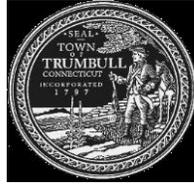


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**FINANCE COMMITTEE
BUDGET HEARING MINUTES
MARCH 10, 2015**

CALL TO ORDER: Vice-Chairman Cindy Penkoff called the meeting to order at 7:04 p.m. at the Town Hall. All present joined in the Pledge of Allegiance.

PRESENT: Cindy Penkoff, Vice Chairman, Tony Scinto (arrived at 7:10 p.m.), Vicki Tesoro, and Mary Beth Thornton.

ABSENT: Mark LeClair, Lori Rosasco Schwartz, Bethany Llodra Gilman, and Daniel Marconi, Alternate.

ALSO PRESENT: Director of Finance Maria Pires, Town Council Chairman Carl A. Massaro, Jr., Town Council member Edna Colucci.

PUBLIC WORKS

Director of Public Works John Marsilio was present, also present Frank Smeriglio, Town Engineer, Mary Markham Recreation Director and Tree Warden Warren Jacques.

PUBLIC WORKS-DIRECTOR 01030000

The new proposed position, Director of Parks and Recreation would report to the Director of Public Works. Ms. Pires explained the new position is funded from the Parks budget. Mr. Marsilio explained the Parks Dept. works closely with the Public Works Dept, they share personnel, equipment and space, therefore the new position would report to him.

PW-STREET LIGHTS 01030025

Mr. Marsilio explained PW-Street Lights are calculated on historical data. The only control we have is over the generation fees. The fees have been negotiated to a lower generation price this year. Beginning on Monday they begin a new round of negotiations and hope to be able to improve upon that. The current contract is 18 months at 8.6 cents per kWh down from 9.7 cents. The street lights are a flat rate per street light based on the wattage and age.

PW-HIGHWAY 01030100

SALARIES-OVERTIME - 501105 - Mr. Marsilio stated the increase requested is to address overtime for the leaf collection. This year's request is \$131,000. The First Selectman and the BOF awarded \$90,000. This year's request was calculated by his comptroller based on the actual costs this year. The only change would be if the leaves come down earlier, this year the leaves came down very late. If the program could start earlier we could eliminate the expense of working on holidays. The Vice-Chair noted the overall cost of the program is very fluid. Mr. Marsilio indicated there would be savings if Trumbull moved to bag pick-up. The anticipated savings could be \$250,000 to

\$500,000, and would be done either internally or outsourced. The program is a service if it were outsourced there would still need be an internal component for those that did not get them out in time. The committee discussed the possibility of study being done to quantify the numbers. Mr. Marsilio stated this is a policy decision; the residents like this program, there could be discontent with changing how this is done. The Vice-Chair asked that a cost analysis be done. Mr. Marsilio agreed he would work with the Finance dept.

PW-SNOW REMOVAL 01030101

Mr. Marsilio indicated this amount is left intact year after year. This is the first year they have gone over and does not recommend changing the amount. Mr. Marsilio stated the department started today repairing and patching potholes. He can not estimate an overall cost at this time. There was 3.5' of frost this year. This will definitely impact the roads' condition. There was 10,000 tons of sand used this year and will need to be cleaned up. The storms created a deficit of \$200,000 this year, \$165,000 was for sand and salt.

HW-CONSTRUCTION 01030105

PROGRAM EXPENSES - 522205 - Mr. Marsilio indicated there is \$275,000 in the budget for patches. The First Selectman deferred one road for one year. They have identified funds in this year's budget to do Heritage. The remaining roads will be done from this budget and \$100,000 from LOCIP.

PW-BUILDING MAINTENANCE 01030200

SAL-SEASON - 501103 and MNTNCE-EQP - 578802

Mr. Marsilio stated the 578802 account request is \$195,700. Certain projects were eliminated, also reduced was the 501103 Sal-Seasonal account. The reduction represents one seasonal employee from the request of two. The seasonal employee will be more economical, currently the higher paid personnel are running errands to get nails and other such items. This will allow them to stay on the job.

DISPOSAL AREA 01030400

Mr. Marsilio stated this budget is predominantly the municipal solid waste disposal. Last year they negotiated a \$7.00 reduction. In this budget is the \$129,000 for hauling leaves. This represents a decrease negotiated for hauling leaves and brush. Brush has increased at the transfer station and has become a service that is used more and more. This may be due to the amount of storms we have had. Everything was endorsed as requested.

HAZARDOUS - 581886

Mr. Marsilio stated the increase request represents the number of participants. There is a revenue component to this line item, Easton and Monroe are invited and the Town back charges those towns. As the number of cars increases so do our costs. If the program expands it could be a result of Easton and Monroe's participation.

Town Engineer 01030500

Mr. Frank Smeriglio, Town Engineer was present. Mr. Marsilio stated this budget was reduced by \$40,000 representing a \$35,000 request for pavement roadway rating system. This would be a one-time expenditure to create the data base and then it would be an annual maintenance fee to update it. The product is a prioritization of roads to be addressed. This is something the Town should do to take the subjectivity out of it and make it more science based. Historically this has been done anecdotally, except when there was a sewer program involved.

522202 SERVICES & FEES-PROFESSIONAL-

\$10,000 - Professional assistance for environmental, traffic and general engineering on various projects within the Public Works Department and for Traffic Authority (Police Department). Mr. Smeriglio stated his department is always asked to give traffic analysis for projects. His expertise is drainage and roadway reconstruction. There are traffic and environmental analysis's that he needs assistance with. Mr. Marsilio indicated this line item could represent a new construction or commercial project. Plans go to the police department because they are the traffic authority of the Town. They do not have a traffic engineer nor do we. That is one area of expertise we do not have.

The \$10,000 line item for this year was to help with the traffic analysis necessary for the Walmart plan review in Monroe. The \$15,000 represents a structural engineer to review and evaluate the State inspection report on Town bridges. Mr. Marsilio noted that was mandated by the State. The Beldon Brook floodplain runs behind Hedgehog. This is a FEMA requirement. Mr. Smeriglio stated he has preliminary designs for the Moose Hill Road project and is meeting with the design engineer next week. There will be a meeting with the neighbors in April update them on the plans. The funding for this project is secure.

Inland Wetlands Commission 01014800

Mr. Marsilio indicated this budget was approved as presented by the First Selectman and the BOF.

Parks Department 01080600

Mr. Marsilio stated overall the departmental request was increased by \$83,000 primarily in the salaries line item. The Vice-Chair indicated she has had requests by fathers in the community to add changing tables to the restrooms. Mr. Marsilio stated they will look into it. Mr. Marsilio indicated the Bill property will be made into the field. The future use of this property will be decided by the First Selectman, Town Council and Parks Commission. Reorganization of this department will be discussed by the First Selectman later at this meeting.

Tree Warden 01080800

Mr. Marsilio stated there was a \$20,000 decrease from the request. The overall budget is still \$20,000 more than last year's budget. Tree Warden Warren Jacques was present.

PROGRAM EXPENSES - 522205 - Mr. Marsilio indicated the dept. requested an increase. The increase was reduced by the First Selectman and the BOF added some representing an increase of \$12,000 over last year's budget. This represents the maintenance of the urban forest.

Recreation 01080400

Mr. Marsilio indicated the department request was \$504,000. The First Selectman reduced the budget to \$439,000 and the BOF recommended \$524,000. Mr. Marsilio stated the increase represents adding in the Youth Commission. The Assistant Recreation Director position handled the teen programs and lifeguards. This position has been vacant since November. The position has been eliminated from this budget, as well as the clerk. Reorganization of this department will be discussed by the First Selectman later at this meeting.

WPCA Fund 20

Mr. Marsilio indicated the department request was increased. The budget was approved by the First Selectman and recommended by the BOF. There is an additional \$7,600 placed in the salaries account for a restructuring that will occur within this budget year. Mr. Marsilio indicated the flow studies have identified necessary repairs. Mr. Smeriglio indicated that many small repairs have been identified through the study and is an on-going project.

Reorganization of the Parks and Recreation Department

First Selectman Herbst indicated in 2011 a Charter Revision was approved, within that Charter was a consolidation of the Parks Commission with the Recreation Commission. The departments have not been consolidated to date. First Selectman Herbst distributed and reviewed organizational charts of combined Parks and Recreation Departments for both the towns of Fairfield and Greenwich, (Attached). The staffing model for our Parks Department is on par with other communities, but our staffing model for Recreation is not. This is a department that can generate revenue. In other communities this revenue is often used to offset expenditure costs and mitigates the impact to the taxpayer. Mr. Marsilio has the authority to appoint the Parks Director under the organizational chart. That person would report to the Parks and Recreational Director. There are numerous sections in the Trumbull Town Charter where individuals are given appointing authority and the reporting structure is different. Examples of such are as follows:

- Chapter III- Executive Branch Sec. 6 paragraph 3 - Tax Collector and Tax Assessor: The First Selectman appoints the Tax Collector and Tax Assessor but report to the Director of Finance.
- Section 13 - Office of Emergency Management - The First Selectman appoints the Director of Management but that appointee reports to the Chief of Police.
- Section 14 - The Building Official is appointed by the First Selectman and reports to the Economic Development Director per the organizational chart within this budget.

Westport's expenses and revenues are earmarked by cost center and are clearly annotated on the expense and revenue side. This allows for justifying proposed increases and decreases in a particular budget. Currently our department does have programming and revenue but it can not be quantified by cost center. First Selectman Herbst explained what facilitated this restructure was the combined commissions in the 2011 Charter Revision. What they are hoping to accomplish is to have additional personnel dedicated to programming and making sure that programming reflects, builds and expands upon what we currently offer. The goal is to improve and increase the level of programming that the Town offers to its residents and also make sure that there is synergy between the Parks System, Recreation and other programs in Town that are of a recreation nature. The TYA was under a non existent commission, their fee schedules are not being approved by a governing body. All other fees in Town are reviewed and set by a governing body. This point was raised by the BOF last year with regard to a number of Special Agency funds throughout the Town. This is a valid concern raised by the BOF. Revenues in Town have not been properly tracked. The Vice-Chair indicated this has been asked for in the past but a complete list has not been provided to date. Special Agency accounts have little oversight. For example a \$50,000 slide was purchased and installed at one of the Town pools. This information was not offered during any budget hearings. Reorganizations have taken place in other departments in Town and have been very successful, for example the reorganization of our EMS.

Ms. Arnow added that the current Recreation Director spends a great deal of time on programs and staffing. What we don't see are the efficiencies and the back up to these programs such as how many man hours, participants, how much revenue is brought in and what the actual cost is to the Town. If she is managing the programs there is just not enough time left to be able to track and provide that data. First Selectman Herbst stated there is not enough manpower in the recreation department. The Vice-Chair stated the change will allow the current recreation director more time to do what she does best; supervising, promoting and making sure the programs run efficiently. First Selectman Herbst agreed. There will 3.5 people in the department. First Selectman Herbst indicated that the current Recreation Director spends a lot of time on field scheduling, maintaining and creating new programs. The scheduling of the fields is very labor intensive. That is a lot for one person. The proof that the current structure doesn't work is in the data. We are not staffed at a level of other communities. The Town of Trumbull in 2015 is very different from the Town as it was in 1973. A lot of what we have been doing is the same as we always have, times change and we need to change. First Selectman Herbst explained programs the residents are looking for are for children ages 6-12 years of age and the residents would like to see greater diversity with respect to summer programming, different and additional offerings. We are seeing the Gold Coast migration/shift.

Youth Commission 01050400

The Vice-Chair explained the BOF has moved the Youth Department to the Recreation Department Meriel Cornell and Mary Joan Wright were present. The Vice-Chair stated TYA will continue. First Selectman Herbst agreed. The Vice-Chair stated TYA will move forward as it always has for this year allowing time for the new supervisory position to assess what this program needs. First Selectman Herbst explained there was a Youth Commission that oversaw this program. The commission was disbanded per Charter Revision. The program was taken over the program by Mr. Cornell and Ms. Wright because it was on the verge of not existing. The First Selectman thought there was adequate revenue from the program; the BOF disagreed and moved the program to the Recreation Department. First Selectman Herbst met with the Ms. Cornell and Ms. Wright to understand all of the fees. First Selectman Herbst wants Ms. Cornell and Ms. Wright to stay involved in the program but wants to avoid the situation where a Town employee functions as a vendor. What might be the resolution is for them to be contract employees, not vendors or employees. Two months ago First Selectman Herbst stated he wanted them to go full course with the summer musical. This will allow the new director time to assess the program and make

recommendation for moving forward. They are currently going out to bid for the costumes. They will be retained by the Town after June 30th. First Selectman Herbst agrees that TYA will move forward this year as they have done in the past until the reorganization is in place. Ms. Wright questioned the insurance if they become contract employees and who would cover the costs at the high school if they are now contract employees. It was determined that because the program would be part of the Recreation Department there would be no fees paid to the high school for the use of the auditorium. Ms. Cornell stated these are the issues that need to be resolved so they can move forward responsibly. All present were in agreement that TYA would move forward as they always have for this year.

FIRST SELECTMAN 01010400

The Vice-Chair stated the BOF added to the First Selectman's salary. This was based on an analysis/report by the Director of Labor Relations. The Vice-Chair requested that the Chief of Staff distribute said report to the full Town Council. First Selectman Herbst noted the organizational chart reflects the change of the Technology Director reporting to the Chief of Staff as opposed to reporting to the Director of Finance. The Arts Coordinator previously reported to the Chief of Staff and will now be part of the Recreation Department. The Art Coordinator's salary will be funded by the Recreation revenue. First Selectman Herbst indicated they are confident the revenue will cover the salary easily.

FIRE MARSHAL 01022800

Ms. Megan McCarthy, Fire Marshal was present and stated the department has brought in \$52,795 in fees to date and are running close to bringing in the proposed revenue for this year. They are expecting to bring in a few more large scale projects. These projects are close to either hitting this fiscal year or the next.

UNIFORM-CLG - 501887 - The Uniform Cleaning line item went up. They are under new ownership and have finally starting to bill for their services. Their prices have increased but they are still the least expensive choice.

CAPITAL OUTLAY - 581888 - It was decided at the level of the First Selectman budget to purchase a new car in lieu of replacing the engine at a cost \$5,000. It was determined after the meeting with the First Selectman that it would cost \$400 more therefore the BOF added the amount to the line item.

Ms. Murphy stated all of the large scale projects projected to come in have, all been permitted and are about to start construction.

EQUIPMENT - 578802 - Ms. Murphy stated the scanners will allow them to hear TPD, they can not communicate with them but they will be able to hear them. TPD has gone to a new frequency and are digital.

Fire Hydrants 01022824

Ms. McCarthy explained the line item went down this year.

BUILDING OFFICIAL 01023200

MNTNCE/REPAIR SERVICE CONTRACT - 578801 - Mr. Graham Bissett was present and explained the only item that went up was their permitting software. The street cards are available online now.

LIBRARY 01070000

Ms. Horton, Library Director was present and indicated this was the first time in two years the library is fully staffed. The most important change was the giving back of the shelving money. Ms. Horton is very happy with the budget as it is. The air conditioning is working well and for the first time since she has been at the library this winter they were to hot. The One Town One Book program will consist of a Farm Table Dinner, a buy local-grow local meal at the Marriott on March 23rd and on March 26th and an Expo on the 28th. Programming funds this year is 65% private money and 35% from the Town.

NATURE COMMISSION 01010100

Ms. Pam Georgas was present and indicated no change to the budget. It is essentially utilities. They have reduced their commission to five members because the 501c3 is operating the center. They are doing a good job, programming has increased. The most recent program brought in 135 people. The only issue so far is they are still looking for an agreement with the Town. This hinders grants they receive because of the concern there is not a solid commitment by the Town regarding the current property.

EMERGENCY MEDICAL SERVICES

EMS 01022600

EMS Director Joseph Laucella was present and indicated the budget had not changed much. They have increased to 2 paramedics. They added a 24/7 paramedic last year. The second paramedic will work 7:00 a.m. and 5:00 p.m. There is a heavy volume of calls during this time. Currently they are sending a lot of intercept calls to AMR in Bridgeport during this timeframe. Each time this is done it costs the Town \$280. They will be able to drop the intercept cost to \$14,000 from \$45,000 by adding a little to the staffing costs. This will increase our level of service to the Town. The dept. received a large donation of \$100,000 and were able to purchase two CPR Lucas devices and are instrumental to their day-to-day operations. Because of the donation they were able to renegotiate our staffing costs and prices for paramedic services. This is one of the reasons why we were able to keep the budget where it was last year. Two cardiac monitors were purchased via a FEMA grant of \$80,000. They are close to 40 volunteers certified as an EMR or an EMT at this time. The department started a recruitment program and training dept. with Fairfield University. They are on campus teaching the students and have a joint partnership with them. The students come to Trumbull to do their clinical ride time and many times come to Trumbull to volunteer. They have been able to up-staff and put a 2nd, 3rd and 4th ambulance on the road. The collection rate is at 81%. \$1.256 million has been brought in to date, (calendar year) \$4,000 short from their estimation. They are happy with the revenue and expect the revenue to rise to \$1.28 million with the additional paramedic. They are covering 93% of the calls. Before the reorganization the department was covering 73%. Trumbull is a high acuity. When an ambulance is called it is severe. Program supplies are one area Chief Laucella is cautious about. He watches this closely due to the acuity of the community. They have started the year with an 8% higher call volume. Their response time is 7.2 minutes and is an excellent response time. The transport rate is 76%. The other 24% is lift and assist. The ALS intercept rate was 161 times, which equates to \$45,000 that we have been paid to another provider. The second paramedic will reduce that intercept expense and provide a better service to the residents. They are working with students at the high school where there is an EMS club is now. (Ms. Thornton left the meeting at 9:43 p.m.)

HEALTH DEPARTMENT - 01040000

Ms Tesoro voiced her concern the Town may not have enough in the flu vaccine line item. It is usually increased every year and was not in this budget. Ms. Arnow stated they were considering the increase of flu vaccines distributed through the CVS pharmacy. First Selectman Herbst indicated some of the nice-to-haves that we may not have are some of the other vaccine program. Ms Arnow stated all of the inspections will continue. There will be an analysis of what certain services provide v. the cost and what revenue is generated. The Vice-Chair stated there were services provided by the Health District that was not the norm. Ms. Arnow stated the Town has assumed some debt service by bringing this in house. The control of the department is an assumed savings that can not be quantified in a budget. Ms Arnow indicated a study was done on Health Districts and lack of control was one of the top concerns.

There being no further business the Finance Committee of the Town council adjourned by unanimous consent at 9:50 p.m.

Respectfully Submitted,

Margaret D. Mastroni Town Council Clerk

