

TOWN COUNCIL
Town of Trumbull
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TOWN HALL
Trumbull

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FINANCE COMMITTEE
MINUTES
May 27, 2015

The Chair called the meeting to order at 7:03 p.m. All present joined in the Pledge of Allegiance

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

ABSENT: Mary Beth Thornton and Bethany Llodra Gilman, Alternate.

The Chair OPENED the Public Hearing for RESOLUTION TC25-177 at 7:04 p.m.
There was no one present to speak.
The Chair CLOSED the Public Hearing at 7:05 p.m.

The Chair OPENED the Public Hearing for RESOLUTION TC25-173 at 7:06 p.m.
There was no one present to speak.
The Chair CLOSED the Public Hearing at 7:07 p.m.

1. RESOLUTION TC25-178: Moved by Rosasco Schwartz, seconded by Ms. Penkoff.
BE IT RESOLVED, That \$45,500 is hereby appropriated from the Fund Balance to 01011400-522202 BOF-Professional Services - \$15,166, 010180400-522202 Rec-Professional Services - \$15,167 and 01080600-522202 Parks-Professional Services - \$15,167.

Ms. Arnow stated that the primary focus of the audit would involve the Recreation programming and the fee structure, not the Golf Course. The cost has been reduced by \$5,100 to reflect that bringing the total appropriation to \$39,900 from \$45,500. Ms. Arnow distributed a spreadsheet detailing this to the Committee (Attached). The scope to analyze the Golf Course has been reduced from 40 hours to 20 hours. The Committee requested the new proposal. The \$7,980 reimbursement will need Golf Commission approval. Chairman Massaro indicated the resolution would need to be amended to \$39,900 and the \$7,980

reimbursement will reduce the overall cost to the Town to \$31,020. The Committee noted the special agency accounts will also be the subject of the audit.

Ms. Arnow stated the resolution would need to be emergency legislation.

First Selectman Timothy Herbst explained the audit is necessary for the following reasons:

- This department has never been audited internally or externally either before it was Combined, or thereafter.
- Both the town Council and the Board of Finance have raised concerns with regard to the special agency accounts and have asked for details by cost center, programs and number of participants. The purpose of the special agency accounts needs to be established,
- The new director will not perform the audit. The administration wants the director focused on meeting people and personnel.
- The audit needs to happen now. There are many seasonal employees starting July. The audit will be performed at the peak season, otherwise it would need to wait a year. The audit will provide the new director with a blue print and will be able to come to the next budget prepared.
- Reforms are necessary based on comments from the sports groups, users etc. The Chairman of the Parks Commission has stated that there has never been an audit and he has been involved for 39 years and believes this is the right thing to do and it is overdue.

Ms. Tesoro agrees an audit is necessary but stated the former internal auditor recommended an audit of this department in his report two years ago. First Selectman Herbst stated that report examined all special agency accounts in Town and prioritized them. The audit is being done now.

Ms. Arnow indicated there have been discussions with regard to field use and payment. There is a policy in place but it is not clear who is responsible for the payment, who to pay it to and where the payment goes. With regard to subcontractors some are paid by the Town and others are paid by the leagues. There may be an overlap of services. The stickers at the recreation department are being tracked using one system while another software program had been purchased but is not being used. The over all cost of programs has not been identified and it is not known whether the revenue stream covers those costs. First Selectman Herbst stated the Recreation Department office's technology is similar to what was available in 1985. The software program purchased was not used and another program was purchased instead and noted it was problematic that they did not have to go out to bid for the latter.

Ms. Tseoro suggested an internal auditor could perform this audit. First Selectman Herbst stated that other audits have been performed such as the EMS and the THSBC audits. Each have been successful and provided blue prints on how to proceed in the future. Currently there is no online registration available to the residents. AYSO charges \$150 to participate in their league while the Town is charging \$35 for adult basketball. He is not suggesting raising

the fees but the programs do need to be looked at so the programs will be self sustaining. Some of the programs are working while others are not.

Moved by Ms. Penkoff, seconded by Mr. Scinto to reduce the total amount appropriated to \$39,900.

VOTE: Motion CARRIED 5-1 (AGAINST: Tesoro)

First Selectman Herbst explained to the Committee that there was no bidders on the first bid therefore they did go out to bid again and received one bid. The scope of the audit was reduced based on their meeting with the auditing firm. They had stated that most golf courses are not performing well and based on the strength of our golf course's enterprise fund it would be more prudent to focus on personnel and staffing. The golf course closes in the winter the use of the personnel during this period should be analyzed they could be used as ancillary services in the winter.

VOTE: Motion CARRIED as amended 4-2 (AGAINST: Marconi and Tesoro)

2. RESOLUTION TC25-177: Moved by Ms. Tesoro, seconded by Marconi.
BE IT RESOLVED, That the Board of Health Fee schedule is hereby established effective July 1, 2015.

Ms. Arnow explained for the Committee that the fee schedule is the same and has not been changed. The new director will perform an analysis. The fee schedule is effective through December 2015.

VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC25-173: Moved by Mr. Scinto, seconded Mr. Marconi.
BE IT RESOLVED AND ORDAINED, That Chapter 2 Administration, Article II of the Trumbull Municipal Code is hereby amended to include Section 2-55 et seq, Trumbull Compensation Plan for non-union, appointed and elected officials.

A revised Compensation Plan (#9) had been distributed prior to this meeting (See Attached).

Mr. Haselkamp stated that he has met with some Town Council members and has reviewed the plan with them. The index was intended to be an external measure that would depoliticize the process of why the ranges move. The World Index was used in Norwalk, this is higher than what the unions get and averaged at 4%. It had been suggested the union settlements, Town settlements or CPI be used instead. Mr. Haselkamp did not suggest using those. CPI has a myriad of indexes. It had previously been asked why this was an ordinance. Mr. Haselkamp indicated that he based it on the Norwalk ordinance. An ordinance gives the Town Council control. Currently there is no structure in place when the Town hires non-union employees. This provides structure, the First Selectman can appoint at a wage up to the midpoint beyond that the Town Council approval is required.

Ms. Tesoro noted that this had gone to the BOF and then it was presented to the Town Council as an ordinance. It did not go back to the BOF. Mr. Haselkamp stated the plan changed 10% since it was before the BOF. He drafted the plan. The funds are being held in contingency. The ranges were based on the MATHAS union. Mr. Haselkamp stated the unions get step & general wage increases for the first 5 years, non union employees currently do not. The ranges matter when recruiting someone. The ranges should be competitive to the marketplace. If the ranges bring the salaries too high in 5 years the Council can change that since it is an ordinance. The challenge is to be as fair to the non-union employees as we are to the union. Mr. Haselkamp welcomed any questions between this meeting and the full Council meeting and noted to feel free to email him.

Ms. Penkoff stated the structure is doable but there is still work to be done. Moved by Ms. Penkoff, seconded by Rosasco Schwartz to send without recommendation. Ms. Penkoff stated she had issues with some of the numbers and wants the opportunity to address them. Therefore the resolution is not ready to be moved to the Council with recommendation.

VOTE: Motion CARRIED 4-2 4-2 (AGAINST: Marconi and Tesoro)

There being no further business to discuss and upon motion made by Ms. Penkoff, seconded by Mr. Marconi the Finance Committee adjourned at 8:21 by unanimous consent.

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk

SUPPLEMENTAL APPROPRIATIONS FISCAL YEAR 2014-2015					
ACTION NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE SUPPLEMENTAL	AMOUNT OF SUPPLEMENTAL	BALANCE AFTER SUPPLEMENTAL
	Supplemental appropriation From: Fund Balance			(39,900.00)	
	BOF-Professional Services * (20%)	01011400-522202	0.00	7,980.00	7,980.00
	Recreation-Professional Services (40%)	01080400-522202	0.00	15,960.00	15,960.00
	Parks-Professional Services (40%)	01080600-522202	0.00	15,960.00	15,960.00
	For a review of the operations of the Recreation, Parks and Golf departments		-	0.00	
	* Golf to reimburse the General Fund				
	Fees were reduced from \$45,500 to \$39,900 by reducing the scope at Golf Course. The \$7,980 will be reimbursed by the Golf Course				