

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

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5005



FINANCE COMMITTEE
SEPTEMBER 29, 2014
MINUTES

The Chairman called the Finance Committee to order at 7:01 p.m.

PRESENT: Chairman Mark LeClair, Vice Chairman Cindy Penkoff, Daniel Marconi Tony Scinto, Lori Rosasco Schwartz, and Vicki Tesoro.

ABSENT: Bethany Llodra Gilman, Alternate and Thomas Christiano

ALSO PRESENT: Town Council Chairman Carl A. Massaro, Jr., Director of Finance Maria Pires, Tax Assessor Mark Devestern and Town Council members Edna Colucci and Enrico Constantini.

1. RESOLUTION TC25-117: Moved by Mr. LeClair, seconded by Ms. Penkoff
BE IT RESOLVED, That the appointment of Ken Martin, Jr. of 51 Hilltop Drive, be and the same is hereby approved as an alternate member of the Planning & Zoning Commission for a term of December 5, 2011 extending to December 1, 2014.

Mr. Martin of 51 Hilltop Drive was present and indicated that he been asked to consider this position on P&Z for 2 months and stated he would be happy to do so. Mr. Martin has served on the BoF and the most recent Charter Revision Commission.

VOTE: Motion CARRIED unanimously.

2. RESOLUTION TC25-118: Moved by Mr. LeClair, seconded by Mr. Scinto
BE IT RESOLVED, That \$115,000.00 is hereby appropriated from the Fund Balance to Tax Assessor Services & Fess Professional 01011600-522202.

Mr. Devestern was present and indicated that this item had been reduced during the budget season with the understanding that if it were necessary they would come back to request the supplemental. There was a law pending that may have allowed the Town not to move

forward with this revaluation, but the language of the law was changed and the revaluation is required. The last revaluation in 2011 was statistical this one will require inspections. It will be a *limited data verification revaluation*, where the Town is required to send out a mailer, requesting information. 4,200 inspections have been budgeted for. There are 12,000 dwellings in Town. Every ten years the Town is required to try to inspect the majority of the properties in Town. The last revaluation that required inspections was done in 2005. The Town has been in many homes since 2005 on routine inspections. The Town had the option of going out to bid for a limited data or a full data verification revaluation. The Town believed the limited data to be a better choice due to the timeframe and will have good results because much of the data the Town already has is accurate. The bid came in less than they had planned to budget for before it was removed from the budget. The firm is the same as the one they had used the last time, they were the lowest qualified bidder. The limited data revaluation does not require a second letter to be sent to the resident. The revaluation is budgeted for half of this year and half of the following year. Ms. Pires indicated that Emergency Legislation will be necessary. Mr. Devestern indicated this would be necessary in order to start and finish within the time frame required by the State. The revaluation and the appeal process have to be completed January 2016. There is less labor involved in the limited data revaluation which is represented by the lower cost. Mr. Devestern indicated that Town was overall satisfied with this firm the last time they conducted the revaluation. The Town will continue using the Vision software; this provision was included in the RFP (Request for Proposal). The committee indicated that Mr. Devestern would not need to attend the full Town Council meeting on October 6, 2014.

VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC25-119: Moved by Mr. LeClair, seconded by Ms. Tesoro
BE IT RESOLVED, That \$86,456 is hereby transferred from Town Hall Contingency to various accounts. (Attached)

Ms. Pires explained this resolution represents the end of the year closeout. If a contract is not settled by the time the budget is set the funds for the payout are set aside in Contingency in the amount the Town thinks it will be settled at and then the transfer is done. The same takes place if someone retires and/or is terminated, the anticipated payout is held in contingency and is transferred accordingly. This is the only transfer this body approves. Currently there is \$119,000 in Contingency after this transfer, it will go back to the General Fund.

VOTE: Motion CARRIED unanimously.

4. RESOLUTION TC25-120: Moved by Mr. LeClair, seconded by Mr. Scinto.
BE IT RESOLVED, That \$284,480 is hereby appropriated from the General Fund to various accounts. (Attached)

Ms. Pires explained this resolution represents various end of the year supplementals for accounts that went over budget.

The Chair asked that the recycling line item be explained. Ms. Pires indicated at budget time there is MSW line item that is paid for picking up recycling at budget time it was anticipated that this item would reduce, therefore the amount had been reduced, but in actuality the amount increased and the tonnage remained the same. It was slightly under the annual average. The brush pick-up had increased due the storms the Town experienced, the thought was that after the storms it would plateau but instead it continued to increase, (representing the one-time bulk waste pick-up at every home and the cleaning up of Indian Ledge). Even though the expenditures increased, the revenue also increased. Revenue is over budget by \$110,000. Ms. Tesoro requested the additional MSW information requested by the BOF Chairman. Ms. Pires indicated that she would discuss this with the Public Works Director and would provide a further break down of the numbers.

The Tax Assessor Services & Fees/Professional represents legal representation for appeals above and beyond the attorneys' retainer. The Town pays the attorney and the attorneys hire consultants for the appraisals.

The committee discussed the fire hydrant line item. Ms. Pires stated that this was budgeted for based on an average of the last three (3) years and it was not enough.

Ms Tesoro noted that one of the largest expenses is not included in this resolution. It was the Trumbull Police Department Overtime/Special Detail line item, and is now being taken out of a special agency account. Ms. Pires stated you can not transfer between funds. It is now a departmental transfer. The supplemental at the BOF level was \$456,980, the difference was \$172,500 representing police over-time. The discussion at the BOF level was since the Special Detail fund, which is outside the General Fund, had a surplus of \$1.3 million (which is derived from billing the contractors for hiring the police officers) The Special Detail fund have never been transferred to the General fund, the BOF felt that since there was a build up of those funds to use them to offset the cost of overtime in the TPD since it is all related to salaries. It will be an internal journal and that is why it does not come to the Town Council for approval. The plan is to transfer every year the amount. Ms. Pires stated they will be discussing this with the auditors.

VOTE: Motion Carried unanimously.

5. RESOLUTION TC25-116: Moved by Ms. Penkoff, seconded by Ms. Rosasco Schwartz to postpone to next month due to the appointee's absence.

Mr. Massaro stated that Mr. Raocchia is realtor and is an unaffiliated voter.

BE IT RESOLVED, That the appointment of Daniel Ranocchia of 26 Pondview Avenue, be and the same is hereby approved as an alternate member of the Planning & Zoning Commission for a term of December 3, 2012 extending to December 7, 2015.

VOTE: Motion to postpone CARRIED unanimously.

There being no further business to discuss and upon motion made by Ms. Penkoff, seconded by Mr. Marconi the Finance Committee adjourned by unanimous consent at 7:29 p.m.

Respectfully Submitted,

Margaret D. Mastroni
Town Council Clerk

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 17-Sep-14
AGENDA: 09-17-03
AMOUNT: \$456,980

2013-2014

A) APPROPRIATION FROM: ACCOUNT NO.
ACCOUNT NAME General Fund

284,480
~~\$456,980~~

B) TRANSFER TO: ACCOUNT NO. See attached
ACCOUNT NAME See attached

\$456,980

FROM: ACCOUNT NO.
ACCOUNT NAME

284,480

TO: ACCOUNT NO.
ACCOUNT NAME

C) SUMMARY OF REQUEST: Year end supplemental appropriation

D) REQUESTED BY: Maria Pires, Finance Director

E) SUPPORTING DATA: SEE ATTACHED

F) CONCURRENCE: YES NO NEED ADD'L INFORMATION

TIMOTHY M. HERBST, FIRST SELECTMAN

G) BOARD OF FINANCE ACTION:

1. APPROVED
2. RECOMMENDED TO TOWN COUNCIL
3. TABLED
4. DENIED
5. OTHER

FY14 MSW Account - Year End Variance Analysis
01030400-522204

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	
MSW	\$ 1,550,380.00	\$ 1,614,113.51	\$ (63,733.51)	Budget reduced in approval process \$50k, however tonnage rates remained consistent with prior periods falling just slightly below the annual average of 17,000 tons
Trumbull Share/TEAM Acct	\$ 42,500.00	\$ 42,556.07	\$ (56.07)	
Leaf Hauling	\$ 117,000.00	\$ 128,342.38	\$ (11,342.38)	414 ton increase over prior year
Brush	\$ 114,202.00	\$ 165,466.39	\$ (51,264.39)	15k due to clean up at Indian Ledge(Chip/Logs etc)
Demo Hauling	\$ 20,000.00			Brush levels continue to increase.
Tires Hauling	\$ 2,400.00			
Metal Hauling	\$ 10,500.00			
Recycling Hauling	\$ 21,000.00	\$ 48,967.20	\$ 4,932.80	
Freon Removal	\$ 3,500.00	920.65	\$ 2,579.35	
Miscellaneous	\$ 3,100.00	3373.08	\$ (273.08)	
	\$ 1,884,582.00	\$ 2,003,739.28	\$ (119,157.28)	
Revenue				
#01030400-440000	\$ 295,000.00	\$ 397,136.00	\$ 102,136.00	Revenue over budget

**Town of Trumbull
Public Works Department
Account Overage Analysis
For the Year Ended June 30, 2014**

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Shortfall</u>	<u>Comments</u>
<u>01030100</u>	<u>Highway</u>				
501102	Salaries - P/T Permanent	24,559.00	28,856.59	(4,297.59)	
501105	Salaries - Overtime	42,500.00	47,485.73	(4,985.73)	Hazardous Waste Day \$1.7k; Remainder is attributable to paving work on Roosevelt, Madison and Completion of Contract IV Roadways
501106	Salaries - Longevity	1,000.00	3,325.00	(2,325.00)	Finance dept adjustment
522203	Services/Fees - Ancillary	35,890.00	37,474.34	(1,584.34)	Increase in drug screening over prior year by \$1.8k, Seasonal Help Started prior to 7/1
545503	Commun. Public Relat.	7,469.00	7,766.02	(297.02)	Sign Posts
581888	Capital Outlay	112,222.00	112,718.90	(496.90)	Amortization adjustment for trailer purchased end of FY13.
590011	Utilities - Heat	31,891.00	33,038.07	(1,197.07)	
590012	Utilities - Electricity	79,416.00	98,279.70	(18,863.70)	
590013	Utilities - Water	5,534.00	6,028.89	(494.89)	
<u>01030101</u>	<u>Snow Removal</u>				
501105	Overtime	252,000.00	252,236.56	(236.56)	Additional poor conditions after additional funding was provided
534402	Program Supplies	397,950.00	401,189.63	(3,239.63)	Additional required repairs after additional funding was provided
<u>01030200</u>	<u>Building Maintenance</u>				
501105	Salaries - Overtime	2,600.00	13,705.59	(11,105.59)	THS Concession O/T \$5.1k, A. White weekend work/ alarms etc \$4k, TH employee required O/T \$2.k
501888	Uniform Allowance	1,225.00	1,281.66	(56.66)	Higher than anticipated cost for supervisor uniform shirts
567702	Vehicle Repair	0.00	13.34	(13.34)	Reclass required/requested - should be 01030300-567702
590017	Sewer Fees	140,000.00	150,330.36	(10,330.36)	Increase in sewer rates
<u>01030300</u>	<u>Fleet Maintenance</u>				
567701	Gas, Oil, Grease	381,124.00	505,052.86	(123,928.86)	Rising Fuel Costs, Prior year was down due to FEMA reimbursement

<u>01030400</u>		<u>Recycling Center</u>			
501105	Overtime	19,100.00	21,966.53	(2,866.53)	Several Dates in the year additional manpower provided
501106	Salaries - Longevity	0.00	1,000.00	(1,000.00)	Longevity payment not budgeted by Finance Dept.
522204	Services/Fees-Contractual	1,884,582.00	2,003,739.28	(119,157.28)	See attached analysis
581886	Hazardous Waste Day	15,000.00	17,684.50	(2,684.50)	No shortfall. Posting of Deposit pending for \$4,652

<u>01080600</u>		<u>Parks</u>			
501101	Salaries - FT/Permanent	925,933.00	944,051.11	(18,118.11)	
501103	Salaries - Seasonal/Temp	102,570.00	103,203.88	(633.88)	
578803	Maintenance/Prog. Related	49,852.00	51,735.00	(1,883.00)	
578804	Mntnce/Rep Refuse Removl	426.00	469.12	(43.12)	Open PO Balance that should be liquidated
590012	Utilities - Electricity	96,030.00	102,223.48	(6,193.48)	

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 17-Sep-14
AGENDA: 09-17-04
AMOUNT: \$86,456

2013-2014

A) APPROPRIATION [] FROM: ACCOUNT NO. 01013800-501116
ACCOUNT NAME Town Hall Contingency \$86,456

B) TRANSFER [X] TO: ACCOUNT NO. See attached
ACCOUNT NAME See attached \$86,456

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

C) SUMMARY OF REQUEST: SEE ATTACHED

D) REQUESTED BY: Maria Pires, Finance Director

E) SUPPORTING DATA: SEE ATTACHED

F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION

TIMOTHY M. HERBST, FIRST SELECTMAN

G) BOARD OF FINANCE ACTION:

1. APPROVED
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

TRANSFERS TO/FROM - FY ENDING JUNE 30, 2014					
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
	FROM				
09-17-04	Town Hall-Contingency	01013800-501116	205,568.00	(86,456.00)	119,112.00
	TO				
	Bd Of Finance - Salaries-Maths contr	01011400-501101	(4,528.98)	4,529.00	0.02
	Tax Assessor - Salaries FT-Mathas Cont	01011600-501101	(2,166.76)	2,167.00	0.24
	Tax Collector - Salaries FT-Mathas Cont, final retiree payout	01012000-501101	(9,872.94)	9,873.00	0.06
	Purchasing-Salaries FT-Mathas Contr, final retiree payout	01012200-501101	(16,567.26)	16,568.00	0.74
	Purchasing-Longevity	01012200-501106	(125.00)	125.00	-
	HR- Salaries FT- 1 additional day in fiscal year	01013000-501101	(663.28)	664.00	0.72
	EMS-Salaries-FT -Position upgraded	01022600-501101	(4,344.85)	4,345.00	0.15
	Fire Marshal-Salaries - 1 additional day in fiscal year	01022800-501101	(792.40)	793.00	0.60
	Building Official-Mathas and 1 additional day in fiscal year	01023200-501101	(2,796.16)	2,797.00	0.84
	Engineering-Salaries FT	01030500-501101	(2,827.56)	2,828.00	0.44
	Social Services-salaries-FT-Mathas Contr	01050000-501101	(3,243.24)	3,244.00	0.76
	Social Services-salaries-FT-Mathas Contr	01050600-501101	(4,305.01)	4,306.00	0.99
	Recreation - Salaries FT -Mathas and 1 additional day in fiscal year	01080400-501101	(16,022.79)	16,023.00	0.21
	Recreation - Salaries FT -Longevity	01080400-501106	(75.00)	75.00	-
	Parks-Salaries FT-Mathas, employee final payout	01080600-501101	(18,118.11)	18,119.00	0.89
				86,456.00	
	To transfers salaries for approved contracts, final payouts to retirees and 1 additional day in FYE (budget based on 52 weeks, 1 extra day this year)				