

**March 9, 2020**  
**Board of Finance and Finance Committee**  
**#1 Department Budget Hearings**  
**2020-2021**

**CALL TO ORDER**

Chairman Lainie McHugh called the meeting to order at 8:45 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

Members present / absent from the Board of Finance:

**PRESENT**

Michael Barker  
Elaine Hammers  
Marty Isaac  
Lainie McHugh  
Steve Choi (arrived at 10:15 am)  
Paul Timpanelli  
Vincent DeGennaro – Alternate  
Marc Mascola – Alternate (arrived at 12:00 pm)  
Christine El Eris – Alternate

The Finance Committee did not have a quorum; however, Mary Isaac attended.

**Also present:**

First Selectman Vicki Tesoro; Maria Pires, Finance Director; Kathleen McGannon, Chief Administrative Officer; Cynthia Katske, Chief Administrative Officer

**01022800 Fire Marshal**

**Megan Murphy**

The Fire Marshal indicated that everything is the same with the following exceptions:

- 501105 Overtime - Increase by \$3,000 due to salary increases and the number of call outs is increasing.
- 556604 Publications - Needs to Increase by an additional \$400, since her NFPA subscription has increased to \$1,800.
- 578802 Equipment Repair - Need to Increase by \$450 for testing that needs to be done.

**01022824 Fire Hydrants**

**Megan Murphy**

- 590016 Utilities - Increased by \$100,720. We need to add more fire hydrants due to the increased development in town. Need to discuss what constitutes a private vs public hydrant. Aquarion indicated that the large increase of 4.9% may or may not take place.

**75501023200 Building Official**

**Robert Dunn**

Currently swamped with work due to all the projects and plan reviews.

- The new apartments project.
- Reviewing plans for Amazon, coming to Trumbull.
- The Riverside Retirement Community project.
- Reviewing plans for the Trumbull Green Project.
- Development of the Marissa's property.
- Garden Homes development at the Mall property.
- These are coming in with more than we envisioned. In December of 2019 we reached 78.5% of what we budgeted for 2020 in permit fees
- Revenue projection difficult due to variables that we cannot control
- The Permit Fees from the new Garden Apartments project should begin after July 1, 2020
- Fees are currently on par with surrounding towns and currently exceed operating costs of department

- We currently use Veoci permitting software. They are currently taking 14 years of Intergov information and integrating into the new software, since the previous software update did not go well. We used Intergov for 14 years and it was supposed to be updated and interface with Munis and GIS. After 2 years, they did not deliver the upgraded software so we switched to Veoci.
- Ms. Hammers noted that the Town Council sets the fees. The department is not a profit center; it is supposed to break even, and we are beyond that.

### **01040000 Health Department**

#### **Lucy Bango**

Ms. Bango indicated that the budget she did not change by much.

- 501105 Overtime -Increased request due to union raises.
- 522204 Services - Increase in contract fees and medical insurance claims.
- 534401 Office Supplies - Increased by \$1000 due to cut in what the grant covers.
- 534402 Program Supplies - Medical supplies, etc., at 98% to date; increased \$400 for next year.
- 545504 Postage - Increased in postage costs.
- 556601 Profession Dev. - Increased by \$150 now that staff is required to attend more training.
- 567703 Travel Reimb. - Increase by \$200 based on more classed and meetings to attend.
- 534404 Vaccines - Increased \$3,000 to \$29,000. We ran out of vaccine for immunization last year. If we purchase, but do not use the vaccine you they reimburse us.

### **01010000 Town Council**

#### **Maria Pires**

- 522201 Clerical Fees – Increased based on union contract increases of 2.25%.
- 522202 Auditing Fees – Used to pay outside Auditors increased \$2000.
- 545501 Legal Notices – Reduced \$4,400 from last year; used to post notice of meetings. Doubts that we will use the entire \$19,000 budgeted last year

### **01010200 Ethics Commission**

#### **Maria Pires**

Only clerical fees for 2 meetings a year.

### **01010400 First Selectman's Office**

#### **First Selectman Vicki Tesoro**

**Kathleen McGannon, Chief Administrative Officer**

**Cynthia Katsky, Chief Administrative Officer**

- Would like to implement a procedure for referendums and add specifics to the Town Charter.
- Wants to look into relaxing height restrictions in the industrial zones and allow for mixed use in Corporate Parks and Trumbull Center.
- Having attorneys look into maximum term for elected officials.
- Work with surrounding towns regarding the WPCA issues. The Bridgeport contract expires in 2025.
- Wants to implement recommendations of the Community Facilities and Aquatics Facilities Building Committees.
- Looking to implement more green initiatives for the town, including a charging station in the Town Hall.
- Relocate Town Engineering Department to the new Public Works facility.

### **01014200 Planning and Zoning**

#### **Rob Librandi / Rina Bakalar**

- Busy with applications, permits and meetings.
- We are also in the process of finalizing the planning and zoning rewrite.
- Submitting application for sustainable CT.
- Conducting a study on the Upper Route 25.
- Developed a user friendly checklist for ZBA applications.
- RFQ for the Trumbull Center Study
- 501101 - Salary increases based on contracts.
- 501105 - Overtime remains the same. Has helped with staffing issues and not using comp time.

- 522201- Professional fees increased \$1000 to assist Blight Officer getting outstanding issues corrected.
- RFQ put out for the Trumbull Center study. We would like to see a grocery store there. The RFQ also includes a boulevard study.
- The regulation rewrite will provide for new uses for Trumbull Center; shared work spaces; drive-thru; more open patio space for restaurants; adding building and green space to the back section - more design oriented.
- The vacant space at the Home Depot has land use restrictions regarding how to use it. They do not want a high intensity user. Since you cannot see it from the street, best use appears to be a self-storage area. We would not even be able to relocate the Board of Education there due to the parking issue.

### **01014600 – Economic Development**

#### **Rina Bakalar**

- Looking for an RFQ consultant for the Tait Road and corridor for the Boulevard study.
- It takes 3-4 years for a project to hit the grand list.
- We are looking to increase public transportation to Amazon and the Corporate Pak.
- The State is looking at a traffic study for Route 111 and 25 to look at traffic impact; should do more since traffic will increase and trucks will just be sitting there. Amazon will need to make changes if necessary. The State has been pushing back things they normally used to take care of.
- Business Breakfast thanking businesses for support; we are always asking them to support.
- 501101 - Salary increase based on merit performance for Rina Bakalar; does not reflect contract settlement.
- 522202 - Services Professional increased \$1,650 for reports, searches, etc.
- 556602 - Professional Dev. Seminars – increased from \$700 to \$2,000 for membership and related expenses in organizations.

### **01022400 – Animal Control**

#### **Lynn Della Bianca**

- 501105 - Overtime seems to be an issue. She has 3 part time staff members, so she needs it if she has to cover for one of them. She can transfer funds this year if necessary.

### **01023400 – Emergency Management**

#### **Michael Lombardo, Chief of Police /Megan Murphy, Fire Marshal**

- 501105 - Salary overtime increased this year \$3,289 from last year. This overtime pays the OEM Director for additional duties that exceed regular work hours. Since the town is reimbursed via EMPG grant money, it was increased to match the grant.
- 578801 - Maintenance Service account request is less this year since we moved Veoci to the Technology Department. In addition, we added a consultant service for weather and hazard outlook for \$1200.
- 578802 - Maintenance Equipment account reduced \$5000 for the command trailer. We were denied funds last year and this year, we received a quote of \$5000 to make it road worthy. They can put enough band aids on it to keep it running; however, in the future, it will need extensive technology upgrades. To share with other towns is not feasible and looking for a used vehicle was not productive. A new one costs close to \$250,000. We looked at used trailers but you wind up with the problems that go along with it. The technology we have is very old and would not be transferable to newer unit. Ms. Murphy is now looking to find a grant. Board asked for a comparison with what other towns in the area are doing and why we really need it. It was suggested that she compile a list of what she would like vs what she really needs.
- 581888 - Capital Outlay request for an additional Wango variable message board was denied. We are able to borrow for neighboring town on occasion.

### **01022000 – Police Department**

#### **Michael Lombardo, Chief of Police**

#### **Deputy Chief Glenn Byrnes**

- 501101 - First Selectman denied request for 2 additional officers and reduced request by \$150,000 for turnover. We are applying for a grant to help pay for one officer starting next July in 2021 who will

be working at and near the mall and would work in the mall substation. This is in addition to the minimum manning requirement.

- Medical calls have increased. First responders are for service that is critical – heart attack, overdose. They go to the call and wait until the EMS arrives. Normally, they stay there until told it ok to leave but for the most part they remain for the duration.
- We need to hire 5 more officers to come up to the maximum. We just put 4 out in the field and we had a third test in the last 6 months. We are always trying to catch up and would like to keep a running list. The academy in Meriden has reduced classes from 5 to 4 so it is harder to get officers into the classes. We were full-staffed at 81 about 7 or 8 years ago when we added resource officers at the schools.
- It is mandatory that an officer remain with a town for 2 years before leaving to go to another police department in a different town. If not the other town must by 50% of recruiting/ training costs. There are 2-3 retirements a year. We can plan ahead if we know in advance someone is retiring but today we are already short officers. Overtime will reduce once we have full staff.
- 581888 – Capital Outlay request for 5 vehicles and 4 were approved with 3 being paid out of Special Detail Account @ \$65,000 each.

### **01015800 – Transit District**

#### **Maria Pires**

- Our portion is \$44,084 for the Bridgeport Transit service.
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### **01011000 – Finance Department**

#### **Maria Pires**

- Purchasing Policy is being reviewed
- The is currently one vacant position
- A physical inventory of Town Equipment is done; an inventory of the cars was already done.

### **01011400 – Board of Finance**

#### **Maria Pires**

- No discussion
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### **01010600 – Probate**

#### **Judge T.R. Rowe**

- 57% of the Grand List for the 3 towns is Trumbull.
- Postage has decreased since they are using e-filing.

### **01080300 –Trumbull Day**

#### **Kathleen McKinnon**

- Will be held Friday and Saturday over the 4th of July weekend.
- Sponsorship provide the funds to pay costs.

### **01080000 – Public Events**

#### **Kathleen McKinnon**

- Memorial Day Parade
- Egg hunt
- Board and Commissions Dinner
- Halloween Tots
- Scouts and Government
- Tree lighting

### **01013800 – Town Hall**

#### **Maria Pires**

- Building Operations are paid from this account.
- Department costs are shared.
- The contingency account is in this department.
- We are self insured for workers comp.
- Details to follow on cyber insurance.

**01012600 –Technology**

**William Chin**

- Providing security training for all employees
- Update Town website
- Microsoft exchange upgrade
- Upgrade anti-virus software

**01013600 –Town Clerk**

**Mary Markham**

522202 – Professional Services reduced \$24,000,

522204 – Services Contractual increased \$24,000

- Scanning documents – paid for by historical grants and use funds from recordings

**01040200 –Town Clerk**

**Mary Markham**

- No discussion

**01070000 – Library**

**Stefan Lyhne-Nielson**

- Sunday hours increased 31% on Sundays
- Very happy with the results
- Survey: 89% used at least once on a Sunday; 90% Please continue; 2% Maybe
- # of programs 825-988 increased by 20% from last Fiscal Year
- # of people increased 41%
- Fairchild Nichols Branch operating expenses are \$100,000 +/- per annum; represents 10% of programming.
- \$13 per hour part time salary will increase to \$14 per hour. Shelves currently earn \$12 per hour and this will go up also. He would like to move part time to \$14 per hour and going forward would like to keep shelves at \$12 per hour, less than the others. We are \$1.90 per hour short based on the average being paid in surrounding towns.
- 581888–Capital Outlay for security cameras at both libraries \$15,120; the police have asked about security cameras in the parking lot.
- Turnover of part time staff is expected to be 4 vacancies per year and it takes about 6 weeks to replace an individual.

**01012400 – Town Treasurer**

**Anthony Musto, Esq.**

- No changes from last year.

**01012800 – Attorneys Fees**

**Daniel Schopick, Esq.**

- \$25,000 of the retainer fee is paid by the WPCA Budget; no basis, just an allocation.
- Westfield Tax issues are being handled by Mario Coppola.
- Attorney's fees for taxes are charged to the Tax Assessor budget.

**01060800 – Trumbull Community Television**

**Kate Donahue**

- Increase in request; BOE cut the position for technical support.
- Added additional ways to distribute program.
- Still need a person 10 hours per week.

Respectfully submitted

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Phyllis C. Collier  
Board of Finance Clerk