

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
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TOWN HALL  
Trumbull

TELEPHONE  
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FINANCE COMMITTEE  
MINUTES  
JANUARY 29, 2020

CALL

TO ORDER: The Chair called the meeting to order at 7:30 p.m. All present joined in the Pledge of Allegiance.

The clerk called the roll and recorded it as follows:

PRESENT: Lisa Valenti, Chairman, Dawn Cantafio, Vice Chairman, Kevin Shively, Michael Miller, Tony Scinto, Mary Isaac, Alternate

ABSENT: Lori Rosasco Schwartz, Donna Seidell, Alternate

ALSO

PRESENT: First Selectman Vicki A. Tesoro, Town Council Chairman Mary Beth Thornton, Town Council member Joanne Orenstein, Director of Finance Maria Oires, BOF Chairman Lanie McHugh, BOE Chairman Lucinda Timpanelli

- 
1. RESOLUTION TC28-29: Moved by Scinto, seconded by Cantafio  
BE IT RESOLVED, That \$31,000 is hereby appropriated from the General Fund to account 01022600-581888 EMS-Capital Outlay.

Leigh Goodman, Chief of EMS was present and indicated this is for security cameras and access. They will be able to monitor who goes in and out of the building as well as access to secure cabinets. Going forward they will have badges. There are 7-8 cameras that are being repurposed, they're coming from the Police Department. They're also working with IT to see if they can reduce some of the installations cost. They don't have a firm number on that. First Selectman Tesoro stated the BOF had voted to reduce the amount because of the 8 cameras. There is a quote included in the back-up for the following:

Qty. of (1) Access P3225 for \$629.06 and;  
Qty. of (7) Cameras \$3,659.46

The reduction would bring the exact amount to \$26,711.48

Moved by Shively, seconded by Miller to amend to \$26,712

VOTE: Motion CARRIED unanimously.

VOTE: Motion as amended CARRIED unanimously.

2. RESOLUTION TC28-30: Moved by Miller, seconded by Cantafio  
BE IT RESOLVED, That \$8,300 is hereby appropriated from the General Fund to account 01022600-581888 EMS-Capital Outlay.

Leigh Goodman, EMS Chief was present and indicated the ambulance was purchased in the planning for that the stretcher for it was left out inadvertently. There is a new quote for it.

VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC28-31: Moved by Shively, seconded Cantafio  
BE IT RESOLVED, That \$93,280 is hereby appropriated from the General Fund to account 01022600-522202 EMS-Professional Services.

This budget was put together by the interim Chief. They were in the middle of a staffing change, and in the process of moving over to a new vendor. The cost for the EMT's was left out of the original budget where it should have been put in. When recognized they projected out to year-end what they would need. On the positive side she did a conservative projected revenue for the year-end and expects it to \$160,000 over the current operating budget even with these additional sums added in. This information had been presented the BOF. Mr. Shively noted the BOF approved it. First Selectman Tesoro noted that the BOF did approve all of these supplementals. Ms. Goodman stated the EMT's hourly's are built into this and have to account for the unexpected such as covering events that can't be filled with volunteers, and snow storm staffing.

VOTE: Motion CARRIED unanimously.

4. RESOLUTION TC28-32: Moved by Cantafio, seconded by Shively  
BE IT RESOLVED, That the Town Council hereby initiates an audit of the accounts of the Board of Education pursuant to Chapter II, Section 10(A) of the Charter of the Town of Trumbull.

Attorney Schopick explained they have been advised by the BOE Labor Counsel that an audit is required by statute when a business manager leaves. There have been concerns due to statements made at the BOE meeting regarding potential shortfalls this year. The Town should fully understand what the situation is. The audit is open ended. Per the Charter it's required to get a certified public accountant, at that point they can get into more specifically what the charge would be, after which they would have an idea of what the cost would be.

This is a professional service, it will be put out as a RFQ (Request for Qualifications). One of the questions will be availability, and how much time they have. It will be considered whether we want to use the current auditor or put fresh eyes on it, it could be a large firm or a smaller firm, the only requirement is that it be a CPA. It should be done sooner than later. One of the factors they will be looking at is availability of the professionals. The professionals who do the auditing are usually not doing tax returns it's usually a different part of the firm. Year end audits for their corporate clients may be a factor.

This will be a Town Council initiated audit. 2004 is when the last audit was done, the 2004 resolution names the auditor and the dollar amount. Mr. Scinto noted a business manager left five years ago and didn't remember this being done then. Attorney Schopick couldn't speak to five years ago but it is a requirement. In any event we want to move forward on it whether it was required or not based on comments made with regard to shortfalls.

The Chair indicated it's the perfect time, there is a new BOE and are in a national search for a superintendent. This will allow to turn it over with a clean slate. Mr. Shively stated the Council can initiate an audit when necessary not only when it's required. Attorney Schopick confirmed, the Charter is clear on that.

VOTE: Motion CARRIED unanimously.

The Chair noted the 5-Year Plan is strictly a wish list, it will be discussed and will have to go before the Town Council. The plan can change. In order to apply for and obtain grant funds this plan needs to be in place. These are placeholders.

5. RESOLUTION TC28-33: Moved by Shively, seconded by Cantafio  
BE IT RESOLVED, That the 5-Year Capital Plan is hereby approved.

#### BOE

Marc Deming BOE Facilities Director was present and reviewed the Capital Request Summary with the Committee. They have an on-going proactive approach to removing asbestos, they have been doing this for five years and have removed 30,000-40,000 sf to date. They're getting close to completion.

Ms. Isaac noted there are some items in the back-up that aren't in the summary such as at Madison Middle School the abatement of 2020 is in it but not 2021. It's listed out for 2 more years. Mr. Deming noted this focuses on the first year and not the entire 10-year BOE CIP.

#### Detention Basin at Madison Middle School

William Maurer, Town Engineer was present and indicated the detention basin at Madison Middle School takes the drainage from the school and puts it into a temporary basin. There have been a few storms where it has over topped and flooded out impacting the neighborhood properties. The basin is on the southerly side of the building between Driftwood. Mr. Deming at first thought it was a basic clean-out and there is a \$60,000

request for that, once they got into it was identified it had to be rebuilt at which time they turned to the Public Works Dept. There could be a liability to the Town if it overflows.

The Chair noted there is a place holder for a new BOE Administrative building and questioned why the BOE came forward with that number when it's something the Town should. Mr. Deming explained he was asked to and a resident was willing to give them a basic estimate of cost and a rendering. It was at no cost to the Town. The 10-Year spreadsheet has it in year 2029. It used to be in more recent years but has since been replaced with other items that are needed.

Attorney Schopick explained if it's determined that kind of construction is to happen the Council would have to form a building committee. The project would come from the Town.

#### THS Wellness Center

The numbers were given to them by the Athletic Director, he has done the research. It would be proposed for next year. The Committee noted it is a placeholder. Mr. Deming stated it's a placeholder to let you know that it's something the BOE would like to fund in the future.

#### Roadways

Mr. Marsilio introduced the new Public Works Director George Estrada. Mr. Estrada has inherited the capital plan, capital budget and operating budget, he didn't have input which is why Mr. Marsilio was present to give the background. Mr. Maurer was involved in the roadway budget as well as many of the engineering budgets.

The streets listed are generated by engineering reports, they're generally localized. There is one aberration on the list, Shelton Road. Mr. Maurer explained Shelton Road was a state road that the Town inherited. Being a state road, it has a concrete base. When the sewer project was done they cut the concrete to run the sewer line. There are now two floating slabs of concrete that need to be removed and rebuilt. There are also drainage improvements that need to be addressed.

Mr. Marsilio indicated they didn't apply for LOTCIP, they have more work than they can handle. They are looking for other projects, there are many projects they expect to put forward. Spring Hill Road is critical, there is finite pot of money that the regional planning has. Trumbull has been very successful in the past and will continue to pursue those funds. This is a direct result of Contract IV and should have been included in that contract, but they didn't foresee this problem. A good portion of Shelton Road was done where the concrete slabs were taken out, it was very expensive to do. This would be from the Bunny Fountain to just past the firehouse near the Woods Estate. The state took Huntington Turnpike and gave us Shelton Road.

Teller Road was going to be a band aid project, an overlay, but have since decided it would actually cause more problems. Most of the roads in the 2019 column have been done Center Road and Cemetery are part of the Shelton Road project. The culvert and

Teller Road weren't done. Some of the roads in 2019 had been added due to storm damage such as Glenbrook, Franklin and Old Dike.

The snowplow drivers do give the department feedback with regard to the condition of the plows. The list is created using an objective engineering firm that rates the condition of every road in Trumbull. Mr. Estrada explained the engineering firm used has a comprehensive analysis of each street, they have done a 5-year prioritization. It is very impressive how they have been able to maximize the benefit of the investments for paving. Centralizing them in areas, concentrating them on streets that elevate them to a deterioration level that you want to get to before it becomes a liability or becomes a further problem.

Mr. Maurer explained prior to paving they video the storm and sanitary sewer lines to make sure they are in good condition. This is so they don't pave a road and then have to go back and fix the drainage. Mr. Marsilio added they also notify the utilities so they can do what they have to do prior to the paving, some do and some don't. There are different applications for a road when being paved and they each have a different cost associated.

#### Public Facilities pgs. 10-13

The Chair noted some of the items are place holders and confirmed that is the case with the library construction.

#### Police Headquarters' \$30,000 – Connect HVAC system to BMS:

Mr. Estrada explained they have upgraded many of their system, the BMS will tie it all together and will be able to properly balance comfort in different areas. It's basically the control system for everything they have installed. They're just about complete on the range's evacuation system. There is still some other work that needs to be done before the final step and confirmed that is why they have pushed it out to 2021.

#### Town Hall Construction Page 10:

Mr. Marsilio explained the building is 60 years old and has never been ADA compliant. This will give them time to review all of the changes in the building and to dedicate design dollars.

#### Public Works Yard – Construction – Siding replacement

Mr. Marsilio explained the Yard has been neglected over the years. The worst road in Town is the Public Works road. Mr. Estrada recently toured the Yard and he also noted that the road needs to be addressed. Mr. Marsilio added this is an on-going issue, they can improve this piping, the culvert and some structural improvements, because they have vehicles in the garages that weren't built for their size or nature. When they're asking for the bonding they will have detailed back-up and all will easily understand their ideas.

Mr. Marsilio explained they had some Z-racks applied for and awarded to them, but the company that it was awarded went out of business. They're going to have to start over on the solar. They have some buildings that would work well for solar.

### Fleet & Equipment

Mr. Marsilio explained last year they had asked for a hook-lift/snowplow but was taken out. This year they're asking for 2 and for a catch basin cleaner. This goes on the hook-lift truck. There is a train truck that doesn't run and has to be replaced. They also have a roll-off truck for 30-40-yard containers used in the bulky waste. Ours gets a lot of use, it's used at the transfer station, leaf pick-up and all over town when they cut trees down. Last year we said we had spares. This year one of those spares, because of fatigue the hydraulic hoist snapped off at the knuckle and went into the cab of the truck. We are very fortunate that nothing happened to him. This is what happens when we put trucks that are beyond their serviceable life. Metal fatigue is there and can't always be seen. The dump truck was totaled.

### Engineering – Page 20

The Chair noted the grants and LOTCIP are on the bottom.

*Strobel Road Sidewalks* – Mr. Marsilio indicated we don't have a design yet, we don't know what property takings are involved, or the sloping rights that will be needed until the preliminary evaluation has been done, we don't know what the costs are. The number is a placeholder. We need a design first to be able estimate.

### Brock Street Construction & Design:

Mr. Maurer indicated Brock Street has some immediate repairs necessary in 2020 and there is more design that needs to happen past 2020.

### WPCA:

Mr. Marsilio explained they have been spot-on their estimates, it has been a good bidding market. They have been able to get good bidders and excellent contractors and confirmed they are optimistic with these numbers.

### Parks

#### *Indian Ledge – Multi-purpose artificial field with lighting*

Parks Superintendent Dmitri Paris was present and explained in the spring all the natural fields are under water. This ends up prolonging the season, they don't play, and we don't get revenue. There is a field there built on rocks, it doesn't drain, and the lights are over 30 years old. They have been throwing money at it on an annual basis. Over the years they have attempted repairs, drainage, re-sodding, raised it up and after a while you question putting more money into it. The cork base artificial field the town does have overwhelms the drainage system and the cork rises so they don't get the play out of it as expected. This is an opportunity to fix a failing field and provide services. One more all service field will capture what we can't now. It's a big number but somewhere down the line we will have to deal with the failing field and services not being provided. This is in the plan to have the conversation. If the investment was made, he believes it should be used for double duty, for soccer with a softball field in the corner. The space is large enough for a full soccer field, there's power, parking and lights.

### Bill's Property – page 14

Mr. Paris indicated it has the capacity to be a natural field. This could be a replacement field if necessary. They have this number for a while. If we have to lose an existing property this is a valuable placeholder. The property is 6+ acres as a flat property with other out buildings. There is not a necessity to build anything unless we were to lose something.

Unity Park – page 15

Culverts – They are waiting for final approval. There is a plan, and design. Army Corp and DEEP are involved. The waterways won't be changed.

Katz Pond – page 15

Mr. Ray Baldwin was present and indicated they have done a full presentation previously for the Veteran's Center.

Mr. Paris indicated the pond needs dredging and haven't gotten approvals for it yet.

Mr. Baldwin explained they need design money first. They have already done test borings, one to make sure they could get a septic system in and to make sure the ground is stable enough to build on. Both came back positive. The property is suitable for building, they have just enough space for parking for the square footage. It was his understanding the Town had money allocated for the dredging, this was not part of their project. If it has to be then it has to be. Dmitri indicated it does, there is other work that needs to be done.

Gunther Park –

Mr. Paris noted Gunther is accurate and they have a cost analysis. Katz's is substantially bigger. Both projects have not been done yet. They are waiting for the permit for Gunther.

Veteran's Center

Mr. Baldwin confirmed \$3,000,000 would be enough based on the current estimates and it would include the FF&E. Right now, they are just looking for the design funds. Mr. Paris explained the dredging is a very different project. Mr. Baldwin stated they are looking at state and federal funding as well as private donations. Mr. Shively spoke in favor of the private donations and how it affects the community and brings them closer to the project. There is a lot of excitement around the project.

Parks

Vehicles

The 217 smaller duty hook-lift is on its last legs, they aren't trying to diversify the fleet. It is a primary plow, it tows vehicles, and it can be a snowplow. It is being used as a dump truck. 217 will be auctioned for parts.

EMS

Leigh Goodman Chief of EMS was present and indicated part of this plan was worked on by her predecessor and Doug Bogen. Both are due to be replaced. 904 is being replaced

and is currently being built, and 903 is the sprinter. The box they are looking is 902 and will be looking into a remount of the chase which would come in at a much lower amount. They currently have 3 box trucks which are traditional ambulances and 2 sprinters which are vans with patient transport. The design in 2020 is \$50,000 is for the feasibility study.

Ms. Pires stated there is approximately \$12 million-\$13 million of debt is expiring this year.

Tricaster for live streaming is under equipment currently. It is possible it will be under the BOE since it will be at the BOE building, but the BOE CIP had already been approved so it had to be placed in the plan to be approved. Mr. Shively explained it is a video mixer like the one in the council chambers, this would be for the TV studio at the BOE.

#### Economic Development – page 19

Rina Bakalar -Economic Development Director was present and indicated there are two \$560,000 line items, they are both the same project and one can be deleted. Keep the Sidewalk design Dunellen to trail.

The other change is to add \$84,000 for design and easements – replace the word placeholder with \$84,000.

They will be looking for grants but must have it in the plan to do so. Grants rarely pay for the design.

#### Bicycle and Pedestrian Master Plan – page 19

Ms. Bakalar stated they will be seeking state funding for the bicycle and pedestrian master plan, that doesn't mean the town won't. They have done some research.

#### Trumbull Mall Area/southern Gateway Planning Study – page 19

They will ask other stake holders for funding.

#### 5-Year Plan Adjustments & Changes

Moved by Cantafio, seconded by Valenti to delete page 5, Building - Long Hill Admin Building - The Construction of a New Administration Building in column 2021 in the amount of \$3,900,000. VOTE: Motion CARRIED 3-2 (AGAINST: Shively and Miller)

Moved by Shively, seconded by Valenti to move page 14, Athletics Field - Indian Ledge – New Construction of Multi-Purpose Artificial Field with Lighting from Column 2020 to 2021. VOTE: Motion FAILED 2-3 (AGAINST: Miller, Cantafio and Scinto).

Moved by Cantafio, seconded by Shively to increase page 15, Parks -Veteran's Center Construction to \$3,000,000 in column 2022. VOTE: Motion CARRIED 4-0-1 (ABSTENTION: Scinto)

Moved by Shively, seconded by Cantafio to insert page 19, \$84,000 under Economic Development - Whitney Avenue Sidewalk Design in column 2020. VOTE: Motion CARRIED 4-1 (AGAINST: Scinto)

Moved by Cantafio, seconded by Shively to eliminate page 19, Economic Development Whitney Avenue Sidewalk - Whitney Avenue Sidewalk Construction in column 2020 in the amount of \$560,000. (Duplicate line item) VOTE: Motion CARRIED unanimously.

VOTE Motion CARRIED as amended 4-0-1 (ABSTENTION Scinto)

There being no further business to discuss the Finance Committee adjourned by unanimous consent at 9:26 p.m.

Respectfully Submitted,

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Margaret D. Mastroni  
Town Council Clerk