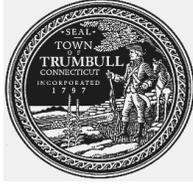


TOWN COUNCIL
Town of Trumbull
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TOWN HALL
Trumbull

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FINANCE COMMITTEE BUDGET HEARING
MINUTES
MARCH 17, 2015

CALL TO ORDER: Chairman LeClair called the meeting to order at 7:04 p.m. at the Town Hall. All present joined in a moment of silence and the Pledge of Allegiance.

PRESENT: Chairman Mark LeClair, Vice Chairman Cindy Penkoff, Tony Scinto, Lori Rosasco Schwartz, Bethany Llodra Gilman, Alternate, and Vicki Tesoro.

ABSENT: Mary Beth Thornton and Daniel Marconi, Alternate.

ALSO PRESENT: Director of Finance Maria Pires and Chief of Staff Lynn Arnow

Public Safety 02

Chief Lombardo, Animal Control Officer Lynn Delabianca, Deputy Chief Byrnes and LT. Thomas Savarese were present.

Animal Control - 01022400 - Lynn Delabianca indicated that she did not ask for anything additional in this budget. The only change the BOF made was reinstating the \$600 for uniforms.

Ms. Delabianca explained for the committee winter time is a quieter time for the shelter, currently there are 5 cats and 7-8 dogs in the shelter. They are starting to see more stray dogs and receiving more phone calls as we go into spring. They are receiving a lot of calls on coyotes. In spring time calls increase as wildlife is more active and visible. Coyotes are all over Connecticut, they generally do not pose a danger to people. Her recommendation to the residents is if they have cats and/or small dogs to keep an eye on them because coyotes do prey on them. Coyotes are more habituated to people now than they were years ago.

Emergency Management - 01023400 - Chief Lombardo explained the budget is flat with the exception of the request for furniture replacement.

Lt. Kirby explained for the committee the generator at the high school tests itself on a weekly basis. Recently there was an unscheduled test due to a power outage. There was a 7 second delay until the entire building's power went back on. It did exactly what it was supposed to do. A full shelter test has not been done to date that would need to be done during the summer. A

complete off-the-grid test has been done, and they know it works. An exterior plug for command posts has been added.

Police - 01022000 - Chief Lombardo stated that before he became Chief of Police in January Deputy Chief Byrnes and LT. Thomas Savarese worked on preparing this budget. Deputy Chief Byrnes and LT. Thomas Savarese were present. Chief Lombardo stated they worked on this budget together and looked at areas where they can save money and still be able to achieve the high level of service provided to the community.

- 501105 OT: Chief Lombardo explained they tried to increase and enhance their abilities in the overtime account. This is the third year the department will be spending over \$700,000 in overtime. For them to say they need anything different would be unrealistic and does not want to have to come before this body next year over budget. There are five people on the pay roll in field training at this time. They will be finished in April, 2015. There are two additional new hires that start April 2nd who have a minimum of 10 months of field training before they can work by themselves. The over time line item covers the minimum staffing required by contract and officers out in the field to respond to calls by the community. The department will do everything they can to meet this budget of \$625,000. They are now tracking overtime differently then they had in the past and will be able to determine what is driving the overtime exactly. This started on March 1st

Department Realignment - Chief Lombardo stated they are realigning management positions at the upper levels. His goal is to provide more management of overtime as well as the complete patrol division. This position will work with just the patrol division to make sure that the department is being as responsible as it can be with manpower while still providing the current high level of service while being as cost efficient as possible. This will provide better communication throughout the ranks and more efficient operations in the future. Chief Lombardo explained for the committee the reference to the "title change" of the Assistant Deputy in the organizational chart is a title change the First Selectman had requested. The Chain of command would be from the Chief of Police to the Assistant Chief to the Deputy Chiefs. The positions would be filled from within the department per Charter. Chief Lombardo indicated that some of the realignment was voted on at last week's Police Commission meeting and some will be done internally. The realignment proposed and voted upon by the Police Commission was to add one more Deputy Chief. That will help to achieve less overtime, in particular in Emergency Management. He would now be management not in the union and would no longer incur overtime working on Emergency Management or attending night meetings. Productivity will increase by taking the Deputy Chiefs to a 5-day on 2-day off schedule. This picks up 20 extra working days.

- 581888 - CAPITAL OUTLAY- Six (6) cars were requested in this budget. The BOF has recommended four (4). None were provided in the current FY budget. Lt. Savarese explained for the committee patrol cars in the current fleet that have 80,000 or more miles have been identified. The canine vehicles have approximately 100,000 miles. Because of the high mileage they have maintenance issues. They are safe to be on the road because the mechanic is keeping them so. But after a certain amount of time they do wear down to a point where it is difficult to predict what will go wrong. The two canine vehicles were purchased in 2009 and 2010 and have higher miles because they are take-home vehicles for the handlers assigned. When taken out of

duty a different vehicle has to be retrofitted as a canine vehicle. Currently there are two cars out of service - one was in a motor vehicle accident and the other needs transmission work. The committee noted one is being replaced by insurance and the other is being replaced in the budget. Lt. Savarese confirmed a discussion has taken place with regard to the canine vehicle being replaced with a vehicle from the current fleet.

- 501101 - Full Time: Chief Lombardo stated the First Selectman and the BOF have approved the addition of a full time mechanic. This is needed. There are 50 cars, and many are specialized cars and voiced his concern that some of the cars have 170,000 miles on them. It is important to be able to ensure the officers can get to the calls safely not only for themselves but for the other people on the road. He does not want a mechanical failure where the officer can not get to the call. There is a lot of down time for these cars. Lt. Savarese stated typical mileage put on a police car is between 18,000 to 27,000 miles per year. Not purchasing any cars in the current budget did set them back. The 2014 cars are at approximately 50,000 miles. They are planning on rotating those. Chief Lombardo added the patrol cars run 24/7 the idle time is very hard on a car. They do rotate the use of the cars to offset idling time. They try to have a proactive maintenance schedule on these cars. All vehicles the department has are on the list provided in the budget.
- 567702 Vehicle Repair - Chief Lombardo stated the department request was increased by \$5,000. When they were putting the overall budget together they tried to be conservative. Lt. Savarese further explained that since there was a request for new vehicles that would cut back on some repairs. Chief Lombardo stated as the Crown Vics come off the fleet they will have to outfit the SUV's.

Communications Center Update- Deputy Chief Byrnes explained for the committee the call center project is going very well. They have started preliminary preparations for major construction. In exploring the existing systems within the building they have found the need for some minor upgrades and realignments, (UPS system and electrical). Those corrections are being made now. As soon as those changes are made radio equipment will be installed, they will move into the temporary location and the call center work can begin. They are making good progress. Chief Lombardo stated part of the concept for the new communications center is the potential for a regional dispatch center. Eventually this will be legislated and he would rather be ahead of that curve while providing a better service to the Town.

Tower at Headquarters Update- Deputy Chief Byrnes explained for the committee the Town Attorney has filed final documents with the Citing Council in January or February and has not had an update since.

Elections - 01010800 - William Holden and Laurel Anderson Registrars of Voters were present.

- The overall budget decreased due to the fact it is a municipal election year.

Town Clerk - 01013600 - Sue Monaco, Town Clerk was present.

No major changes to the budget. Any increases to salaries are contractual. The Town Clerk salary was increased by the BOF. The municipal code line item was increased because of the

increase of items added to the code. This year they have already had over 200 items and needed a supplemental.

Vital Statistics - 01040200- Sue Monaco, Town Clerk was present.

This line item represents what the department pays to other towns for birth, marriage, civil unions and death certificates. It used to be that they paid for every single one but the State has changed that requirement and now pay for only a certain amount over the threshold.

Probate - 01010600 - Judge Rowe and Chief Clerk Gail Hanna were present.

Judge Rowe explained the Probate District's majority of their budget is on the Sate line item. A small percentage falls to the Towns, Trumbull, Monroe and Easton. It is split by grand list. Trumbull's grand list went up slightly. The municipalities' portion of the budget includes 6 items: telephone, office supplies, postage, legal notices, micro phishing and their copy machine. They have requested an increase due to the change in law with regard to noticing, more notices need to be sent to a new pool of people. They are sending out close to double the amount now. They were able to budget for the postage last year but the office supplies are being affected in the upcoming FY budget. Trumbull's share increased \$500 as a result.

Technology - 01012600 - Director of Technology Bill Chin was present.

- 501105-OT: Reduced and sustained by the First Selectman and the BOF.
- 556601 - PROF DEV-SEM/CONF: Reduced and sustained by the First Selectman and the BOF.

Mr. Chin explained for committee they will submit by the end of this month for the Nutmeg grant. There is software and licensing expiring soon and has been anticipated for in the budget. Next year or the year after they will look into an equipment replacement cycle. They are looking at upgrading QDS and Vision in this budget. MUNIS is fine and there is no need to upgrade to Windows 10. Once the connectivity is achieved with the Nutmeg grant they will be able to drop the internet piece with Charter. Charter was a one or a two-year contract. They are well beyond that timeframe. Mr. Chin confirmed for the committee the Town has batteries if the power goes down. If the power goes out at the Town Hall all other Town facilities goes down as well. Mr. Chin stated that will be looked at in the future.

Planning and Zoning-01014200 Zoning Board of Appeals - 01014400

- 501101 - FT: Jamie Brätt was present and explained two years ago they let go 2 part time positions in order to be able to have the full time administrative assistant position. This position has since been reduced one full timer split between two departments (half time in the P&Z budget and half time in the Parks & Recreation budget). This was not a departmental request and respectfully requested this be restored to a full time in the P&Z Dept. as it was intended. This position is needed to be able to provide the necessary services her department provides to the community and commission. They had been on track to integrate all P&Z approvals with GIS, without this position at full time this is not achievable. The P&Z Director and the Zoning Enforcement Officer (ZEO) in the administrative assistant's absence have picked up the admin work. This is not the most efficient use of their time specifically for the ZEO who now has to cover lunch breaks instead of being out in the field. The department has brought in \$40,000 in revenue on the enforcement side which is new since the department is not typically a revenue generating department. We are doing a lot on blight in this Town; you just don't see it in

Trumbull as you do in other communities. This is a credit to our ZEO. If restoring the administrative assistant is not possible Ms. Brätt respectfully asked that this be remembered next year when she requests this be restored next year. The committee discussed how the restoration could be done, a 2/3 vote of the council could add back to the first selectman level within this budget. All present indicated this change to the budget was not anticipated and unknown of until the BOF vote had taken place.

Ms. Brätt stated the department vehicle is no longer reliable and is requesting a transfer of a town vehicle to their department.

Economic Development - 01014600 - Edward Lavernoich was present and stated 4 line items changed, one item increased by \$2,000 and three line items were collectively decreased for a total of \$2,000.

Mr. Lavernoich explained the auction sale sign for the property on 408 Shelton Road was put up prematurely the sale will take place in July. He believes the Town will eventually own the property due to zoning regulations there are limited uses allowable for this property. Mr. Lavernoich explained to the committee that CVS has requested a \$1.5 million credit to change the retaining wall in the back of the property. CVS has more than 6 years left on the lease and believes they will wait it out. Eventually the strip of stores will be taken down Starbucks will be accommodated. Other tenants will be relocated in the plaza. Grocery stores are not interested due to the fact that we have 12 grocery stores within proximity to Trumbull. The owner is willing to make an aggressive lease deal for a solid credit anchor at the Porricelli's location.

Tax Assessor's Office - 01011600 - Mark Devestern was present.

- 522202 - Professional: Mr. Devestern explained most of the appeals have been settled from the last revaluation and are expecting to spend less on legal. The next revaluation would only leave a couple of months left in that year. The upcoming revaluation will start with mailers confirming the department's information is accurate. This is an opportunity for the resident's to disagree with the records on file. The department is confident with the information on the cards. Some inspections will be done but not door-to-door. Mr. Pires confirmed the total cost for the reval and legal over two years is \$425,000. Mr. Devestern stated the counsel used is the Town's former town attorney Mario Coppola. This is his expertise and is a specialty niche.

Board of Assessment Appeals - 01011800 - Chairman Scott Charmoy was present.

Mr. Charmoy indicated the proposed budget has no change.

Human Resources- 01013000 - James Haselkamp Director of Labor Relations was present.

- 50110 FT SALARIES - The departmental request includes the addition of an administrative position. Currently they had the P&Z admin assigned to provide some coverage in the afternoon. The request is to cover the office. There are times when he and the HR Manager are out of the office and there is no one covering the office. 8 positions were posted today and he spent most of his day fielding questions and applicant walk-ins. Of the 8 job posting one of which is the Health Director position. The sanitarian position will be recruited for and selected after the Health Director is hired. The timeframe is a budget question. On July 1st the Town will have a Health Department in place. Ms. Pires stated the Health District is

provided a stipend every quarter. It may be possible to use that stipend for the new Health Director. Mr. Haselkamp explained the need for the administrative is because there is no one there to serve the public. The committee discussed and questioned why last year an administrative assistant was not necessary and this year there is a request for one. Ms. Tesoro requested a job description for the HR Manager. Currently the applications are available on line but they can not apply on line. The Civil Service application process is labor intensive. There is a request in this budget for on-line application software as well as clerical computer testing software. Mr. Haselkamp has confidence the change to the prescription plan will be a savings to the Town. The estimated savings will be achievable because they are fixed savings, (rebates). They are calculated on the back end of the year and continue on a regular basis, he is confident there is \$80,000 in savings (rebates). The rest of the savings is based on pricing. There is better pricing with the new vendor. Within 6 months they will have a firmer number and at the end of the year it would be possible to have someone audit it.

Nursing Sr/Well Child - 01040400 - Coleen Figliuzzi, Director of Nurses was present

No Changes to the budget.

- 501102 SAL-PT/PER - Ms. Figliuzzi stated this is the first time in 17 years there is a new person in this position. There were three strong candidates and was able to hire her first choice. She is doing great work and is well received by the seniors. From this same pool of candidates she was able to hire a second school nurse.

Counseling Center - 01050200

- 501101 FT SAL: Coleen Figliuzzi explained for the committee they work and service families with counseling that would not be provided as insurance based. They help parents navigate through the childhood years (good parenting) and seniors navigate through the senior years.
- 501102 PT SAL: Department request for an additional part-time counselor who would be rotated as necessary. There is a need for mental health support for our school aged children. The counselors go to the schools. The counselors and social workers at the schools primary are not in individual counseling although this year they have been doing a lot of that. The number of 911 calls for last year is what they saw in the first quarter of this year. That was a red flag to all. They have a very good relationship with the schools and do go to the schools. They mostly work with the family unit. They have been working towards getting the information out to the students and families that this service is available. This is a service that is unique. No one knew about and one of Ms. Figliuzzi goals is to get the word out to the community. Trumbull has great resources and no one knew how large the scope of these resources is. They are working hard to get the word out to both the parents and the children. The governor has reduced his budget that will directly affect this budget. The enhancement grant for \$7,000 was eliminated in the governor's budget and a 30% decrease in the sharing grant (\$25,000). The \$7,000 was used to buy the rights to the play for this year's TYA show. We will not know how they will cover that for next year. The committee agreed the rights cost more than this amount and the \$7,000 represents a partial contribution. Ms. Figliuzzi stated the \$25,000 is used for the student's at risk group. The committee asked for this information regarding the changes in the governor's budget to be forwarded to the council clerk so the council as a group can contact the legislators.

School Nurses - 01060200 - Only contractual changes

Ms. Pires indicated that the AED's are on the Town side. Ms. Figliuzzi stated the AED's are also in Town buildings.

Non Public School Nurses- 01060400

Sr. Citizen Services - 01050600

- 501102 PT Salaries - Ms. Arnow stated the First Selectman reduced the part-time position from 30 hours to 19.5 hours and one bus driver was reduced from the schedule. Part of the clerical was restored by 560 hours at \$15 per hour, representing \$8,700. All part-timers have to be kept to less than 20 hours per week otherwise they earn medical. BOF did not restore the bus driver. Ms. Arnow stated they discussed this with the Director and they were able to reschedule the busses and provide more flexibility on Wednesdays their lowest volume day to offset the impact of losing one bus driver.

Maria Pires reported on the following departments:

Purchasing- 01012200

- 501101 FT - Reduction salaries is due to a new hire at a lower step.
Ms. Pires confirmed the gas and diesel has not been locked in yet

Treasurer - 01012400 - Includes only salary. The BOF increased the elected officials' salaries by 5% over 19-24 months.

Town Council - 01010000 - This account is clerical fees, the outside auditor fee and legal notices.

Transit District - 01015800 - This is a contribution to GBRC for busses coming into the area. Other towns subsidize this as well. There have not been any changes.

Finance Dept - 01012800 -

- 501101 FT SALARIES - A reduction of \$23,000 is due to a vacant position and Ms. Pires is looking at the jobs, there is some duplicity. They want to move to a bi-weekly payroll and a new time and attendance system. They will have to go through labor agreements for the shift to a bi-weekly payroll.

Ethics Commission - 01010200 - Clerical fees only.

Ms. Pires discussed with the committee the clerks' fee schedule. The Town currently pays \$60 per meeting for most committees. Clerking of some boards and/or commissions is included in certain job descriptions. The rate of pay is different for those. The \$60 rate of pay needs to be looked at in the future.

Employee Benefits - 01013400 - This line item includes:

- Medical
- FICA.
- Workman's Comp - The Town is self insured and pay all claims and loss of time.

- Unemployment - The Town is pay-as-we-go.
- Police Pension - Is now at ARC and is 74% funded.
- Town Pension - For the second year in a row the Town has contributed the ARC. The Town Pension is funded at 34%.
- Police Retirement Fund - This fund represents medical coverage after retirement and is funded through active police officers and this contribution from the Town. This fund contributes 70% and the police officer funds 30%
- The Defined Contribution - The new DC plan, it is increasing as more people are coming off the defined benefit plan. The Town is up to date with the contribution and all of the unions have agreed to the DC plan with new hires.
- Professional Services - Actuarial Services Valuation report done every two years. The last one was July 2014. The next is in 2016.

Town Hall - 01013800 -

- The floater was cut again. This would have benefited the whole Town Hall.
- Contingency - Includes the pay-as-you go discussed earlier, contracts ups for renewal (police, parks and public works non-supervisor). Property and public official liability insurances. Banking fees for doing business.

Board of Finance-01011400

Clerical fees and legal notices for the budget meetings.

Public Events-01080000 - Represents Memorial Day parade, Scouts in Government Day and the Annual Boards and Commissions dinner.

Trumbull Day Commission - 01080300 - A request of \$7,000 is for fireworks. Last year it generated a loss due to other activities in the area and low participation. There is \$13,000 carry over from the year before plus the \$7,000 request will cover the \$20,000 for the fireworks. Sponsors have covered the fireworks in years past not having the sponsor last year impacted the event. The committee discussed the possibility of moving Trumbull Day to the end of the summer. Ms. Arnow stated it may be two weekends before Labor Day. They are in the midst of discussing options for Trumbull Day.

Debt Service - 01090000 - Debt Service is included in 2 accounts: Debt Service and the "06" (BOE/School projects).

There being no further business the Finance Committee of the Town Council adjourned by unanimous consent at 9:39 p.m.

Respectfully Submitted,

Margaret D. Mastroni Town Council Clerk