

**Finance Committee of the Trumbull Town Council**  
**Department Budget Hearings**  
**March 21, 2012**

**CALL TO ORDER**

Chairwoman Debra Lamberti called the meeting to order at 7:14 p.m. at the Town Hall, Trumbull, Connecticut all present joined in a moment of silence and the Pledge of Allegiance.

**Present:**

Debra Lamberti, Chairwoman

Jane Deyoe

Mark LeClair

Gregg Basbagill

Vicki Tesoro

Ann Marie Evangelista

Tony Scinto, Vice-Chairman (arrived at 7:16 p.m.)

**ABSENT**

John DeVecchio, Jr.

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**01013600 Town Clerk**

**Suzanne Burr- Monaco**

- 501102 FULL TIME - The request for an additional ½ person was approved by the BoF. There had been 4 full time positions in 2003-2005. Currently the dept. is at 3 ½ people, recordings and documents are back up to the levels of 2005. The BoF eliminated the part time position after they approved the full time position. The part time position is funded through July 1, 2012. There is an April primary, an August primary and the upcoming November election. The Secretary of the State wants to implement a no excuse absentee ballot which in effect will make the Town Clerk's office another polling place. The full time position is needed due to the work load. If the full time position is not approved by the Town Council, the part time position would need to be put back in the budget. The part time clerk is willing to work full time; she has 5 years experience within the department. Ms. Monaco spoke in favor of the clerk filling the full time position she is a good worker and has a working knowledge of all of the programs used. The other people in the office have been in the department for 19 years and have tremendous historical knowledge.

The only other change is that they moving to COT, which is through Resolution. Resolution is being phased out. They will have to put the Resolution 3 program in. It is being done through IT, but some of the monies paid to COT have increased a little. The fax machine requested is not necessary they did it in this fiscal year.

**01040200 Vital Statistics**

**Suzanne Burr- Monaco**

Ms. Burr- Monaco indicated that this account represents what the Town pays for vitals and what is taken in. There may be a change where less money is taken in, because the State will be implementing the death program on-line as the birth program is now available. The people used to have to go to the individual town.

**01014600 Economic Development**

**First Selectman Timothy Herbst and Chief of Staff Daniel Nelson**

- 501101 SAL-FT/PER - Increased \$5,000 by the BoF. First Selectman Herbst explained that the Economic Development Director position was budgeted last year at \$80,000 as a contracted position. When the position became vacant in July, the Town began the process of posting the position as a contracted position. They secured four (4) responses to the RFQ. The Economic Development Commission and he were of the unanimous decision that four (4) responses were not enough to have a proper pool of candidates. By unanimous consensus the Commission and he agreed that the position should be converted to an employee and an examination of the salary conducted. The position was not posted in September or October due to the election. After the election the job description was restructured and posted. It is a very detailed comprehensive job

description. The salary was increased to \$90,000. They received 24 applications. The BoF increased the salary by \$5,000 to allow for flex room in negotiating instead of having to come back for a supplemental. The amount can be up to that number but could be lower; it will depend on which candidate is ultimately chosen.

- 5222202 - SVS-PROF - Reduction of \$5,000 by the BoF as a trade off for the above salary increase.

The overall department budget total is unchanged. The First Selectman understands the reason the BoF made the reduction. If it needs to be adjusted the new person in the position should assess the situation.

First Selectman Herbst indicated that in order to attract qualified employees to work for the Town it is necessary to be competitive in order to encourage a qualified employee from another community to come to work in to Trumbull. The \$80,000 salary without benefits was clearly not enough because they had only received 4 limited responses. The applicant pool expanded after bringing the salary to \$90,000. This position is a critical position to grow the grand list and a revenue generating position. In order to be competitive with other towns in the nearby communities we need a qualified person serving as our Economic Development Director. This person will serve as the Town's point of contact, not only encouraging new businesses to come to Town but to retain the businesses that are already here which will in effect take the burden off our residential homeowners.

- 556601 PRF DV-SEM - There are several seminars that the Economic Director can attend, and would like the person to determine, which seminars would be attended. We want the Director to have the opportunity to learn best practices have continuing education so in turn will bring these back to the community, i.e. drafting tax incentive abatements, drafting the Town's overall strategic plan with the plan of conservation and development. These we feel are necessary. They are embarking on a conservation development plan which needs to be very targeted for the purposes of redevelopment and revitalization.

## **General Government-Continued**

### **01014200 Planning and Zoning**

#### **First Selectman Timothy Herbst and Chief of Staff Daniel Nelson**

First Selectman Herbst indicated that they had made a decision for a complete restructuring of this department. Trumbull is behind with regard to proper staffing models and levels. They are deficient in proper staffing with regard to zoning enforcement, currently we have a part time zoning enforcement officer who enforces the zoning regulations but is also required to deal with blight compliance. This has become a significant issue in the community due to the economy. The lack of professional staffing models in the department has inhibited proper planning recommendations made to the commission. There is a need for people conducting the application review and making recommendations to the commission who have the ICP certification and planning experience particularly with regard to zoning changes and language that is contained in a regulation.

- 501101 - FULL TIME/ - The restructuring includes a Director of Planning and Development position that has been budgeted at \$85,000. The BoF approved that number. There have been positions that been defunded as part of the reorganization: a part time land use consultant, a part time zoning enforcement officer, and a part time clerical. Those positions were part of the reorganization of the department to meet the overall departmental needs and not to increase the budget to such a level that would be too much at one time. The blight compliance function was in the building department, a portion of the ZEO was paid from Zoning and the Blight portion was paid from building. They had made the decision to centralize it into one department. The BoF maintained the Director's salary as presented, made a decision to increase the ZEO salary based upon data provided, and decreased the part time position to make it commiserate with traditional part time salary ranges. The change is well reasoned. The First Selectman hopes that the council will maintain what is presented. They have completed the interview process for the

Director of Planning and Development, and have made a tentative offer to a candidate who is very well qualified with extensive experience.

The part time P&Z clerk is currently funded through this fiscal year, the position based upon the demands of clerical was defunded due to the restructuring. Based upon the demands of other departments a part time floater position was put in the budget, they had hoped to have the part time P&Z Clerk apply for that position. The BoF had taken the floater out of the budget. The part time Land Use Consultant had voluntarily requested to go to part time, the request was honored last year. The Director position was posted the Land Use Consultant did not apply for it. The part time ZEO and the part time Blight Officer (one person who does both jobs) has been encouraged to apply for both ZEO and the Asst. ZEO.

### **01014400 Zoning Board of Appeals**

#### **First Selectman Timothy Herbst and Chief of Staff Daniel Nelson**

First Selectman Herbst indicated the staffing model that supports ZBA is in P&Z. It is very straight forward.

### **Public Safety**

#### **01022400 Animal Control**

##### **Lynn Delabianca**

Ms. Delabianca indicated that she had requested a part time position but that had been eliminated. Seasonal help for the months of June, July and August in the amount of \$1,500 was approved in place of the part time position. This will ensure coverage for 7 days per week kennel help. Summer time gets very busy juggling going on calls and cleaning kennels.

- 501102 - PART TIME/ - The First Selectman had reduced the additional part time kennel help. Originally it was requested 10 hour per week part time position to cover Fridays and Saturdays. The part time position would still be needed but in the event she can not have that position the seasonal help will help them during the busiest times.

The building addition consisted of an office and two small rooms which were primarily for cats and small animals. The dog kennels were not increased. Expenses went up a little because they are housing more cats. They do receive a lot of donations of supplies. Program supplies were increased by \$400 and were approved by the First Selectman and BoF.

### **01023400 Emergency Management**

#### **Chief Kiely and Lieutenant Ronald Kirby, Director of Emergency Management**

Lt. Kirby indicated there were only a few changes to the budget from last year.

- 534402 - PROG SUPPL- Requested an increase of \$1,000 for EOC operations food and office supplies. The EOC was opened quite a few times last year.
- 578801 - MNTNCE SV - Request for Code Red a town wide alert system at \$19,500 was moved by the BoF to 578801 MNTNCE SV from 581888 - CAPITAL OUTLAY. The non-emergency notification is what the dept. is lacking. The free system from the State, Everbridge does not allow non-emergency notification. A non emergency notification example is as follows: The first initial notification of an emergency qualifies as an emergency. The second update to notify the people where the shelters are or where the showers are is not considered an emergency. The equipment is all off site, the company itself is web based. Code Red gives unlimited usage to the Town. The Town will still have access to the State's system. There will be a sign-up for the new system and will be announced on the website, on channel 17 and public areas in Town such as the libraries. The new system can be tailored to specific needs. Code Red can be used for the "Are you Okay?" system. The BoE's system is not geo based; it can not circle a certain area of town. The BoE system is simply an e-mail or phone blast. The new system will allow for the same notifications that the residents became accustomed to in the most recent storm events, it will also be able to circle

within a certain street or a certain mile radius. The fee is a 3-year lock in commitment. The system can be done remotely from a cell phone they will not be tethered to the EOC.

### **01022000 Police**

#### **Chief Thomas Kiely, Lieutenant Thomas Savarese and Deputy Chief Glenn Byrnes**

- 581888- CAPITAL OU - Vehicles- Chief Kiely indicated that a car was reinstated by the BoF and the police dog was removed. Given the choice Chief Kiely would choose a police car. The department does over 20,000 calls per year; the police are always the first responder on a medical emergency. They need good reliable vehicles to deliver their service. In law enforcement, industry standard for first line cars is not to go over 75,000 miles. Ford stopped making the Crown Victoria a rear wheel vehicle, which had been the industry standard for law enforcement. This budget includes the new vehicle; the Chevrolet Caprice, (\$28,900 base price), the Crown Vic's base price was \$22,000. All of their officers are trained at the academy on rear wheel drive cars. The cars have to be equipped, some of the equipment is ten (10) years old; some of the equipment will carry over. A plan had been developed to purchase five cars minimum per year every year; keeping the repairs at bay.
- 581888- CAPITAL OU - Canine - The second canine would be used all over Town, the dog is a tool and is only as good as the police officer who handles him. The canine from a management stand point is great tool. The current canine they have is in line to be trained for drug retrieval. The department is up 450% with regard to motor vehicle drug stops from 2010-2011. They went from 17 mv stops to 98 for the year.
- 501101 FULL TIME/ - At the BoF level they had requested two ½ year positions, it takes 18 months to place an officer. Last years two police officers added have just graduated from the academy the night before this meeting. There are nine police officers who are maxed out that could possibly retire, there is another group who reach the 25 year mark could potentially retire. Two (2) half year positions equal \$48,000. They have to be paid while in the academy.
- 501102- Part Time Patrol Division Assistant - Reduction of \$17,149 - The position supports Emergency Management, the Patrol Division Deputy Chief and the Records Department.

### **01022200 Special Detail**

**Chief Thomas Kiely**- The special duty account covers all of the special duty for the police officers. The Director of Finance would have the information on this account.

### **01022500 Central Emergency Dispatch**

#### **Chief Thomas Kiely**

Chief Kiely indicated that budget encompasses clerk fees only.

### **01010800 Elections**

#### **William Holden**

- 501102 - SAL PT/PER - Mr. Holden indicated that salaries of elected officials can not change during a term. Any increase adopted in April would not take effect until January of next year. The increase has to be a 5% increase in order to cover a yearly increase of 2.5%. Last night the Redistricting Committee approved a 4 district plan. If adopted by the Town Council there would be a reduction in this fiscal year for personnel, phone lines, food for the personnel and some other items. If the council acts on the redistricting plan before the budget Mr. Holden can provide the potential savings.

### **01040200 Health District**

#### **Patrice Sulik**

Ms. Sulik indicated that for the most part the budget is the same as last year, the increase is in the IT contract, it is not an actual increase it represents a better sense of how many hours they use the IT company. They contract them out at 100 hours at a time, because they are public agency they have agreed to bill them quarterly and as they use the hours. They are trying to more accurately portray their use. There are anticipated increases in health insurance, the pension and slight increases for the staff. The First Selectman recommended a \$4,000 reduction. The Towns does not have specific line item control. The Health District is not on Munis. They have increased what employees are paying towards health insurance. They try to do an average of what both towns are giving their employees with regard to increases; it seems to be a fair way to approach. They have added programs since they have moved to their new space. Across the state their colleagues have seen decreases in the flu clinics up to 50% because of the pharmacies offering flu clinics. The Trumbull Monroe Health District was only off by 1%. The cost for the cholesterol screening is \$25. They are building their programs and trying to offer a large range of programs within the communities.

#### **01011600 Tax Assessor's Office**

##### **Mark Devestern**

- 522202 - PROFFESION - Reduction of \$10,000 - Mr. Devestern indicated that this was money he had recommended because it is typical after a revaluation that commercial properties appeal. The appeals were low this year.

On the commercial side there was a 10 + 10 for the revaluation. It was top heavy. There was a bigger spread of changes within the commercial properties. It has been six (6) years since our last revaluation.

#### **01011800 Board of Assessment Appeals**

##### **Mark Devestern**

Mr. Devestern indicated that this was not his budget. The Committee indicated that this is basically clerical fees and legal notices.

#### **01010100 Trumbull Nature Commission**

##### **Pam Georgas**

Ms. Georgas stated that they were able to achieve federal designation as a non-profit 501-3c, which has opened them up to more fundraising and grant opportunities. The programs have grown in the last year. They will have had over 1,000 children and scouts in attendance at the Nature Center. All programming is self funded, they are only asking for the utilities for the building.

- 590014 UTIL-PHONE - Reduction by the BoF of \$864 - Internet to be paid for by the special agency account. Ms Georgas questioned the special agency account; she had thought it had been dissolved when they became a non-profit. The committee will get clarification on this reduction. The security system was moved back into their budget.

There being no further business to discuss and upon motion made by Mr. Basbagill, seconded by Ms. Tesoro the Finance Committee of the Town Council adjourned by unanimous consent at 9:00 p.m.

Respectfully submitted,

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Margaret D. Mastroni  
Town Council Clerk