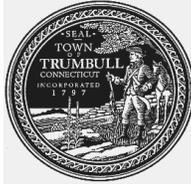


TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TELEPHONE
Trumbull

(203) 452-5005



FINANCE COMMITTEE BUDGET HEARING
April 3, 2013
MINUTES

Chairman Debra Lamberti called the FINANCE COMMITTEE Budget Hearing to order at 7:06 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: Tony Scinto, Vice Chairman, Mark LeClair, Vicki Tesoro, Gregg Basbagill and Jane Deyoe

Absent: Ann Marie Evangelista, Alternate and John DelVecchio, Jr., Alternate

PUBLIC SAFETY

Chief of Police Thomas Kiely, Deputy Chief Michael Harry, Deputy Chief Glenn Byrnes, Lt. Thomas Savarese, Animal Control Officer Lynn Delabianca, Lt. Ronald Kirby Director of Emergency Management were present.

Animal Control 01022400

Animal Control Officer Lynn Delabianca was present. The BOF restored the line item 556603 Professional Dev-In-service to all departments. Since the expansion the shelter has been able to house cats and small animals. The shelter impounds approximately 250 animals per year.

Emergency Management 01023400

Lt Ronald Kirby was present.

- 501105 Salaries-Overtime - Includes the movement of Emergency Management tech support to the Town IT Department's budget.
- **Central Emergency Dispatch Commission 01022500**
Chief Kiely indicated that this line item represents clerical fees for meetings.

Police 01022000

Chief Kiely stated the budget emphasizes manpower, training and equipment. Rapid response is important and they have accomplished that with the planning of this budget.

- *Manpower - Personnel/Officers:* Three (3) officers will be added half way through the fiscal year. This will increase their presence on the road. The police dept. has worked with the schools with regard to security.
- *Training:* Training is critical for the officers.
- *Equipment:* Equipment will now be mobile. There will be an increase in medical equipment. Some of the new equipment will be based on working with the EMS Director. TPD and TEMS work almost as one. Trumbull police officers are first responders.

Technology

01012600

Bill Chin, Technology Director was present and indicated that they would be hiring someone to assist the dept., bringing the number of people to 3.5 to support all Town departments including the police dept. This allows for knowledge of all departments and back-up if someone is sick.

- 581888-Capital Outlay: This represents projects they would like to do in the upcoming year; items that need to be done and others that will be a benefit.
- *Upgrade*: Microsoft XP is coming to end in 2014; software updates will not be supported after that date which exposes them to security issues and viruses. The dept. is planning to upgrade all of the Windows XP pc's by next year and is on schedule with this.
- *Wireless Networking*: They are currently installing wireless in the Town Hall - bids were received two weeks ago. The reduction (\$247,950) represents projects moved to a bonding request the request includes long term items, (i.e. core switch, exchange server, San Expansion, Backup System, UPS, Council Chambers Audio System). The software licenses for Microsoft Office Exchange represent CAL, (client access license). This allows the client users to connect to the server and is a one time fee for the life of the server. Bids have not been received for the Council Chambers Audio System; one of the vendors quoted \$40,000, \$55,000 and \$80,000 depending on the combination of wireless and/or wired systems based on 21 units. They are in the process of looking for a more affordable system.
- *Back-up*: IT currently backs up to tape and external hard drives. The hard drives are taken off-site manually. The buildings are connected by fiber wam and are part of the Charter contract. Of the \$76,000 the majority is for the fiber connection (\$55,000) and some represents the internet.
- Sofos: Is encryption software for all of the laptops that leave the building and AVG are for viruses across all of the workstations.

Planning and Zoning

01014200

Jamie Brätt, Director of Planning was present. The BOF restored the professional Development line item back into each department. There is no separate line item for ZBA, it is now part of this department.

- 522202- The increase from the 2013 budget represents a one time occurrence for the POCD the reallocation was recently approved by the Town Council.

Economic Development

01014600

Edward Lavernoich, Economic & Community Development Director was present. The non personnel budget is \$22,900. The professional development was moved back into the department's budget. This year's request is \$800 less than the 2013 fiscal year, (3.6%-3.7% less).

Mr. Lavernoich distributed a list entitled *Anticipated 2013-2014 Economic & Community Development Activities* to the committee (Attached), the underlined items are items that will cost money and reference where they are in the budget. The list is updated every 60-90 days. There have been no plans of development shared with the Town with regard to the properties across from the Trumbull Mall. The POCD is currently being updated, there have been public hearings, requests for public, boards and commission's input. Residents did speak to their concern of encroachment of commercial uses from Main Street pushing to the east. Trumbull Town Center- The owners are improving the center, they have invested millions of dollars. Some tenants have left due to being outpaced by corporations and some were exposed during the economic downturn. The list distributed represents his long term priorities beyond day to day business interactions.

Conservation Commission

01015400

Mary Ellen Lemay, Chairman of the Conservation Commission was present. The commission's projects are done through grants and/or the commissioners volunteer their

expertise. The commission is currently working on the Natural Resource Inventory of all of the parks and open spaces in Town, they will use the GIS system and are in the process of speaking with the CT Audubon with regard to this. The recycling coordinator position was removed from the budget; they had worked closely with her on single stream recycling, since the position was eliminated as a commission they will not be moving forward with their efforts with regard to recycling. The Vice-Chair had been working on a weekly basis with the recycling coordinator to shift as much of the MSW (Municipal Waste Stream) to recyclables. They also were selling compost bins to the public to encourage removing the weight of organic waste from the MSW. The shift would take a number of years to work efficiently.

Elections 01010800

Mr. William Holden and Ms. Laurel Anderson Registrar of Voters were present. Professional Development was restored to the dept. by the BOF. Ms. Anderson stated the budget request is for \$30,000 less than last year mostly due to election cycle, (Presidential election v. a municipal election). There is a \$7,800 difference from going from 7 districts to 4.

Town Attorneys 01012800

Town Attorney Dennis Kokenos was present. The \$12,000 increase to the budget represents a \$3,000 increase per attorney. This was determined by looking back at the time worked for last two years. If actual rates were charged the amounts would be much higher.

Other accounts the Town Attorneys receive fees for are as follows:

- Tax foreclosures- This is through a tax revenue account. The Town is reimbursed once the collection is made and does not see a loss. The Town receives revenue from the delinquent tax collection with 18%. The attorneys do not resolve the foreclosure unless the attorneys' fees and costs are received back.
- WPCA - This is within the WPCA's budget. There are only two issues his firm handles for the WPCA- Regionalization/Negotiation of the Contract and Construction Issues/Litigation. There is another attorney who is handling the other portion of the construction litigation and a number of experts for litigation. His firm only has two of the issues. The THA attorney is not included in the Town Attorneys retainer it is separate. Attorney Kokenos provided the attorneys' retainer agreement to Ms. Jankovic-Mark as requested and noted copies of the attorneys' bills are on record at the Town Hall.

Tax Collectors 01012000

Mary Moran Tax Collector was present. The BOF restored the professional development line item.

- 501105-Salaries-Overtime: The department request was increased this year because the overtime costs for the clerks to work every Tuesday evening during the month of July and the first week in August were underestimated in last year's budget.
- 545504-Communications-Postage: The department request was increased due to the additional sewer assessments for the North Nichols Sewer project, approximately 900 assessments.

Human Resources 01013000

Mary Ann Meier, Human Resource Director was present.

- 522202-Services & Fees-Professional: This line item is actually under the Finance Department's responsibility as well as the 522203-Services & Fees Ancillary.

Nurses

Coleen Figliuzzi, Director of Nurses and Elaine Wang, Chief of Staff was present.

Nursing Sr/Well Child **01040400**

Counseling Center **01050200**

School Nurses **01060200**

- 501101-FT Salaries/Permanent - Reflects an increase due to the fact that the full staff received an equity adjustment plus a cost of living increase. The nurses are non-union and under contract. There are 30 nurses in total - 16 are full time, 3 part-time and the remaining are substitutes and includes the private school nurses. The salaries of the private school nurses are based on 60/40 split between the Town and schools.

Non Public School Nurses **01060400**

Tax Assessor's Office **01011600**

Mark Devestern Tax Assessor was present. Appeals are subject to confidentiality agreements, executive session is required to discuss. There were zero (0) residential property assessment appeals with regard to the courts and low numbers with the Board of Assessment Appeals. The Grand List was up almost 1%, Real Property was up 1%, Motor Vehicles went down the most and Personal Property went down slightly. If the car tax were taken away, the Town's budget would be approximately the same. It would cause a shift onto the real estate and personal property

Social Services **01050000**

Jean Ferreira, Director of Social Services was present.

- 501106-Longevity - Changed due to data error.

Sr. Citizen Services **01050600**

Jean Ferreira, Director of Sr. Citizen Services and Gary Raytor Sr. Citizen Commission member was present.

Overall the budget request is less than the 2012-2013 Fiscal Year Budget.

- 522205-Program Expenses - The department request increased over last year by \$4,000.
- 501102-Salaries/PT/Permanent - The department request was reduced. There were two (2) part time clerks in last year's budget, the job descriptions were combined into one. Utilities were reduced as well.
- Sr. Center Kitchen- There is a \$20,000 grant bonded through the State for the Senior Center's kitchen but is not enough to cover all that needs to be done. They are now researching what the best use would be based on what the senior community wants, although that may be more than the Town can afford. The original estimates were in six figures. The Town does not want to commit to a warm kitchen. There is already a food service at the Senior Center that is not well attended. They will start with cold first and research outside catering. The commercial license has been removed the kitchen is currently being used as a staff kitchen; the staff has been informed on Clean Hand Preparation. As soon as a decision is made they will submit a plan and the funds will be released. The grant money will be available through the end of the year. The grant is specifically allocated to a snack bar. The estimates for the kitchen received to date were \$100,000 to \$150,000; the architect plans alone would cost \$15,000.

First Selectman's Office **01010400**

Elaine Wang Chief of Staff was present.

No Changes.

WPCA

Fund 20

Frank Smeriglio Town Engineer, Joseph Solemene Assistant Sewer Administrator and Karen Egri, Chairman of the WPCA Commission was present. The WPCA's focus of the next fiscal year is on the existing infrastructure, projects have been budgeted through the Capital Plan. The costs associated with the bonds, (principal and interest) are part of this budget and will be paid for by the sewer users. The other focus of this budget is the closeout of the Contract IV Sewer project, Contract III litigation and Regionalization.

- 522202-Services Fees-Professional - This represents potential legal fees associated with Contract IV, fees that are associated with Contract III litigation, legal and consultation fees associated with regionalization and legal fees associated with the contract signing with Bridgeport. Legal fees were broken out for each one those scenarios listed. It is unknown which way each scenario will take place. The specific line items are entitled *Outside Professional Services As Needed*, each line item was explained as follows:
 - *\$40,000-Legal Services for Contract IV Settlement Negotiation*- Represents legal services for Atty. Kokenos' firm to deal with settlement issues on Contract IV.
 - *\$50,000-Consultant Services for Contract IV Settlement Negotiation*- Represents if an engineering consultant is needed to help with punch list and/or change order requests from the contractor. Fees for mediation issues with Mark IV were budgeted in the 2012-2103 FY budget.
 - *\$125,000-Contract III Litigation*- Represents fees for Atty. Moscow, the lead attorney for Contract III litigation.
 - *\$20,000-Sewer Assessment Appeals*- Represents fees to Atty. Kokenos' firm for two (2) residents who filed appeals on the assessments issued.
 - *\$80,000-Bpt. Contr. Ext/Regionalization (Legal)* - Represents legal fees for Atty. Kokenos' firm for potential regionalization and contract negotiations with Bridgeport.
 - *\$80,000-Regionalization (Consulting)*- Representing services by Wright Pierce Consulting.
 - *\$25,000-Analysis to Centralize Pump Station Monitoring System*- Represents a plan to be developed to centralize the pump station. This item does not involve lawyers.
 - *\$5,000-Clerk to Collect on Usage/Assessment*- Represents the Tax Department clerk working on the collection of delinquent sewer usage fees.
- Utilities for the pump stations and vehicles were budgeted for by using the average of the last two years and an additional 3%-5% was added.
- 522210-Reimb-GF- Ms. Pires indicated that this item represents reimbursements to the General Fund for fringe benefits for employees that work for the WPCA, Tax Collector and Insurance.
- 522204- Services & Fees Contractual - Represents the break down of the expenses to Bridgeport. The break down is as follows: A fee is paid by the WPCA to Bridgeport; Bridgeport gives Trumbull a percentage off (6.75%). The WPCA in turn charges a usage fee to the residents. The 6.75% is used towards the operating expenses. The fee is based on an assumption of what will be used if the Town goes over the assumption there is a true-up. The two numbers that the WPCA discusses with Bridgeport are from the flows that Aquarion computes and the two flow meters at the exit points to Bridgeport and are compared. There usually is a discrepancy; the two flow meters at the exit points are higher than what Aquarion's (Computil). The discrepancy has to do with Infiltration & Inflow. The numbers are shared with Bridgeport.

Transit District

01015800

Maria Pires, Finance Director was present. This represents the contribution to the greater Bridgeport

Transportation District to have the busses available in Trumbull.

Town Council **01010000**

Maria Pires, Finance Director was present.

- 522201-Services & Fees Clerical - Represents Clerical fees.
- 522202-Services & Fees-Professional - Represents fees paid to the outside auditors.
- 545501-Communications-Legal Notices.

Finance **01011000**

Maria Pires, Finance Director was present.

- 556603-In-service - MUNIS is brought in-house to go through human resources. This will help the dept. utilize those modules to their full capabilities. The \$2,000 is for training. All of the system support is available on-line and is in the Technology budget. There is no limit on calling for support.

Board of Finance **01011400**

Maria Pires, Finance Director was present. This budget represents the salary for the Internal Auditor, clerical fees, legal notices and dues for the Internal Auditor. There is no increase listed for the position because the Internal Auditor position is under the MATHAS contract and are in negotiations, the increase is held in contingency until it the contract is settled.

Purchasing **01012200**

Maria Pires, Finance Director was present. This budget represents the salary for the purchasing agent, legal notices for bids published, seminars and dues.

Treasurer **01012400**

Maria Pires, Finance Director was present. The treasurer is a part time position.

Human Resources

Maria Pires, Finance Director was present and explained that the 522202 account (Attorneys' fees) is \$78,000, there was no change. \$2,150 for hiring outside examiners for oral examinations or practical exams. It appears as an increase only because there was a transfer during the year.

Employee Benefits **01013400**

Maria Pires, Finance Director was present.

- 511151-Fringe Benefits-Medical/Dental - The broker has indicated the increase for medical benefits will be approximately 5% over last year. The Town has decided that the Town and the BOE will go on a self-insured plan. There will be a savings of approximately \$2 million. A third party will handle the claims. A bank account will be funded to issue checks to the doctors etc. The medical was budgeted for as fully insured. If the Town does go self insured this would ensure enough of a reserve for any future claims that go over the stop loss.
- 511152-Fringe Benefits-Worker Comp - There is no way to predict how many injuries there will be.

- 511153- Fringe Benefits-Unempl Comp - The Town is self insured, instead of paying quarterly it pays as they per individual on employment. The number has gone down because a few people have dropped off the plan
- 522106- Pension Contr - Police - The police pension is 64.7% funded. The actuarial contribution should be \$3,088,000. The actuarial contribution has been increased \$100,000 by the BOF; it will be \$1,700,000 this year. The Town has tried to increase it \$100,000 every year, they can not meet the \$3 million actuarial recommendation.
- 522107-Pension Contr-Town &BOE - The Town pension is 28.1% funded. This the first year the Town will contribute the required contribution from the actuary, (\$4,576,000). The Town decided to meet this contribution because the Town pension is funded so much lower than the Police pension.
- 522108-Police Ret-Med/Life - This fund pays 70% of the retirees premium, the retiree pays 30%. The fund is funded through payroll deductions from active police officers and a contribution from the Town.
- 522110-Defined Contr-Town Match- This represents the 401a Defined Contribution Plan for appointed, elected and non-union individuals. The Town is negotiating with each union to move new hires to this plan.
- 522202-Services & Fees-Professional - Represents the actuarial evaluation every two years. The alternate year an update is done; there fore the fees is less. Every time someone retires the actuarial is contacted to for the computation of the pension.

Town Hall

01013800

Maria Pires, Finance Director was present.

- 501116-Contingency-Represents funds for the settlements of contracts - Currently the MATHAS (Town Hall Supervisors) contract is pending. MATE just started negotiations and Highway/Parks is still in negotiations.
The electric contract is still in place until December 2014. The contract was originally for 3 years and was extended for another 2 for a total of 5 years.
- 511160-Property/Liability Insurance- Based on the broker this was based upon a 7% increase. They will be going out to bid on this. The rates will be known in June.
- 589901-Rentals - Annual Rentals/Lease-The increase has to do with the new copier/printer/scanner leases for the Town Hall. In the past fees generated from covered the lease payment. People are making fewer copies because they are going on-line. These copiers are replacing multiple printers and scanners.
- 501102-Salaries PT Permanent- A floater would be very helpful for the Town Hall. Throughout the building there is always someone who is out for an extended period of time. This request was eliminated from the budget, the town Council can not restore it.

There being no further business to discuss and upon motion made by Mr. Basbagill, seconded by Ms. Deyoe the Finance Committee of the Trumbull Town Council adjourned at 9:41 p.m.

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk