

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
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TOWN HALL
Trumbull

TELEPHONE
(203) 452-5005



**FINANCE COMMITTEE
BUDGET HEARING MINUTES
MARCH 30, 2016**

CALL TO ORDER: The meeting was called to order at 7:03 pm. All present joined in a moment of silence and the Pledge of Allegiance.

PRESENT: Vice-Chairman, Tony Scinto, Matt Caron, Mary Beth Thornton, Lisa Valenti, Dawn Cantafio, Alternate and Ann Marie Evangelista, Alternate

ABSENT: Mark LeClair, Chairman, and Lori Rosasco Schwartz.

ALSO

PRESENT: Finance Director Maria Pires, Chief of Staff Lynn Arnow and Town Council Chairman Carl A. Massaro, Jr. (arrived at 7:21 p.m.).

Town Clerk – 01013600

Vital Statistics - 01040200

Ms. Suzanne Burr Monaco was present and indicated her department ties to keep their budget as lean as possible and thinks they have done a good job of it.

Health Department - 01040200

Ms. Rhonda Capuano, Director of Health was present and indicated the Health Department is a new department in Town. They provide the community services. Some are mandated and some go above and beyond.

Utilities - Are estimated by the finance department.

Ms. Capuano stated the public is always impressed and proud of the new building. There is a wider spot for handicap parking it just needs to be marked as such.

Transportation-Gas - This was removed from the department's budget, the department is now part of the Town not the district and gasoline is shared in the Town Fleet Maintenance account. The department had a 1999 Cavaliere but was taken back by Town Garage. They have since been returned a Chevrolet Malibu through the settlement with the district. The department's revenue to date is \$48,000 and would expect that number increase. Most of the revenue comes

from the licensing and they are in the midst of collecting the food licenses. The department opened July 1, 2015.

EMS-01022600

Mr. Joseph Laucella, Chief of EMS was present and explained his department has been very busy. They had 4,349 emergency medical calls, out of those calls they transported 76% with an average response time of 7.6 minutes. They covered 96% of their call volume. This is the largest jump in call volume increase in his career. This took place between 2014 and 2015 at 7% and expect their call volume to continue to grow due the new growth in business and the addition of the Bridgeport Hospital facility in Trumbull. Chief Laucella distributed a revenue report and call volume report to the committee. The increase has to do with the population and the population that comes into Town during the day to the various doctors' offices. The medical calls are very serious in nature and are getting more calls while the population is getting older. They have 70 volunteers as well as 30 staff members that work for subcontractors. They work as a unified team. The 911 calls go to the Trumbull Police Department where the call is then passed to their dispatch, CMED (Southwest Dispatch). CMED triages the call. A police officer is dispatched on all serious nature calls as well as the ambulance. The fact the police department dispatches an officer is a huge benefit for this Town, most towns do not have that service. A paramedic is on the ambulance.

522202 Services & Fees Professional - The reduction of \$37,000 was restored by the BOF. Chief Laucella explained the funds will help them up-staff a third ambulance from Tuesday through Friday from 10:00 a.m. to 4:00 p.m. Currently they have 3 ambulances on Mondays during the peak times. They would like to have the third ambulance 5 days a week. That 6-hour shift covers the medical building(s) volume. They are also looking for creative ways to add a second ambulance overnight on Saturday. During the day on the weekends they do have 2 ambulances on between 9:00 a.m. and 9:00 p.m. They drop down to 1 after hours.

Social Services- 01050000

Sr. Citizen Services - 01050600

Ms. Jean Ferreira, Director of Social Services and the Senior Center was present and indicated these are straight forward budgets.

Recreation/Parks

Mr. Stuart McCarthy, Director of Parks and Recreation was present and indicated the most important issues they are working on are in the recreation area. They have spent a lot of time launching the new software it will eventually be an online program for the residents. It is not yet. They will be launching it in the office on Monday and there will be online services in the fall. The financial accountability that comes with the system will be of interest to the Town Council. The budget will have a contribution from the Town into the special agency account. Everything else in the budget will be self sustaining from fees. Moving forward the Town's contribution will be defined.

Ms. Thornton spoke against how the retirement of the Assistant Superintendent Parks was handled. This person was not ready to retire and was told if they did not take the retirement package the position would be cut. This was not a recommendation per the Matrix. She believes this was morally wrong and feels badly about this.

Enterprise Fund

Golf - Fund 21

Mr. McCarthy spoke to this account. Judge Chiota could not be present at this meeting due to a death in the family. There was an increase in the Rental/Annual Lease account because of the new equipment funded. Some of the equipment is paid down and comes off the while new equipment goes on the list.

Planning and Zoning-01014200

Mr. Rob Librandi, Planner of Planning and Zoning was present and indicated the department gets very busy in the spring as new developments are coming in. The Smilow Cancer Facility is almost done and has its temporary C/O. The Long Hill Green project is ongoing. There are a few items they are asking for but they are also taking some items off.

Services & Fees Professional 522202-\$20,000 represents updating the Zoning Regulations. The office administration position is retiring and has been unfunded. A part time position is being added. The longevity line item will also be reduced due to the retirement.

Elections-01010800

Mr. William Holden and Laurel Anderson, Registrar of Voters were present. There are two part time Assistant Registrars and two Deputies, both of the Deputies have been recently replaced due to the retirement of the other Deputies. That is a statutory requirement; the Deputies are paid \$500 per year. They are being trained and will be able to step in the Registrars place as required. The department will be in compliance now. The BOF reduced the budget by \$8,800 for tablets. There has not been a final decision on the software or hardware; this may be coming from the State as a mandate. They want everyone to be aware this may be happening. Other towns have beta tested the tablets. There has been discussion regarding privacy issues, but all in all they work well. Greenwich has been testing them for 3 years. They want to make sure they do this right. The tabulators would allow them to know in real time who has voted.

Economic Development- 01014600

Mr. Rob Librandi Planner of Planning and Zoning was present and explained Economic Development works hand in hand with P&Z. The new Economic Development Director will be chosen soon and start work soon.

Tax Assessor-01011600

Mr. Mark Devestern, Tax Assessor was present and indicated there is no revaluation in this budget and not many changes to the budget. There have not been many appeals with this revaluation but there is still another month to go. The 2011 reval had been 6 years since the last one. The normal year would have been 2015 and was done in 2015. The commercial and residential existing property values had gone down slightly. The list grew to due new commercial.

Board of Assessment Appeals - 01011800 - Mr. Scott Charmoy, Chairman of the Board of Assessment Appeals was present and indicated they had gone over budget in legal notices and the BOF did increase the line item by \$350.

Treasurer-01012400

Town Treasurer Anthony Musto was present and explained there are two accounts at TD Bank. One of them takes all of the receipts mostly all of the tax deposits, the second account is where the money is placed after all of the tax receipts are deposited. The first account only receives interest against 90% of the balance which is a credit against the bank fees. The credits expire within 6 months. The second account earns interest at the same rate as the first account but it is based on the whole balance. This amounts to an extra 11% in interest. His predecessor kept a fair amount in the first account so there would not be any bank fees. A certain amount has to be kept in the first account just to keep it open. He has started moving the money to the second account so the Town earns more interest on the accounts.

Town Attorneys-01012800

Town Attorneys Dennis Kokenos, Esq. and Vincent Marino, Esq. were present.

First Selectman's Office-01010400

First Selectman Timothy M. Herbst was present and indicated this budget is straight forward. Six years ago the town attorneys changed, there is no longer free health care offered to them or pensions. They work on a retainer and a fixed rate. The Town gets a lot of value for what we pay. Trumbull pays less for town attorneys than a lot of other municipalities.

Technology-01012600

Ms. Pires, Director of Finance was present and indicated the Director of Technology was 30 minutes away and she would speak to this budget. The over time was reduced because the department takes more comp time.

522204 - Services & Fees/Contractual This permitting software for all departments, (Energov) was moved into this department. All permitting departments including the Health Department will use the same software.

Tax Collector-01012000

501101/Full Time Salaries - Ms. Pires, Director of Finance indicated they are filling a vacant position that was not funded last year. It will be the delinquent tax collection position, primarily for the WPCA sewer usage and delinquent sewer assessments. There are 8,270 delinquent sewer usage accounts and 2,400 delinquent sewer assessments accounts. Each of delinquencies involves collection, no matter what the dollar amount is. It is tedious and time consuming. A dedicated person is necessary. This position's will be split between the WPCA budget and the Tax Collector's budget. There are no specific certifications for this position. Only the Assistant Tax Collector position requires certification. The position will start at step 1 and is a union position.

Purchasing-01012200

Ms. Pires, Director of Finance indicated the salary increase is based on the union contract. Legal Notices were increased based on the amount of history.

Human Resources-01013000

James Haselkamp Director of Labor Relations was present and expressed his appreciation. Last year the on line application software was funded and as of last week it has been fully

implemented. Now the college students can apply for the summer jobs from their dorms. There is not much change in this budget.

522202 - Services & Fees-Professional - There are certain instances when he has to be a witness and he needs to hire an outside attorney. He has only used \$1-\$2,000 in the last couple of years. This would also be used if they went to binding arbitration. He was hired to handle the labor relations and is very prudent with using this funding. It would only be used when he has a conflict. It is a necessary line item.

Employee Benefits-01013400

511150 Fringe Benefits - Mr. Haselkamp explained 5-6 months ago a couple of the Town side unions had asked the Town to consider joining the State Partnership Plan (healthcare). Last October there was a change in legislation which would allow municipalities to join the pool of state workers. This would make our rates more stable and slower to increase. Analysis was done on the Town side and it showed a 10% savings. There were several meetings. There were some issues with the network for some of the unions. All of the carriers would change. An analysis on the networks was done. The savings is approximately \$600,000 most of that savings is due to not needing the stop loss insurance. Many towns moved to being self insured when Obama Care went into effect and Trumbull is small as a self insured. The Town is subject to spikes because we are a small group. If we go to the State Partnership Plan the rate is fixed and would no longer need the stop loss insurance. The stop loss insurance is 60% of the \$600,000 savings. The state sets one set of rates. We benefit because the rates are less in the Hartford area than here. Our claims go down because of that. It is a net 10% savings. They did not build the budget with the whole savings in the budget because there were still many unknowns. The unions have started to vote, 2 unions have passed it and the challenge is now to get the rest of the unions. This is still an unknown. Per state rules, if the Town has all their employees in the plan there would be no review. If the Town does not have all of their employees go into the plan they will rate the group and look at their claims pool to make sure they are not getting the short end of the stick. This is why we they are trying to get all of the unions, if we only have some of the employees it is not a guarantee we would move forward with the switch. The plan benefits are better that what we have currently and the cost will be slightly less for the employees. The state has 200,000 covered lives. The state employee and their families. We would be pooled with them. The unions are concerned because the governor is trying to reopen the benefit structure. There are two provisions within the agreement. One is the Town's unilateral right to get out of the plan which is important and two what if the state changes the benefit structure. If either side wants out we would sit down as a coalition with all of the unions and come up with a new health plan. Mr. Haselkamp does not think that would happen because even if the state was to make changes to the plan it would still be better than what the Town has now. Fairfield BOE has agreed to join the partnership, Greenwich has a couple of unions going into it and three-four other towns as well, Brookfield, New Milford are 2 of the 4.. The law only changed in October the towns join the partnership July 1st of this year. Two of the Town's largest unions came to the Town asking to consider joining the partnership. If the town joins, our claims would not fluctuate. We will still be technically self-insured per the State. Every quarter rates are adjusted, if the rates are adjusted July 1st they would remain the same until next July. The state offered Anthem the opportunity to compete with United on the partnership, for business reasons Anthem chose not to because they have a strong presence in the municipal health care industry. They would then be competing with themselves. On the municipal side Anthem and Cigna cover those 50-50. Pooling is across the

Anthem and the United Healthcare. That is how they came to these rates. The Town-side unions came to the Town approximately 4-5 months ago. Ms. Pires stated \$250,000 was placed in the Contingency Account by the BOF so the budget would not be short if the unions did not agree to the partnership. If they do go into the plan they can transfer the funds from Contingency to the necessary accounts. (Ms. Thornton left the meeting at 8:22 p.m.)

511150-Fringe Benefits/ FICA - Ms. Pires stated the BOF did reduce positions therefore this account needed to be adjusted to account for that. This should read as an \$8,148 reduction not an increase as it reads now. The Town Council will need to make this correction.

511152 - Worker Comp - We are self insured for this item and we pay the claims.

522106 - Pension Contribution Police - Funding to the ARC, \$3,004,000. The police are funded at 72% as of July 2014. The actuarial evaluation is done every two years. The next will be done this July 2016.

522106 - Pension Contribution Town & BOE - \$4,243,000

The Town and BOE are funded at 35% as of July 2014

The actuarial evaluation is done every two years. The next will be done this July 2016.

522110- Defined Contr-Town Match - This will go up over time as more people go on the DCP and not into the pension. The employee and the employer are required to contribute 7%. If the employee contributes more it would go into the 457 plan which is solely employee contributions.

522201 Services & Fess- Professional - This represents the actuary. The actuarial evaluation is done every two years.

Town Hall-01013800

Ms. Pires, Director of Finance indicated there are two increases in the account.

1. **501102 Salaries PT/Permanent** - Town Hall part time floater is in this budget. Every time someone is on long term leave the department is in jeopardy of having a shortage to cover the work and to cover the support they provide the taxpayers.

2. **501106 Contingency** - BOF added \$250,000 for the pending health insurance if the Town does not go with the State Partnership Plan. The Early Retirement Incentive Plan is also in Contingency. Those employees will be paid over 5 years. Police and the Highway Parks union contracts are expiring the possible increases are in Contingency until they negotiate a new contract. There is a chance that the unions will vote before this budget is adopted and agree to go to the State Partnership. The \$250,000 can be reduced from this line item if that vote favorably before this budget is adopted.

522205 Program Supplies - The reason for the \$20,000 is an increase the Town will be paying in TD Bank fees. This will be offset by revenue from the increased interest earned.

522208 Contributions - There is one additional contribution in this line item. The Town will be joining CCM. It is a great service, they provides seminars and literature, surveys and information the Town needs. The first year membership is free, next year only half the cost is billed (\$11,000) and the third year (FY 2017-2018) will be at the full cost \$22,000. The CCM rates are based on the population of the Town. The \$1,500 for the energy credits has fallen off the budget and is no longer necessary to be part of the budget.

Utilities - Reductions may be seen due to efficiencies done with the U.I Partnership. The electric rate is looked at every 6 years and they currently have a favorable rate.

Board of Finance-01011400

Ms. Pires, Director of Finance indicated the internal auditor salary comes from this account. The salary is based on contract. Also included in this account are the clerical fees for the BOF clerk to take the minutes and attend the meetings. Legal Notices to publish the budget hearings in the CT POST is also in this line item as well as dues for the internal auditor.

Town Council-01010000

Ms. Pires, Director of Finance indicated this represents the clerical fees based on a 2.5% increase from last year. The professional is the outside auditors hired by the Town Council. We had a three-year contract with the outside auditor and option to renew twice. This is the last renewal. Next year we will go out to bid, for the 2015-2016 FY audit. Hiring an outside auditor is tough the first year due to their learning curve. The reduction is based on clerical fees for other committees created. It was not part of this account for the long term.

Public Events-01080000

Ms. Pires, Director of Finance indicated this account covers the Barnum Festival parade float, Town Hall Green lights' ceremony, Town employees' picnic, holiday lunch, scouts in Government Day, Memorial Day Parade (bands paid by Town), Annual Boards & Commission Dinner and misc. state and civic celebrations.

Fall Festival-01080300

Ms. Pires, Director of Finance indicated the \$20,000 covers the fireworks. Ms. Arnow stated the RFP is out and they have negotiated a good contract with a rain date and an additional 6 months if necessary.

Debt Service-01090000

Ms. Pires, Director of Finance distributed the attached debt service schedule. The debt service is on 2 pages, education on one page (\$1,875,185) and the short term interest is \$15,900. If we don't think we will finish a project within the year they will do a short term borrowing for one year. Once they know the project will be completed they will permanently borrow over 20 years. The principal on the bonds is \$5,268,500. For BOE projects - There is a total of \$7,195,585. In the 0900 account is all of the other bonding for the Town. Interest on bonds is \$1,793,339. Interest on short term notes is \$141,610. Principal on the bonds is \$4,236,318. The Total General Fund is \$13,366,852. The attached page is the Five-Year amortization schedule. Golf and Sewer is separate they pay their own debt and are not part of the Town's General Fund.

Transit District-01015800

Ms. Pires, Director of Finance stated this represents what is paid to the Greater Bridgeport Transit Authority for running public busses in Town.

Finance Department-01011000

Ms. Pires, Director of Finance explained the only change in her department is the non-union position was moved to the mid point of the salary range. There was a full time payroll coordinator who retired and the position was reduced to part time. Seminars were increased by \$2,000 to allow the Finance Department personnel go to budget & related training. The First Selectman is talking about multi-year budgets and they would like to include more performance

based measures into the budget reports. They would like to add more user friendly statistical information for the reader.

556603 Professional Dev/In-service - This represents MUNIS (financial program for Town) and when they come to the Town Hall for an in-service they charge the Town. This goes up every year.

There being no further business to discuss the Finance Committee adjourned by unanimous consent at 8:50 p.m.

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk



02/29/2016 12:53
mpires

TOWN OF TRUMBULL
NEXT YEAR BUDGET LEVELS REPORT

P 1
bgnyrpts

PROJECTION: 20172 2016-17 BUDGET

FOR PERIOD 99

GENERAL FUND

GENERAL FUND	2015 REVISED BUD	2016 REVISED BUD	2017 DEPT REQ	2017 FIRST SEL	2017 BD OF FIN	2017 TOWN CNCL	2017 APPROVED
<u>01060000 EDUCATION</u>							
01060000 595888 INTEREST ON G/OBLIG BONDS	2,150,834.00	1,999,626.00	1,875,185.00	1,875,185.00	1,875,185.00	.00	.00
\$1,875,185 - outstanding debt, per amortization schedule							
01060000 596888 INTEREST ON SHORT TERM NOTES	32,098.00	.00	51,900.00	51,900.00	51,900.00	.00	.00
\$51,900 Interest on Short term Notes							
01060000 597888 PRINCIPAL-G/OBLIG BONDS	5,396,500.00	5,485,500.00	5,268,500.00	5,268,500.00	5,268,500.00	.00	.00
\$5,268,500 PRINCIPAL PAYMENTS ON SCHOOL BONDS-Per amortization schedule							
<u>01090000 DEBT SERVICE</u>							
01090000 595888 INTEREST ON G/OBLIG BONDS	1,730,146.00	1,885,027.00	1,793,339.00	1,793,339.00	1,793,339.00	.00	.00
\$ 1,296,840 - GEN GOVERNMENT							
\$ 416,474 WPCA 25% of \$1,665,896							
\$ 80,025 - GEN GOVT ADDT'L INT ON NEW BONDS 9/2015							
\$1,793,339 -TOTAL							
01090000 596888 INTEREST ON SHORT TERM NOTES	86,584.00	123,219.00	141,610.00	141,610.00	141,610.00	.00	.00
\$ 141,610 - GEN GOVT SHORT TERM INTEREST ON 9/2016 BANS MATURING 9/2017							
01090000 597888 PRINCIPAL-G/OBLIG BONDS	3,809,793.00	3,650,568.00	4,236,318.00	4,236,318.00	4,236,318.00	.00	.00
\$3,163,590 - GEN GOVERNMENT							
1,072,728- WPCA 25% OF \$4,290,910							
\$4,236,318 Total							
TOTAL GENERAL FUND	13,205,955.00	13,143,940.00	13,366,852.00	13,366,852.00	13,366,852.00	.00	.00

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