

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



MINUTES
August 13, 2015

CALLED TO ORDER: Chairman Massaro called the special meeting to order at 8:13 p.m. All present joined in a moment of silence and the Pledge of Allegiance.

The clerk called the roll and recorded it as follows:

Present: Carl A. Massaro, Jr. Enrico R. Costantini Joseph G. Pifko
Mark S. LeClair Ennio DeVita Edna Colucci
Suzanne Testani Vicki Tesoro Michael London
Vincent DiMasi Jr. Cynthia L. Penkoff Scott Wich.
Antonio Pettiti

ABSENT: Mary Beth Thornton, Kenneth M. Martin, Sr., Ann Marie Evangelista, Donna Seidell, Lori Rosasco Schwartz, Bethany Llodra Gilman, Daniel Marconi, Tony Scinto,

ALSO PRESENT: First Selectman Timothy Herbst, Chief of Staff Lynn Arnow, Director of Finance Maria Pires, Parks & Recreation Director Stuart McCarthy, Board of Finance Members, Chairman Elaine Hammers Paul Lavoie, Roy Molgard, Lainie McHugh Andrew Palo, Thomas Kelly, Bill Haberlin, Alternate, Karen Egri, Alternate, Vincent DeGennaro, Alternate, Deputy Chief Thomas Savarese, Deputy Chief Glenn Byrnes, and Senior Center Director Jean Ferreira.

*Unless otherwise noted the Chair reserved his right not to vote.

The Chair extended his gratitude to both the Board of Finance, the Town Council and members of the public for attending this meeting.

**This special meeting of the Town Council and the regular August meeting of the Board of Finance meeting were held concurrently, in part, in the Council Chambers of the Trumbull Town Hall. Both the Board of Finance and Town Council heard testimony and discussed Items #1

through #3 of this agenda. After the Board of Finance voted the Town Council moved said items and voted.

1. RESOLUTION TC25-189: Moved by Ms. Testani, seconded by Ms. Penkoff.
BE IT RESOLVED, That \$20,000 is hereby appropriated from the Available Fund Balance to 01022000-581888 Capital Outlay for the purchase of two patrol vehicles with equipment using the Town's leasing program.

Deputy Chief Savarese indicated Chief Lombardo was out of state and unable to attend this meeting. Chief Lombardo has reviewed the fleet and agrees there is a great need for these vehicles. The supplemental represents two police vehicles at a cost of \$10,000 each utilizing the Town's leasing program. He reviewed the list of vehicles with high mileage with the BOF and the Town Council, noting by the end of the year there will be two more cars with over 80,000 miles. There are repairs needed for the cars, currently there is no mechanic on staff. The part time mechanic left June 30th. Police are first responders and it is necessary to keep the fleet up to standard. First Selectman Herbst spoke in favor of the vehicles.

The Council discussed the need for the vehicles. Ms. Tesoro noted vehicles had been denied in FY 2014-2015 as well as the full time mechanic. Ms. Penkoff clarified 20 vehicles have been purchased over a period of 4 years. Mr. Wich voiced his concern the vehicles were not included in the operating budget.

The BOF Chairman stated there were funds available in the Special Duty account that could be used for the vehicles. The Director of Finance confirmed it would be an appropriate use of the account.

The Board of Finance unanimously voted to approve the use of the Special Duty Account 72022200-581888 in the amount of \$20,000, no action is necessary by the Town Council. The resolution was declared moot by Town Council Chairman Carl A. Massaro, Jr. as the Town Council has no authority to act on a transfer of funds among budget accounts and the need for a supplemental appropriation was rendered unnecessary by the action of the Board of Finance.

Ms. Testani withdrew her motion.

2. RESOLUTION TC25-190: Moved by Ms. Colucci, seconded by Ms. Testani.
BE IT RESOLVED, That \$10,000 is hereby appropriated from the Available Fund Balance to 01013800-522202 Professional Services to solicit a needs assessment for a Senior Center/Community Center Building.

Mr. Pifko moved, seconded by Mr. DeVita to amend to read as, "RESOLUTION TC25-190: BE IT RESOLVED, That \$10,000 is hereby appropriated from the Available Fund Balance to 01013800-522202 Professional Services ~~to solicit a needs assessment~~ *for expenses related to the Senior Center/Community Center Building.*

Vote: Motion CARRIED unanimously.

The Chair explained for the BOF Chair per Building Committee Rules once the Building Committee determines the scope of the project they would come to the Council for approval of the same and then seek funding from the BOF and the Town Council. This appropriation represents seed money for the Building Committee to advance the preliminary work done to date. The Director of Finance confirmed for the BOF Chair that this money would be part of the Building Committee's project funding. A bond authorization has not been issued to date. First Selectman Herbst spoke to the need to start this project correctly in order to avoid cost over-runs and change-orders. This was one of the key elements of the THS audit. The audit showed us if you start wrong you end wrong.

Mr. Pifko explained an extensive presentation was given at the regular August Town Council meeting of the work the Building Committee has done to date and what they planned to do next. These funds would be used for expenses related to the Senior Center/Community Center Building Committee. The Building Committee has looked at many senior centers; a strategic plan is currently being conducted by the Library. These funds would support the surveys for the seniors and general population, public hearing legal notices and an assessment by professionals, (i.e. architects to determine what type of space is needed, the size and basic designs). \$25,000 had been previously allocated for Town Facilities study but was not used therefore the funds remained in the General Fund.

Mr. Kelly spoke to the process and noted the Building Committee did not vote on this prior to coming to the BOF. Mr. Pifko noted the committee did have a discussion on this but did not vote on the amount. The Co-Chairs determined the amount requested. Ms. Pires confirmed the Town Hall needs assessment has just begun and was specifically for the Town Hall, there is no overlap with this project. First Selectman Herbst added Chief Lombardo will be conducting a security assessment of all Town buildings. Mr. Pifko indicated for Chairman Massaro it was the consensus of the Building Committee to move forward, one of the surveys has already been sent out and another is in the process of being designed.

Appropriation was approved by the Board of Finance 4-2 (Against: Palo and Kelly)

Mr. Pifko explained for Ms. Tesoro at the last Town Council meeting he had explained at great length the evolution of the Building Committee, where they had been and where they are now. They have looked at Senior Centers and one Community Center. The Library is doing their strategic plan and the Building Committee is now entering the Community Center aspect which will involve reaching out to the people by surveys and public hearings.

Ms. Penkoff stated the Building Committee was formed and has met for months. It is time to fund it and move forward. Ms. Penkoff moved to call the question, seconded by Mr. LeClair. The question was called unanimously
VOTE: ADOPTED as amended unanimously.

Motion made by Ms. Testani, seconded by Mr. DiMasi the Town Council unanimously took item #4 out of order.

3. RESOLUTION TC 25-194: Moved by Mr. London, seconded by Ms. Penkoff.
BE IT RESOLVED, That First Selectman Timothy M. Herbst, is hereby authorized to negotiate and execute all necessary agreement/contract documents on behalf of the Town of Trumbull with the Department of Transportation of the State of Connecticut and to affix the corporate seal.

Mr. London moved to amend the resolution. The Chair noted State grant resolutions usually require specific language. The amendment may jeopardize the Town qualifying for the grant. Ms. Ferreira agreed and stated the resolution in its original form has been used for years and has never had an issue. Ms. Ferreira suggested not amending to be safe. Mr. London withdrew his motion.

Ms. Ferreira stated the resolution is for a bus. Trumbull pays a portion, approximately 20% (\$12,000). After 5 years title of the vehicle is turned over to the Town. It is well worth the dollars. Trumbull did not get a bus last year and is not sure they will next year, because the state is not awarding the grant to the same Town two years in a row any longer.

Mr. Wich stated he appreciates the legal-ease of this and making sure this is approving the language of the resolution and stated for the record this resolution leads to the materials that were provided as part of the agenda and more specifically the fiscal year 2014, Section 5310-8 grant of the State of Connecticut Department of Transportation, because that is what we are talking about. It is important that is reflected in the minutes.

* This item does not require Board of Finance approval and was not on their agenda.

VOTE: Adopted unanimously.

4. RESOLUTION TC25-191: Moved by Mr. DiMasi, seconded by Mr. London
BE IT RESOLVED, That \$45,000 is hereby appropriated from the Available Fund Balance to 01080300-522205 Program Expenses for partial funding of the Fall Festival.

Ms. Arnow and Mr. McCarthy were present. A revised budget for the Fall Festival was distributed at this meeting, (revenue and expenses spreadsheet attached). Ms. Arnow indicated the revenues are very conservative. Town Departments have been very helpful and as a result cost savings have realized. Mr. McCarthy is able to borrow a stage with lighting and sound from a neighboring town resulting in a further reduction to the budget. The sound is not adequate and it will be necessary to budget for sound. Advertisements for the event are costly. Chief Lombardo has reviewed the security plan and agrees with the reduction. They have not received a bid for the amusement to date but are confident there will be a bidder soon. They are able to also borrow lights which represents more savings. The Fire Marshal is confident there is enough lighting. They are still working towards reducing the rain budget. The rain insurance covers the anticipated revenues if we receive ¼" of rain within a certain time frame. The Fall Festival is a combination of the Arts Festival and a 1-day carnival. Bids for the amusement close the day after this meeting.

First Selectman Herbst explained for Ms. Tesoro members of the Trumbull Day commission have resigned and there have been quorum issues. The Chair stated both boards need to understand if the Town is going to put on a community event it has to be paid for. First Selectman Herbst has personally worked towards securing sponsorships for both the Golf Classic and the Fall Festival.

Moved by Mr. Lavoie, seconded by Ms. McHugh the BOF voted unanimously to extend their meeting past 10:00 p.m.

Mr. Wich voiced his concern this is being planned the same weekend as the Arts Festival. The Arts Festival has been a successful event.

Ms. Tesoro stated a resolution of last year calls for any budget to be approved by the BOF and Town Council. Ms. Tesoro spoke in favor of following the process and spoke against this being put on a special agenda and not having gone through committee.

Upon motion made by Mr. Lavoie, seconded by Mr. Molgard the Board of Finance unanimously amended the appropriation to \$15,000 from \$45,000 and approved the amended appropriation unanimously.

The Board of Finance adjourned at 10:20 p.m.

Chairman Massaro extended his gratitude to the BOF for allowing the Town Council to meet with them.

The Town Council continued with their business.

Motion made by Mr. London, seconded by Ms. Penkoff to amend RESOLUTION TC25-191 to \$15,000 from \$45,000.

Ms. Penkoff and Ms. Testani spoke in favor of the resolution.

VOTE: Motion CARRIED unanimously.

VOTE: ADOPTED as amended 11-1 (AGAINST: Wich)

There being no further business the Trumbull Town Council adjourned at 10:22 p.m. by unanimous consent.

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk

2015 Fall Festival Budget - BOF and Town Council Request 8-13-15 (Revised)

	2014		2015	
	BUDGET	ACTUAL	BUDGET	RAIN BUDGET
REVENUES				
Sponsors	\$ 35,000.00	\$ 8,500.00	\$ 10,000.00	\$ 10,000.00
Food Vendors	\$ 6,000.00	\$ 12,370.00	\$ 5,000.00	\$ 3,500.00
Craft Vendors	\$ 8,000.00	\$ 9,541.25	\$ -	\$ -
Amusements	\$ 11,000.00	\$ 14,276.00	\$ 11,000.00	\$ -
Beer/Wine	\$ 6,000.00	\$ 4,101.00	\$ 6,000.00	\$ -
Admissions (5500.3 people)	\$ 45,000.00	\$ 27,507.00	\$ 25,000.00	\$ -
Beverages	\$ 8,500.00	\$ 4,041.00	\$ -	\$ -
Total Est. Revenue	\$ 119,500.00	\$ 80,336.25	\$ 57,000.00	\$ 13,500.00
EXPENSES				
Fireworks	\$ 20,000.00	\$ 19,510.20	\$ 20,000.00	\$ 20,000.00
Entertainment				
Adult	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00	\$ 750.00
Children's	\$ 1,000.00	\$ -	\$ 450.00	\$ 250.00
Stage & Equipment	\$ 6,700.00	\$ 5,650.00	\$ 1,740.00	\$ 1,740.00
Stage Power (Generator)			\$ 300.00	\$ 300.00
Sound	\$ 2,100.00	\$ 4,000.00	\$ 500.00	\$ 500.00
Stage Lighting	\$ 2,000.00	\$ 2,100.00	\$ -	\$ -
Starr 99.9		\$ -	\$ -	\$ -
DJ	\$ 600.00	\$ 500.00	\$ -	\$ -
Total Est. Entertainment	\$ 17,400.00	\$ 13,750.00	\$ 4,490.00	\$ 3,540.00
Marketing				
Newspaper Ads/ Inserts	\$ 2,000.00	\$ 1,249.00	\$ 1,000.00	\$ 1,000.00
Signs	\$ 500.00	\$ 1,287.50	\$ 1,000.00	\$ 1,000.00
Posters	\$ 60.00	\$ 85.00	\$ 150.00	\$ 150.00
Sponsor Banner			\$ 300.00	\$ 300.00
Banners	\$ 600.00	\$ 1,789.27	\$ 1,100.00	\$ 1,100.00
Total Est. Marketing	\$ 3,160.00	\$ 4,410.77	\$ 3,550.00	\$ 3,550.00
Town of Trumbull Dept.'s				
BOE Facilities/Staff	\$ 4,000.00	\$ 4,243.89	\$ 3,135.00	\$ 800.00
Dumpster	\$ -	\$ 679.00	\$ 700.00	\$ 700.00
Admin for Minutes	\$ 1,200.00	\$ 960.00	\$ -	\$ -
Parks-Gate Installation (2)	\$ -	\$ 2,400.00	\$ -	\$ -
Town office support	\$ 5,000.00	\$ 6,726.57	\$ -	\$ -
TPD	\$ 15,000.00	\$ 17,796.75	\$ 15,000.00	\$ 5,000.00
Security (Incl. Radios)	\$ 7,000.00	\$ 5,950.00	\$ 3,000.00	\$ -
TFD	\$ 2,300.00	\$ 2,240.00	\$ 2,240.00	\$ 2,240.00
EMS	\$ -	\$ -	\$ 500.00	\$ 200.00
Fire Marshall	\$ 2,000.00	\$ 1,113.57	\$ 2,040.00	\$ 2,040.00
Parks/Maint./Field Repairs	\$ 6,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
Total Trumbull Dept's	\$ 42,500.00	\$ 44,109.78	\$ 27,615.00	\$ 11,980.00
Cost of Goods/Services				
Beverage	\$ 3,000.00	\$ 1,306.94	\$ -	\$ -
Beer	\$ 1,000.00	\$ 894.00	\$ 1,750.00	\$ -
Wine	\$ 200.00	\$ 453.82	\$ -	\$ -
Tents, Tables & Chairs, Lights	\$ 6,800.00	\$ 6,259.75	\$ 3,000.00	\$ 500.00
Generator/Light Towers	\$ 7,500.00	\$ 4,465.00	\$ 300.00	\$ 300.00
Porta Potties	\$ 7,200.00	\$ 4,940.00	\$ 3,270.00	\$ 3,270.00
Ice	\$ 600.00	\$ 520.00	\$ -	\$ -
Rain/ Liability Ins.	\$ 5,000.00	\$ 3,330.00	\$ 3,400.00	\$ 3,400.00
Volunteer Shirts/ID Badges	\$ 1,300.00	\$ 152.66	\$ -	\$ -
Two Way Radio's	\$ 250.00	\$ -	\$ -	\$ -
Civil Air Patrol	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
No Parking Signs	\$ 450.00		\$ 450.00	\$ 450.00
Other Supplies	\$ 400.00	\$ 29.67	\$ 400.00	\$ 400.00
	\$ 34,700.00	\$ 23,351.84	\$ 12,570.00	\$ 8,320.00
Total Expenses	\$ 117,760.00	\$ 105,132.59	\$ 68,225.00	\$ 47,390.00
NET LOSS:		\$ (24,796.34)	\$ (11,225.00)	\$ (33,890.00)
AVAILABLE FROM 2013 TRUMBULL DAY		\$ 39,130.79		
AVAILABLE FOR 2015 EVENT		<u>\$ 14,334.45</u>	\$ 14,334.45	\$ 14,334.45
FROM OPERATING BUDGET 2015-16 #01080300-522205			\$ 7,000.00	\$ 7,000.00
AMOUNT NEEDED FOR EVENT			<u>\$ 10,109.45</u>	<u>\$ (12,555.55)</u>