

**APPROVED
TOWN OF TRUMBULL
BOARD OF FINANCE
Minutes
January 13, 2022**

CALL TO ORDER

The Chairman called the virtual Board of Finance meeting to order at 7:03 p.m. via Zoom. All joined in the Pledge of Allegiance and a moment of silence for the families of 3 children lost too soon.

PUBLIC COMMENT

No public comment

ATTENDANCE

The Chairman called the roll and the Clerk recorded it as follows:

Present

Michael Barker
Elaine Hammers
Lainie McHugh
Paul Timpanelli
Marty Isaac (entered at 7:27 pm)
Scott Zimov
Christine El Eris – Alternate
Marc Mascola – Alternate
Vincent DeGennaro – Alternate

Absent

The Chairman indicated that Mr. DeGennaro would be voting for Mr. Isaac.

Also present:

Maria Pires, Director of Finance; Kathleen McGannon, Chief Administrative Officer; Attorney Anthony Musto, Treasurer; Megan Murphy, Fire Marshal and Emergency Management Director; Arthur Kingsbury, Emergency Management Deputy Director; William B. Chin, Director of Technology

Mr. Timpanelli moved, seconded by Mr. Barker to take 1-22-01 out of order.

Vote: 6-0-0 by unanimous consent

01-22-01 2021-2022 SUPPLEMENTAL APPROPRIATION

Mr. Timpanelli moved, seconded by Mr. Barker to appropriate \$3500 from the Fund Balance to account # 01023400-578801 \$3,500 Maintenance and Repair to complete the Nexgen/VEOCI Integration approved in the 2019-2020 budget.

These funds were initially approved in the 2019-2020 budget and did not get put into this year's budget.

Vote: 6-0-0 by unanimous consent

INTERNAL AUDITOR UPDATE

The Chair indicated that Rebeca Lopez, the new auditor, would be starting on January 24, 2022. The Chair asked the Board members to think about the projects they would like to see her work on. Members indicated they would review the list of audits previously performed and get back to her.

Ms. Pires, the Finance Director, indicated that before beginning any projects, the auditor would need to review previous audits to become acquainted with our process. In addition, Ms. Pires indicated the auditor would also need to be trained on using Munis software. This training would be provided by the Finance Department.

TOWN TREASURER'S REPORT – Anthony Musto

Mr. Musto spoke briefly regarding last month's activity. CD rates are beginning to climb and are over the 10 basis points we are getting on deposits, so he invested more funds; however, we are not much further than we were last month. He also spoke with Janney to see if they would be have any investment opportunities becoming available. Mr. Mascola asked if we are able to invest in any additional types of investments. Mr. Musto indicated that we are very restricted by the State laws when it comes to investing. Ms. Hammers asked how this year is in comparison to last year and was told that overall we are in the same position.

01-22-2021 2020-2021 Transfer

Mr. Timpanelli moved, seconded Mr. Barker to transfer \$10,000 from account # 21100000-534401 Office Materials & Supplies to account # 21100000-578802 Maintenance Services \$10,000, to correct December transfer request #12-21-02.

To correct an clerical error made when presenting the request. This transfer has not yet been recorded pending the correction.

Vote: 6-0-0 by unanimous consent

The Chair noted that authority to make this type of change would be given to the Finance Director once the Board amends either the Rules of Procedures or the Policy and Procedure. This amendment will be discussed at the next meeting.

DISCUSSION ITEMS

- Budget to Actual expenditures FY 2022– overages
 - Salaries – Should be at 52% expended; some are over in seasonal due to vacancies. Funds will transferred once positions are filled.
 - Employee Benefits – Service and Fees Professional \$57,000 due to a Pension issue still being negotiated.
 - Town Hall overage of \$11,000 in contributions account – pending CCM Reimbursement.
 - Planning and Zoning Service and Fees – blight overage; will be offset by revenue entry
 - Public Works – highway is at 49% not 52%; overtime once again due to vacancies.
 - Public Works – \$11,000 over budget ancillary extra cleaning at EMS must be related to an actual outbreak of Covid-19 in order to be reimbursed. We are doing preventive cleaning.
 - Parks – repair program – \$35,000 overage related to assessment needed at Hillcrest pool.
 - W/Comp \$70,000 – we always pay for the lost time at Board of Education along with excess insurance charge of \$160,000 that is also charged to the account.
 - Tree Warden Program expenses are over budget – work needed but not storm related.

- Revenue Report FY 2022
 - P&Z revenue is up due to fees related to blight issues.
 - Recreation is still running programs.

APPROVAL OF MINUTES

Mr. Isaac indicated he would like Mr. DeGennaro to continue to vote for him.

By unanimous consent, the Board approved the December 8, 2021 minutes, as presented.

Discussion followed regarding the Budget Hearing dates that everyone would be able to attend. The Board of Education will need to be contacted to determine their eligibility. A tentative schedule was drafted contingent upon the Board of Education's availability. .

ADJOURNMENT

By unanimous consent, the meeting adjourned at 8:05 PM

Respectfully submitted,

Phyllis C. Collier

Phyllis C. Collier – Board of Finance Clerk