

The Highway Construction account (522205) was reduced significantly. (Mr. LeClair arrived at 7:21 p.m.) For many years there was \$250,000 in the account which reflected the total paving account. There was not a 5-Year Capital Program or a program that prioritized the roads in Town. In this year's Capital Program there is a \$4.8 million request for road paving, which reflects the entire road paving for the North Nichols Sewer project. The request indicates to the Town Council and the BOF that there is a need to pave these roads, (this is not a request to bond the full amount). A large portion of the \$ 4.8 million has already been approved in the Capital Project (half or more). The actual bonding request will be in the \$2-\$2.5 million range. A paving program using account 522205 would not be achievable this year and could not defend retaining that level of funding.

PW-Snow Removal 01030101

The OT (over-time) represents hours worked after 3:30 p.m., before 7:00 a.m. or on the weekends. All OT comes from the OT account; they anticipate some reimbursement from FEMA with regard to the blizzard but do not know when or the exact amount. The OT budget is an estimate. The cleaning of the trucks is done by hand. The council has been wise to accept the plan to replace the capital rolling stock; the department has been able to replace the inadequate or obsolete rolling stock. It would not be prudent not to invest in the wash bay to protect that investment. There is a request in the Capital Plan for the wash bay.

PW-Building Maintenance 01030200

This account includes the same 3% reduction wherever the account is a fixed amount. The 578802 MNTNCE/REP-EQUIPMENT/BUILDING account was increased by the BOF for the building at Quarry Road. All of the projects associated with the Town building are maintenance items. The portables have been there a long time, (4,200 sq. ft.), to move the Ranger Station there the roof will need to be redone, they will have to do the whole roof they can not just do the section that will be occupied by the Ranger Station.

PW-Fleet Maintenance 01030300

There is a 3% reduction included in the 501888, the 567701 and the 567702 accounts. Because of the recent investment in rolling stock, they are beginning to see less demand on the parts account for repairs, replacement and ordinary maintenance. He is hopeful when they are able to get the fleet to an average 20-year life, an efficiency economy will continue to be seen in that account.

Disposal Area 01030400

RECYCLING CENTER - This line item had a position eliminated, last year a position was funded to oversee all of the recycling in the community. This did not turn out to be a quid pro quo situation where the cost of the position was offset by the revenues and the decrease in MSW (Municipal Solid Waste). There was an idea that it was not fast or effective enough. The BOF put in \$25,000 to a line item in the Town Engineer's account that speaks to recycling capacity; the BOF recognized that there has to be a communication program, perhaps not on a fulltime basis but in some form. The Town Council is not able to increase this line item. Mr. Marsilio indicated that no one has communicated to him what the \$25,000 is to be dedicated to. Ms. Tesoro indicated that there had been some discussion at the BOF meeting with regard to the Deputy Director of Public Works position. Mr. Basbagill added there had been discussion at the BOF meeting with regard to the savings on benefits due to the position being eliminated. Mr. Marsilio indicated they will be coming to the council with a new ordinance; it has been reviewed by the Town attorney and is in the process of making the final adjustments to it. The ordinance will allow the residential haulers to proceed with confidence in making an investment in replacing the small blue bins with the larger tote-bins. It is expected that recycling would increase by 20% just by having them. The appeal to the Trumbull residents will be that recycling will help the Town on the revenue side and that it is the right thing to do for the environment. There is a need for a recycling communication program, (mailers and flyers). It may be necessary to hire

someone to do the school program on an annual basis. The department will figure out how to keep the program active utilizing the \$25,000. Ms. Tesoro spoke against eliminating the position if the Town will be increasing the recycling load.

Town Engineer 01030500

All other items in the Town Engineer’s budget, with the exception of the \$25,000 remain the same as last year.

Parks Department 01080600

Dmitri Paris, Parks Director was present and indicated that there is an overall reduction of 3% throughout the Parks Dept budget with the exception of the full time salaries account or contractual obligations. Mr. Paris distributed the original request for the additional position that had been requested. The new parks stickers will be printed in a few days; there is a program that has been incorporated with the rec-track program. The new park stickers will be available this year. The cost of the stickers are negligible the preexisting program will be able to handle the cost. The rec-track program has the capability to utilize its printer and print the stickers, the printer cost \$490. Mr. Marsilio indicated to Mr. Basbagill that there is a maintenance and vandalism issue with regard to garage cans in the parks. There is level of receptacles available to keep the parks clean. Mr. Paris indicated that there are vehicles in his fleet that have upwards of 270,000 miles. Mr. Marsilio stated that on the capital side they have come a long way in modernizing the fleet. Mr. Paris explained for Mr. Scinto that the Unity Park fields are maintained by the leagues on the weekends. Mr. Basbagill stated that the council could restore this requested position explaining that the BOF was worried about the liability. Mr. Paris indicated that safety is paramount for his department as well as the Public Works Dept. Although there is a high injury rate for the title of the position, the title is a “catch-all” title used for a range of activities. The work that the department is trying to put into place is tree pruning and tree removal (in the right-of-way). This would be performed from a bucket truck. Mr. Marsilio explained the department deals with liability issues every day; the workforce is thoroughly trained; a culture of safety has to be created. From a relative point of view this position is only marginally different than other positions in both the Parks Dept and the Public Works Dept. The Town has an aging suburban forest which has been treated in a benign fashion for years, this position, equipment and supplemental outside work would catch up on the work that needs to be done and would turn into a maintenance program. Currently the work is contracted out and the Town pays a premium for it. Mr. Paris explained to Mr. Massaro that the bucket truck is included in the Capital Plan, when he estimated the cost of the items he estimated them on the high side. Mr. Marsilio indicated to Mr. Massaro that the vehicle is in the Capital Plan, the fuel is in the fuel account and the inspection should be a line item. None of the cost has been appropriated. The salary request of \$28,000 and is for a half year; they would need the vehicle to be built first and would put the new employee on in January for the second half of the fiscal year.

Tree Warden 01080800

Mr. Warren Jacques was present and indicated the budget is small but is a big portion of the Town. The Tree Warden’s salary is based on 24 hours per week, he enforces P&Z, ZBA and Wetlands Commissions regulations, inspects industrial sites and residential condominium sites for landscape improvements, he also reviews plans and sets bond amounts. He works closely with the State and the utility companies. The 578806-Extraordinary account can not be budgeted with continuity; this is based on emergent issues, (i.e. recent storms)

Recreation 01080400

Ms. Mary Markham was present and indicated that since Parks & Recreation have been combined the OT account has increased; the number of meetings and the hours at the meetings has increased. The meetings

she attends have increased from 1 hour long to 4 hours long and the number of meetings she would attend per year has increased from 8 meetings per year to 14 meetings per year, plus summer concerts. The only account not generated by payroll is Program Supplies and that has been reduced by \$500. Ms. Evangelista spoke in favor of the parks stickers. Ms. Markham stated that the pools have checkers at the gates and do turn people away if they do not have license showing that they are Trumbull residents. Beaches Pool is very busy and on many occasions is filled to capacity. They now make announcements to remind the patrons to use the restrooms and to remind the parents to take the children to the restrooms. This has been very effective and has curbed many of the pool closures. Ms. Jankovic-Mark indicated that the Hillcrest pool's temperature is consistent; the shower situation still needs to be addressed. Ms. Markham stated there are plumbing issues with the showers and are being addressed at this time. The diving board issue is being addressed.

EMERGENCY MEDICAL SERVICES

FIRE MARSHAL

01022800

Ms. Megan McCarthy, Fire Marshal was present and stated that there is an increase in fee revenue over last year. They have collected \$45,965 YTD, last year they collected \$48,000 for the total year. There is a \$2,000 increase requested in the OT account based on the recent history with storms; she would rather budget for the OT than have to come back for a supplemental. Hurricane Sandy was 84 hours of OT for the department. All OT is emergency; if it is not emergency they bill the client for the OT. There is an issue with the invoice the department's cleaners uses (uniform cleaners), which has to be addressed. They have spent money in the uniform cleaning account but are in the process of working out the proper invoicing for the vendor so that the Town can pay them. It is important to have control over the development/seminars accounts because the department is required to do annual training. The BOF has recognized this and has given back the departments control of the account. There is an increase in the radio repair budget due to the fact that the fire department will change radio frequencies, either this fiscal year or the next. This will cause the department to incur the cost of new radios, antennas and installation for the cars. The Capital Outlay includes the request for filing cabinets, a safe for the office to keep the fees and evidence secure. Also included is a site plan organizer for the department. Projects in development at this time are: A development on Monroe Turnpike, the Quarry Rd. medical building, the mall always has something going and they are in the beginning stages of the 5520 Park Avenue facility which will be a multi-year project. The department is at 2 full time positions with no part time position. The part time position has been given back, the full-timer has left, the part timer moved up to the full time position. This year will be finishing the THS project and getting its certificate of occupancy. The THS concession stand project will be starting. The department is working closely with the Police Department on the safety of the schools. All of the units on the THS roof top went up very quickly, it was not evident there was an access issue until after it was complete. They are currently working on access issues and ladders. The Fire Marshal's department will be working closely with the THS new generator's electrical engineer.

EMS

01022600

Ms. Barbara Crandall was present and indicated the full time salary account includes the new EMS Director/Chief's position. The narrow band compliance and the changeover to C-Med (dispatching) have been completed and have been removed from the budget. The 522202 account has been reduced by \$30,000, in part due to the C-Med dispatching, it had been included in the budget at \$60,000, this year the fee is only \$45,000. There is a plan starting April 1, 2013 to look to an outside service (Vintech) to provide outside part-time EMT's/staff. Ms. Pires indicated that there will be a transfer next month moving the funds from the part-time account to a professional account. The Town will be able to reduce the FICA and

unemployment account since the part time staff will no longer be Town employees. Ms. Crandall stated time between 9:00 a.m. and 11:00 at night there are two ambulances on whether it is covered by paid staff or volunteer and paid staff. Ms. Pires indicated that using Vintech is something the new director is bringing in. Ms. Crandall stated that last year there were 4,015 calls which was 85 calls less than the year before. There have been 830 calls YTD. EMS can have up to 25 calls in a day. Ms. Crandall indicated for Ms. Jankovic-Mark that there are more calls taken by paid staff, it is harder to get volunteers now because of the state certification, training and maintenance it entails to remain being an EMT. Approximately ten years ago there were more volunteers.

BUILDING OFFICIAL 01023200

Mr. Graham Bissett was present and indicated that the office supply budget has been increased, noting they never seem to have enough, if he does not use it all it will be given back. The uniform allowance line item was increased by \$150 representing safety shoes for the part time position. The department's training and seminars are mandated by the State, the BOF has moved the account back into the department's budget. Publications are to buy new code books which are being changed this year. The permit fees at \$417,573 YTD, at this time last year the fees were at \$414,000, the department finished the year at \$746,834. There is an additional \$95,000 in fees in various levels of plan review which will be deposited soon; they are actually at \$512,500 YTD after that deposit is made. The budget for the 2012-2103 fiscal year is \$600,000 in revenue (permit fees).

LIBRARY 01070000

Ms. Horton, Library Director and the Louis Sheehy, Library Assistant Director was present. Mr. Sheehy indicated the full-time salaries account is a reduction this year due to changes in personnel they will be brought in at a lower starting salary. The 501102 part-time account represents a request of a 2.9% increase, last year there was no increase for the employees. OT is staying the same; longevity is being reduced due to changes in personnel. There was an error when the budget was submitted in Program Expenses, the amount was reduced and did not match the totals for the specifics. The BOF restored that amount, \$1,000. The library supplies account is staying the same and has stayed stable for 5-6 years. The materials account is staying stable, many of these items partner with the private contributions to keep them at the same levels they have been at. They have been able to reduce postage by \$250. This represents mailings back to vendors, (books that need to be returned). There is a small increase in the Service Contract account due to a lease purchase of the HVAC service contract. The Equipment Maintenance line item was reduced by \$1,699 because certain items came off the maintenance service contract on their computer system. The 578803 account was reduced because there are more products being handled by the cleaning service. Refuse removal has stayed the same. This is the third year of a four-year Capital plan to replace hardware within the two libraries. There are also private contributions to that item; it does cost more than what they spend. Some of the computers being replaced are at the 10-11 year age. The 589901 annual rentals and lease account was reduced by \$2, 382. They were able to this by renegotiating the online data base subscription to Reference USA. The HVAC has been working well for the past 1 ½ with only some slight issues, the heating still has some cold spots in the building. It is the understanding the new boiler in the capital plan will be the answer. The private funds include income from trust funds, fund raising, gifts, donations, special revenue account (income from renting the community room), fines and fees. Last year 2011-2012 fines, fees and lost books took in \$46,855. That money is specifically for the purchase of materials along with trust funds, the Town side contribution is \$172,000. The library spends a total of \$330,000 on the purchase of materials. The balance is funded by the private funds. Video Rentals is self sustaining based on what they bring in, (cases and DVD's) Most of the private money is spent on collection, on-line products, e-books, programming and

updating technology. At the branch their trust funds takes care of some personnel, maintenance of the building, all of their collections and all of their programming.

Public Events 01080000

Ms. Pires, Director of Finance was present and indicated that Public Events is program expenses and has not changed for several years, it covers the Barnum Festival Parade, the Memorial Day Parade and Green Light Ceremony. Last year it was \$80,000 because the First Selectman requested a supplemental for the concert; it was \$60,000 in case the concert lost money, since the concert did not take place the Town lost approximately \$30,000, part of the \$60,000 was used for the deficit the other \$33,600 was transferred to Trumbull Day.

Trumbull Day Commission 01080300

Trumbull Day includes clerking fees in its budget.

Debt Service 01090000

Ms. Pires stated the principal interest payments are budgeted for in the education budget. The interest is budgeted (short term and long term interest and principal payment) on the debt, not the Golf or Sewer Enterprise funds, (25% of the sewer) and no BOE projects. BOE projects are budgeted in the 0600 accounts. The five-year debt service is listed by function. The total debt in the general fund is \$12,295,228 for the 2013-2014 fiscal year. The total debt is \$16,595,000; a portion is allocated to the GOLF and 75% to the Sewer Enterprise Funds. Added to that figure are the notes due in September and will be rolled into permanent bonding, there will be one interest payment due in March 2014. Ms. Pires explained for Ms. Tesoro that part of the North Nichols Sewer project may be part of the numbers reviewed, because it has been bonded in phases. Many of the Town's bonds were refunded and they were able to reduce their rate on those. The rating has stayed stable for quite a few years now. The main issue is the pension; they will not upgrade the Town because of that. Almost the entire THS project has been bonded, the State's reimbursement rate is 30.71%, they reimburse the Town every two (2) months on what is eligible and keep 10% at the end of the project until it is audited by the State.

There being no further business to discuss and upon motion made by Ms. Evangelista, seconded by Mr. LeClair the Finance Committee of the Trumbull Town Council adjourned at 9:07 p.m.

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk

Please note: The minutes were revised to correct a typo in the heading that had previously read March 2012 and has been corrected to read as March 20, 2013. Town Council Clerk