

TOWN COUNCIL
TOWN OF TRUMBULL
CONNECTICUT
www.trumbull-ct.gov

ROBERT J. PESCATORE, JR.
Chairman, Finance Committee

TELEPHONE
(203) 452-5005



Date: March 12, 2010

To: All Department Heads, Board & Commission Chairpersons

From: Chairman Robert J. Pescatore, Jr., Trumbull Town Council Finance Committee

Re: Department Budget Hearings (2010-2011 Budget Year)

Attached is the schedule for the Town Council Finance Committee. **All department heads and board/commission chairpersons (or their designated representatives) are required to attend these hearings.** Should there be a conflict or hardship in coming at the noted times, please contact me through the Council Clerk at councilclerk@trumbull-ct.gov.

Please reference the below items to prepare yourself for the budget hearings:

- Prepare a written overview of all major budget requests and explanations for presentation to the committee
- Bring written supporting documentation to justify your budget
- Come with a current breakdown of the following (to be distributed to the committee):
 - Number of full-time employees
 - Number of part-time employees
 - Major duties and responsibilities of each employees
 - Three major accomplishments during the past year for each employee
 - Major issues you will be facing during the 2010-2011 budget cycle
 - Objectives / goals for the 2010-2011 budget cycle
 - Opportunities for consolidation
- Bring two copies of any current union contracts which your department must abide by

Please feel free to contact me using the information provided above should you have any questions.

Note: Your department may be called at any time on the specified evening. This schedule is subject to change at any time at my discretion.

Budget Year 2010 - 2011

Date

Departments

Monday March 22, 2010
Council Chambers
7:00 PM

Education
Technology
Emergency Management
Fire Marshal
Fire Marshal - Hydrants
Town Council
Trumbull Nature Commission
Ethics Commission

First Selectman
Probate
Elections
Finance
Board of Finance
Board of Assessment Appeals
Purchasing
Human Resources
Employee Benefits

Tuesday March 23, 2010
Long Hill Conference Room
7:00 PM

Treasurer
Town Attorneys
Town Clerk
Town Hall
Custodial Services
Planning and Zoning
Zoning Board of Appeals
Economic Development
Police
Police Special Detail
Animal Control
Disposal Area
Town Engineer

Central Emergency Dispatch Commission
Emergency Medical Services
Tax Assessor
Tax Collector
Building Official
Public Works Director
Security - Buildings and Grounds
Public Works - Street Lights
Public Works - Highway
Highway - Snow Removal
Highway - Construction
Public Works - Maintenance / Fleet

Thursday March 25, 2010
Long Hill Conference Room
7:00 PM

Inland Wetlands Commission
Recycling Commission
Conservation Commission
Transit District
Health District
Vital Statistics
Nursing-Seniors
Social Services
Counseling Center
Youth Commission
Senior Citizen Services
Non-Public School

Business / Education Initiative
Libraries
Public Events
Trumbull Day Commission
Recreation
Parks
Tree Warden
Arts Commission
Debt Service
Sewers - Enterprise
Tashua Knolls - Enterprise
School Nurses

Saturday March 27, 2010
10:00 AM

Public Hearing

Council Chambers

Wednesday March 31, 2010
7:00 PM

Finance Committee Budget Vote

Council Chambers