

**APPROVED
MINUTES
BOARD OF FINANCE
January 9, 2020**

CALL TO ORDER

The Chairman called the Board of Finance meeting to order at 7:00 p.m. in the Town Hall, Trumbull, Connecticut. All joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

ATTENDANCE

Present

Michael Barker
Elaine Hammers
Marty Isaac
Lainie McHugh
Steve Choi
Paul Timpanelli
Vincent DeGennaro – Alternate
Marc Mascola – Alternate
Christine El Eris – Alternate

Absent

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Kathleen McGannon, Chief Administrative Officer; Therese Keegan, Auditor; Anthony Musto, Esq., Town Treasurer

Election of Officers

Chairman Hammers called for nominations for Chairman.

Mr. Isaac moved, seconded by Mr. Barker, to nominate Ms. McHugh as Chairman.

Vote: 6-0-0 motion carried

Chairman Hammers then turned the meeting over to the new Chairman. Ms. McHugh then took over as Chairman of the meeting.

Chairman McHugh then called for nominations for Vice Chairman.

Mr. Isaac moved, seconded by Mr. Barker, to nominate Mr. Timpanelli as Vice Chairman.

Vote: 6-0-0 motion carried

Mr. Timpanelli was named Vice Chairman.

Chairman McHugh then called for nominations for Secretary.

Mr. Isaac moved, seconded by Mr. Timpanelli, to nominate Mr. Barker as Secretary.

Vote: 6-0-0 motion carried

Mr. Barker was named Secretary.

Town Treasurer's Report – Anthony Musto

Attorney Musto presented his report. He indicated that the budget estimates are on track. In addition, he added that rates did drop and then leveled off.

Auditor's Report – Therese Keegan

Ms. Keegan presented her report: **Trumbull Recreation Cash Receipts Review Follow-up**. To access this report, use one of the following links:

- <https://www.trumbull-ct.gov/215/Internal-Audit/>
- <https://www.trumbull-ct.gov/DocumentCenter/View/3671/2020-01-Trumbull-Recreation-Cash-Receipts-Review-Follow-Up-PDF>

Rules of Procedure; Intra-Departmental Transfer Policy and Proposed Meeting Schedule

There were no changes made to the Rules of Procedure. When questioned, Ms. Pires indicated that the \$1,000 limit on transfers was sufficient. The Proposed Meeting Schedule was amended and is made a part of these minutes (see attached).

Mr. Barker moved, seconded by Ms. Hammers, to approve the Proposed Meeting Schedule as amended (see attached), and the Rules of Procedure and Intra-departmental Transfer Policy, as presented.

FISCAL YEAR 2019-2020 SUPPLEMENTAL APPROPRIATIONS 01-20-01

Mr. Timpanelli moved, seconded by Mr. Isaac, to appropriate \$31,000 from the General Fund – Fund Balance to #01022600- 581888 EMS-Capital Outlay \$31,000 to install security cameras in and outside of the EMS building and ambulance bays.

Ms. Goodman, EMS Chief, indicated that there are no security cameras currently on the property and she feels that it is a serious issue. There are 8 camera from the Police Department that are available to us to use so we can reduce the request by \$4,288.

Mr. Barker moved, seconded by Mr. Isaac, to amend the request, reducing it \$4,288 to \$26,712.

Vote: 6-0-0 motion carried

The Chair called for a vote on the amended amount of \$26,712.

Vote: 6-0-0 motion carried

FISCAL YEAR 2019-2020 SUPPLEMENTAL APPROPRIATIONS 01-20-02

Mr. Timpanelli moved, seconded by Mr. Choi, to appropriate \$8,300 from the General Fund – Fund Balance to #01022600- 581888 EMS-Capital Outlay \$8,300 to purchase a stretcher for the new ambulance (1/5 of \$41,500). Not part of initial ambulance purchase.

Ms. Goodman, EMS Chief, indicated that the cost of a new stretcher was not included when a new ambulance was purchased, so we need to appropriate \$ 8,300 (one-fifth the total cost of \$41,500). We initially thought we could repurpose an existing stretcher; however, it was not possible.

Vote: 6-0-0

FISCAL YEAR 2019-2020 SUPPLEMENTAL APPROPRIATIONS
01-20-03

Mr. Choi moved, seconded by Mr. Isaac, to appropriate \$93,280 from the General Fund – Fund Balance to #01022600- 522202 EMS-Professional Services \$93,280 to cover the cost for EMTs that was inadvertently left out of the budget.

Ms. Goodman, EMS Chief, indicated that an error was made by the interim chief when reviewing the contracts while compiling the budget for EMT services.

Vote: 6-0-2 (abstained: Hammers – Choi)

DISCUSSION ITEMS

- **Budget to Actual expenditures FY 2020**
 - Salaries are where they should be at 50%, unless there was a retirement or a vacancy.
 - Police overtime is in over due to vacancies; however, there is excess in regular salaries to offset. 18/50 applicants are considered viable for the current openings.
 - Workers Compensation is at 63% and there is nothing we can do, since we are still paying on old claims. We did have one large settlement.

- **Budget Schedule for 2020-2021**
 - A draft budget schedule was discussed with the Board members. When it is finalized once the Board of Finance members they have had a chance to review their schedules, it will be posted on the internet and with the Town Clerk.

APPROVAL OF MINUTES – November 14, 2019

Ms. Hammers moved, seconded by Mr. Barker, to approve the minutes of the November 14, 2019 meeting as presented.

Vote: 5-0-1 (abstained: Timpanelli)

ADJOURNMENT

By unanimous consent, the meeting was adjourned at 8:40 p.m.

Respectfully submitted

Phyllis C. Collier, Board of Finance Clerk