charges that were incurred plus payment of paramedic intercepts from Nelson Ambulance has depleted the account.

It was moved by Palo; seconded by Tesoro.

Barbara Crandall was present for discussion.

Repair of the roof at EMS depleted this account and additional charges were incurred. The remainder of the 201 account was placed in the 802 account in the event additional equipment repairs are necessary. Payment of paramedic intercepts from Nelson Ambulance has depleted the account. This ambulance service paid closed to \$6,000 more than last year.

Motion carried unanimously 6 – 0.

James Henderson, Internal Auditor, gave an update on his Audit Plan. A Progress Report will be given next month.

Palo moved to take from table Item **5-10-01**...Appropriation from 20-315100 Retained Earnings to 20100000-522202 Professional Services the sum of \$50,000; seconded by Tesoro. The purpose of this request was for the forensic auditor and attorneys' fees relating to the audit and copying fees plus a small contingency

Crooks moved to amend the amount by \$1,000 to \$51,000 based on the support that was attached to this request. A more recent run down of these expenses suggests that the better amount might be \$51,000; seconded by Tesoro.

Present for discussion was Jeanine Lynch, Chairman of WPCA and Laura Pulie.

Ms. Lynch stated that the First Selectman made appointment changes in the W.P.C.A. The new members feel that an accounting of Contract III of the Town sewer expansion program should be done. This project relates to the installation at Daniels Farms Road and Jog Hill Road.

It was noted that there were change orders in the amount of 2.5 million dollars; this was 18% above original bid specifications. The contract was extended for 3.5 million dollars without any new bidding taking place. There have been some problems with providing documentation to support the 2.5 million dollars in change orders and 3.5 million dollars in contract extensions.

W.P.C.A. has determined that there may be some discrepancies between the design specifications and the actual work that was done.

Ms. Lynch also noted that another contract is presently under way in the Nichols section of Town. This forensic audit will help the Town ascertain if current construction methods and practices are in the Town's best interests.

Tesoro supports the forensic audit. However, when we request backup, handwritten notes are not the kind of financial backup we are looking for. In the past this Board complained when documentation fell short of what the board expected. Tesoro would like to see what the legal fees covered. This is the second time we are looking for a supplemental for attorney fees. Where are these fees coming from? Ms. Pires stated that the legal fees will not be paid out of the Town's legal funds, they will be charged directly to the Sewer Enterprise Fund.

Lupien moved to table until proper documentation is received; seconded by Tesoro.

Motion failed 2 – 4 (Smith, Crooks, Palo, Remson)

In the future, we do need the proper documentation to support the requests. For example, what did incidentals cover, what were the legal fees, etc.

Motion on amendment to increase by \$1,000 to \$51,000 carries 5 – 0 – 1 (Lupien)

Main motion as amended carries 4 – 2 (Lupien, Tesoro)

Palo moved to take from table **5-10-02...**Appropriate from 20-315100 Retained Earnings to 20100000-581888 Capital Outlay the sum of \$65,150; seconded by Lupien. The purpose of this request is for pump upgrade of Old Town Road.

Present for discussion was Joe Solemene, Asst. Sewer Administrator.

The W.P.C.A. approved funding for a designed up grade for the 1980 Old Town Road Pump Station. This sanitary sewer is antiquated and prone to clogging.

Motion carried unanimously 6 – 0

Palo moved to take from table **5-10-03**...Transfer from 01013800-501116 Contingency to 01013800-522203 Professional Services the sum of \$20,000; seconded by Crooks. The purpose of this request is to obtain a current five year capital improvement plan for all the Town facilities.

Present for discussion was John Marsilio

There are two pieces to this request. The first piece deals with updating the Five Year Capital Plan. It is to include five buildings: the Town Hall, Library, Police Station, Senior Center and EMS. It was decided to proceed in two phases. Phase I will be an audit of the plan completed in 2007. Phase II will be a comprehensive 5 Year Capital Plan and will include information from Phase I. This is expected to be finished by May 30th.

Antinozzi Associates will review the previous 2007 report. Each building will be looked at to determine what the status of each item would be. The amount of \$7,495 is needed to get started. This is comprised of \$7,245 for hourly fees plus \$250 for anticipated reimbursable expenses. Money should be spent annually to keep the projects ongoing.

Phase II will include additional services for each building and its surrounding sites. A fee had not been identified for this Phase; however, it was anticipated that the fee would be around 25 -35,000 dollars. Mr. Marsilio said that amount was unacceptable, and that he did not want to spend that amount. A subsequent proposal was made in the amount of \$15,250. This proposal includes an additional four buildings: the Helen Plumb Building, Town Hall Annex, Trumbull Public Works Headquarters and Trumbull Public Works Yard Facility.

The second piece deals with the professional design for a new Trumbull Nature and Arts Center Facility/Ranger Station at Beach Memorial Park. The TNAC engaged Antinozzi Associates to do a study for this new facility. This project may or may not happen. Although no budget has been received, a projected budget of one million dollars is the current target for design and construction of the project. At this point in the year, Mr. Marsilio recommended that this project be taken off.

Lupien asked if the administration was going to do this project through our customary practice of the Town Council putting together a building committee and typically the building committee is responsible for developing the scope of the project and the building committee is responsible for putting together the requirements for an architect and then it going out to bid. That was the practice. This document indicates that this is not the case. An architect has been hired who is going to do the scope of the work.

Palo made a motion to amend this transfer from contingency in the amount of \$20,000 to a transfer in the amount of \$15,250 for the 5 Year Capital Improvement Plan only; seconded by Lupien.

Motion on amendment carries unanimously 6 – 0

Motion on amended motion carries unanimously 6 – 0

6-10-02...Appropriate from Available General Fund Balance the sum of \$45,217 to 01013000-522203 Ancilliary. The purpose is to cover the costs of arbitration fees on the MATE contract.

It was moved by Palo; seconded by Lupien.

The MATE contract went to arbitration twice. This is for arbitration costs in the amounts of \$10,800, \$20,495, \$4,200, \$3,046.70, \$6,675 for the arbitrators.

Motion carried unanimously 6 – 0

Fuel Cell Tower Attorney fees final cost \$14,005.40

Motion to adjourn (Tesoro); seconded (Lupien)

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Gail Bokine, Clerk