

**UNAPPROVED MINUTES
SUBJECT TO MODIFICATION AND APPROVAL
BOARD OF FINANCE
SPECIAL MEETING
September 24, 2020**

CALL TO ORDER

The Chairman called the Board of Finance virtual meeting to order at 7:05 p.m. via Zoom. All joined in the Pledge of Allegiance. The Chair asked for a moment of silence to remember two remarkable women, Ruth Bader Ginsburg, Justice of the Supreme Court and Mary Ellen Bolton, former principal of Jane Ryan School, both of whom died of cancer this past week.

PUBLIC COMMENT

There was no public comment.

ATTENDANCE

Present

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

Absent

Steve Choi

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Cynthia Katske, Chief Administrative Officer; Therese Keegan, Internal Auditor; David Erwin, Facilities Manager- BOE; Scot Kerr; John Morello

AUDITORS REPORT – Therese Keegan

Ms. Keegan gave a summary of her report entitled: **Trumbull Board of Education Energy Program Review**. This report can be accessed as follows: Town of Trumbull homepage > Government > Internal Audit > scroll down and select the report -- or -- use the following link: <https://www.trumbull-ct.gov/215/Internal-Audit>

TOWN TREASURER'S REPORT – Anthony Musto

Mr. Musto was unable to attend the meeting; however, the Chairman reported the following: There are no major changes to report. If the interest rates stay the same, we will be cutting it close; however, if the rates go up after the election we may have breathing room. If you have any questions, please e-mail Mr. Musto directly.

9-01-20 - SUPPLEMENTAL APPROPRIATION – FY 2020

Mr. Timpanelli moved, seconded by Mr. Barker, to appropriate \$253,947 for year-end transfers for various accounts as shown on Schedule A.

These are year-end transfers for extraneous expenses that are not be covered in the existing budget. Many of these have been previously discussed or are Covid related. In addition, we settled a large claim.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-02 – SUPPLEMENTAL APPROPRIATION – FY 2020

Mr. Timpanelli moved, seconded by Mr. Barker, to appropriate \$22,978 for maintenance and building expenses as shown on Schedule B.

This account was over budget \$51,000 and we were able to transfer all but the \$22,978. The funds were used for maintenance and building expenses.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-03– FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$69,929 from the Town Hall Contingency to the accounts shown on schedule C.

These are transfers for all contracts that were settled this year. Some departments were able to cover the contingency and did not need a transfer. Some departments did not have enough to cover outgoing personnel expenses, etc., so we needed to transfer. The balance in contingency assumes full employment and raises.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-04– FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$1,471 as shown on Schedule D.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-05– FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$54,259 as shown on Schedule E.

The Chair called the roll call vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-06– FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$31,988 as shown on Schedule F.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-07– FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$4,184 as shown on Schedule G. .

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-08 – FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$18,525 as shown on Schedule H.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-09 to 09-20-31 – FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$733,320 as shown on Schedule I.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-32 – FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$53,400 as shown on Schedule J.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-33 – FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$18,508 as shown on Schedule K.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-33 – FISCAL YEAR END 2020 TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$18,508 as shown on Schedule K.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-34 – FISCAL YEAR END 2020 DIRECTOR OF FINIANCE TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$5,913 as shown on Schedule L.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

09-20-35 – FISCAL YEAR END 2020 DIRECTOR OF FINANCE TRANSFERS

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer \$1,000 as shown on Schedule M.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

DISCUSSION ITEMS

Covid Expenses FY 2021 Town and BOE

- Recently informed that technology may be denied by FEMA and that is approximately \$55,000. If ineligible, we must file with the state by the end of next month, which covers only the one quarter ending 6/30.
- We are not getting reimbursed for meals supplied to residents, with or without need. The meals were mandated by the state. We will most likely be reimbursed partially for this.
- The First Selectman indicated that we need an analysis of what we have spent at the BOE and what we can expect to be reimbursed. The schools are requesting additional custodians and wonders of the grant will cover this.

Year-to-date Budget Expenditures FY 20 and FY 21

- FY 21- only Covid related expenses (EMS \$89,853) and tree related expenses approximately \$300,000. Not sure how much will be reimbursed by FEMA..
- No other issues at the time.

Revenue FY 21

- Tax collection rate was 98.6% as of 8/30/2020, taking into account the 2 month reprieve.

Fund Balance FY 20 and FY 21

- FY 20 13.8%
- FY 21 11.9%

APPROVAL OF MINUTES – August 13, 2020

Mr. Timpanelli moved, seconded by Ms. Hammers, to approve the Minutes of the August 13, 2020 meeting as presented.

The Chair called the vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

ADJOURNMENT

The Chair called the vote to adjourn.

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Marc Mascola	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

The meeting adjourned at 9:16 p.m.

Respectfully submitted:

Phyllis C. Collier
Board of Finance - Clerk

DATE OF MEETING: SEPTEMBER 24, 2020
 SUPPLEMENTAL APPROPRIATIONS FY 2020

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT #	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-20-01	FROM				
	GENERAL FUND - FUND BALANCE			(253,947.00)	
	TO				
	TREE WARDEN - PROGRAM EXPENSES	(1) 01080800-522205	(121,735.13)	121,735.00	0.87
	TREE WARDEN - EMERGENCY SERVICES	(1) 01080800-578806	(36,689.50)	36,690.00	0.60
	TECHNOLOGY SERVICES & FEES-CONTRACTUAL	(2) 01012800-522204	(4,159.25)	4,160.00	
	FRINGE BENEFITS-WORKER COMP	(3) 01013400-511152	(84,007.49)	84,008.00	0.61
	SOCIAL SERVICES-SALARIES - OT	(4) 01050000-501105	(7,352.91)	7,353.00	
				253,947.00	

- (1) Additional tree work done to trees due to storms. Snow account under budget \$145K
- (2) Additional services needed for staff to work remotely due to COVID
- (3) Various Final and Full settlements of both Town and BOE claims
- (4) Additional hours worked by staff to distribute food due to COVID

Building Maintenance FY2020 Ending 6/30/20 Actuals as of 8/25/20

Budget	\$135,000
Transfer	\$-
Actuals YTD	\$186,493
Open Pos	\$6,058
PO Adj.	\$-
Avail. Balance	\$(57,551)
BoF Request	\$-
Est. Avail. Bal.	\$(57,551)

Actuals Breakdown

Emergency/One Off	\$31,064
Maintenance	\$46,990
Repairs	\$103,639
OPEX Proj.	\$4,800
Total YTD Actuals	\$186,493

Emergency/One-Off Expenses Breakdown

PD Ventilation system additional items	\$15,575
Town Hall Sewer leak	\$4,239
Town Hall Fire Escape	\$2,250
PW Facilities Cable outage	\$2,813
PW Air Bldg. Air Compressor & Garage Door	\$2,042
VFW Building	\$1,515
Sr. Center furnace pumpo failure	\$1,380
Sr. Center Panic buttons	\$1,250
Total Emergency	\$31,064

Emergency Repairs Commentary

- > PD ventilation system expansion to comply with indoor air quality standards; additional scope
- > TH basement sewage leak
- > TH Fire Escape replacement; rusted deemed unsafe for use
- > PW Adming Building utility cable line damage
- > PW building air compressor & garage door failure
- > Sr. Center panic button replacement
- > Sr. Center furnace pumpo failure
- > VFW building asbestos testing

Schedule B

Building Maintenance FY2020 Spend by Service Type

Location	Total Spent
Plumbing & HVAC	\$80,097
Electrical	\$20,262
Roofing	\$16,175
Elevator repair	\$15,929
Doors/Windows/Crawfords	\$8,475
Painting	\$7,699
Misc.	\$7,148
Concrete work	\$6,580
Alarm Service Calls	\$5,723
Generator	\$5,221
Maint. Supplies	\$3,599
Water	\$3,377
Exterminating Service	\$1,654
Asbestos	\$1,515
Sprinkler	\$1,000
Locks/Keys	\$899
Permits	\$800
Flooring	\$200
Cleaning	\$140
Grand Total	\$186,493

Schedule B

DATE OF MEETING: SEPTEMBER 24, 2020

TRANSFERS FROM CONTINGENCY - FY ENDING JUNE 30, 2020					
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-20-03	FROM				
	Town Hall-Contingency	01013800-501116	575,005.36	(69,929.00)	505,076.36
	TO				
	Treasurer - Salaries -FT	01012400-501101	(357.89)	358.00	0.11
	Technology - Salaries -FT (MATE, MATHAS contracts)	01012600-501101	(6,962.24)	6,963.00	0.76
	Human Services - (MATE contract and employee final Payout)	01013000-501101	(34,334.87)	31,791.00	(2,543.87)
	EMS - Retirement final payout	01022600-501101	(6,868.90)	8,971.00	
	Building - Salaries - FT - (MATE and MATHAS contracts)	01023200-501101	(6,519.51)	7,005.00	(1,514.51)
	Social Services - Salaries FT- MATE contract	01050000-501101	(3,784.89)	3,522.00	(262.89)
	Counseling Center - Salaries FT- MATE, MATHAS contracts, Final payout	01050200-501101	(9,298.83)	9,299.00	
				69,929.00	
	To transfer salaries for approved MATE, MATHAS contracts and final payouts for accumulated sick/vacation				

Schedule C

REQUEST FOR TRANSFER

DEPT: Highway Director

DEPT Highway Director

FISCAL YEAR

ENDED : 6/30/2020

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER/ UNDER)	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
09-20-04	PROFESSIONAL DEV-SEM/CONF	01030000-556601	1,585	-	1,471	(1,471)	0
	FROM:						
	TO:						
	SALARIES-FT/PERMANENT	01030000-501101	(1,471)	-	(1,471)	1,471	0

REASON FOR TRANSFER
Transfer to cover small budget shortage at YE

Schedule D

REQUEST FOR TRANSFER
 DEPT: Highway
 DEPT Highway
 FISCAL YEAR
 ENDED : 6/30/2020

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
09-20-05	FROM:						
	SALARIES-SEASONAL/TEMP	01030100-501103	7,725	-	7,725	(17,725)	0
	SERVICE AND FEES - ANCILLARY	01030100-522203	16,229	-	16,229	(16,229)	0
	PROGRAM SUPPLIES	01030100-534402	8,831	-	8,831	(8,831)	0
	MAINTNCE/REPAIR - PROGRAM RELATED	01030100-578803	7,043	-	7,043	(7,043)	0
	RENTALS-OCCASIONAL RENT/LEASES	01030100-589902	8,215	-	8,215	(8,215)	0
	UTILITIES - ELECTRICITY	01030100-590012	9,665	-	9,665	(6,216)	3,449
						<u>(54,259)</u>	
	TO:						
	SALARIES-FT/PERMANENT	01030100-501101	(45,600)	-	(45,600)	45,600	0
	SALARIES-PT/PERMANENT	01030100-501102	(1,562)	-	(1,562)	1,562	0
	SALARIES-OVERTIME	01030100-501105	(11,944)	(4,934)	(17,010)	7,010	0
	MAINTNCE/REPAIR SERVICE CONTRACT	01030100-578801	(87)	-	(87)	87	0
						<u>54,259</u>	

REASON FOR TRANSFER
 Transfer to cover budget shortage at YE.
 - Salaries OT => \$5,915 of \$8,915 coverage was related to roadway paving program and will be re-classed to paving projects. Salaries FT-contract settlement and overlap of Director of Public Works

Schedule E

REQUEST FOR TRANSFER

DEPT: Building Maintenance

DEPT: Building Maintenance

FISCAL YEAR

ENDED : 6/30/2020

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
FROM:							
09-20-06	SEWER FEES	01030200-590017	17,601	-	17,601	(17,601)	0
	SALARIES-FT/PERMANENT	01030200-501101	9,015	-	9,015	(9,015)	0
	SERVICES & FEES-ANGILLARY	01030200-522203	978	-	978	(978)	0
	SERVICES & FEES-CONTRACTUAL	01030200-522204	720	-	720	(720)	0
	PROGRAM SUPPLIES	01030200-534402	2,595	-	2,595	(2,595)	0
	RENTALS-OCCASIONAL RNTL/LEASE	01030200-589902	1,079	-	1,079	(1,079)	0
						<u>(31,968)</u>	
TO:							
	SALARIES-OVERTIME	01030200-501105	(3,414)	-	(3,414)	3,414	0
	MAINTNCE/REP-EQUIPMENT/BUILDING	01030200-578802	(51,552)	-	(51,552)	28,574	(22,978)
						<u>31,968</u>	

REASON FOR TRANSFER

Salaries OT => Extra resources needed for cleaning COVID-19
 Ancillary => Extra cleaning services needed to disinfect during COVID-19
 Maintenance Repairs => see breakdown: requesting \$22,978 in special appropriation

Schedule F

REQUEST FOR TRANSFER

DEPT: Fleet Maintenance
 DEPT: Fleet Maintenance
 FISCAL YEAR: 6/30/2020
 ENDED :

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
09-20-07	FROM: TRANSPORTATION-GAS,OIL,GREASE	01030300-567701	88,332	-	88,332	(4,184)	84,148
	TO: TRANSPORTATION-VEHICLE REPAIR	01030300-567702	(4,184)	-	(4,184)	4,184	0

REASON FOR TRANSFER
 Transfer to cover budget shortage at YE.
 Surplus in Transp-Gas/Oil due to less usage of Town vehicle due to COVID

Schedule 5

REQUEST FOR TRANSFER

DEPT: Recycling Center
 DEPT Recycling Center
 FISCAL YEAR
 ENDED : 6/30/2020

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
09-20-08	FROM: SERVICES & FEES- CONTRACTUAL	01030400-522204	72,279	-	72,279	(18,525)	53,754

TO:

SALARIES-OVERTIME	01030400-501105	(2,472)	-	(2,472)	2,472	0
SALARIES-FT/PERMANENT	01030400-501101	(16,053)	-	(16,053)	16,053	0
				<u>18,525</u>		

REASON FOR TRANSFER
 Transfer to cover budget shortage at YE. Increased volume at Transfer Station during the spring.

Schedule H

DATE OF MEETING: SEPTEMBER 24, 2020				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER NUMBER	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-20-09	01011000 - FINANCE			
	FROM:			
	501101 - SALARIES-FT/PERMANENT	22,746.59	(10,742.00)	12,004.59
	TO:			
	501102 - SALARIES-PT/PERMANENT	(2,618.87)	2,619.00	0.13
	501103 - SALARIES-SEASONAL/TEMP	(7,305.00)	7,305.00	-
	501105 - SALARIES-OVERTIME	(569.06)	570.00	0.94
	556604 - PROFESSIONAL DEV-PUBLICATIONS	(68.73)	69.00	0.27
	567704 - TRANSPORTATION-EXPENSE A/C	(176.77)	179.00	2.23
			10,742.00	
	To cover seasonal employee and additional hours for PT due to vacant position			
09-20-10	01011400 - BOARD OF FINANCE			
	FROM:			
	522201 - SERVICES & FEES-CLERICAL	1,141.00	(1,141.00)	-
	545501 - COMMUNICATIONS-LEGAL NOTICES	1,200.00	(907.00)	293.00
	TO:			
	501101 - SALARIES-FT/PERMANENT	(2,047.70)	2,048.00	0.30
	To cover MATHAS contract settlement			
09-20-11	01011600 - TAX ASSESSOR			
	FROM:			
	501101 - SALARIES-FT/PERMANENT	6,940.59	(1,189.00)	5,751.59
	TO:			
	501105 - SALARIES-OVERTIME	(1,188.98)	1,189.00	0.02
	To cover additional hours for OT due to vacant position			
09-20-12	01012000 - TAX COLLECTOR			
	FROM:			
	501103 - SALARIES-SEASONAL/TEMP	1,260.00	(1,260.00)	-
	522204 - SERVICES & FEES-CONTRACTUAL	4,175.31	(4,175.00)	0.31
	545504 - COMMUNICATIONS-POSTAGE	4,745.61	(3,192.00)	1,553.61
			(8,627.00)	
	TO:			
	501101 - SALARIES-FT/PERMANENT	(6,720.28)	(6,271.00)	(12,991.28)
	501105 - SALARIES-OVERTIME	(2,355.84)	(2,356.00)	(4,711.84)
			(8,627.00)	
	To cover MATE and MATHAS contract settlements			
09-20-13	01012200 - PURCHASING			
	FROM:			
	545501 - COMMUNICATIONS - LEGAL NOTICES	2,515.08	(2,515.00)	0.08
	556601 - PROFESSIONAL DEV-SEM/CONF	500.00	(425.00)	75.00
			(2,940.00)	
	TO:			
	501102 - SALARIES - PT/PERMANENT	(2,084.46)	2,085.00	0.54
	501105 - SALARIES-OVERTIME	(854.76)	855.00	0.24
			2,940.00	
	To cover additional hours needed by PT due to workload			
09-20-14	01012600 - TECHNOLOGY			
	FROM:			
	522202 - SERVICES & FEES-PROFESSIONAL	1,356.44	(1,356.00)	0.44
	556603 - INSERVICE TRAINING	1,000.00	(783.00)	217.00
			(2,139.00)	
	TO:			
	501105 - SALARIES-OVERTIME	(2,138.17)	2,139.00	0.83
				-
	To cover for OT due to various Tech issues after working hours due to COVID/Zoom meetings			

Schedule I

DATE OF MEETING: SEPTEMBER 24, 2020				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER NUMBER	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-20-15	01013000 - HUMAN RESOURCES			
	FROM:			
	522202 - SERVICES & FEES-PROFESSIONAL	10,178.00	(4,558.00)	5,620.00
	TO:			
	501103 - SALARIES-SEASONAL/TEMP	(3,955.49)	3,956.00	0.51
	522203 - SERVICES & FEES-ANCILLARY	(601.16)	602.00	0.84
			<u>4,558.00</u>	
	To cover transition of new Labor Relations Director			
09-20-15	01013400 - EMPLOYEE BENEFITS			
	FROM:			
	511150 - FRINGE BENEFITS - FICA	134,663.74	(134,663.00)	0.74
	511151 - FRINGE BENEFITS-MEDICAL/DENTAL	212,292.98	(212,292.00)	0.98
	522110 - DEFINED CONTR - TOWN MATCH	8,832.83	(8,832.00)	0.83
			<u>(388,787.00)</u>	
	TO:			
	511152 - FRINGE BENEFITS-WORKER COMP	(398,318.49)	314,311.00	(84,007.49)
	511153 - FRINGE BENEFITS-UNEMPL COMP	(6,673.00)	6,673.00	-
	522202 - SERV & FEES - PROFESSIONAL	(34,802.95)	34,803.00	0.05
			<u>388,787.00</u>	
	To cover shortfall in the workers comp account to settle large full and final settlements, then supplemental Professional services for pension attorney to assist on various pension issues			
09-20-17	01013600 - TOWN CLERK			
	FROM:			
	522202 - SERVICES & FEES-PROFESSIONAL	24,000.00	(17,982.00)	6,018.00
	TO:			
	501101 - SALARIES-FY/PERMANENT	(6,539.64)	6,540.00	0.36
	501105 - SALARIES - OT	(9,400.78)	9,401.00	0.22
	522205 - PROGRAM EXPENSES	(1,648.11)	1,649.00	0.89
	581888 - CAPITAL OUTLAY	(392.00)	392.00	-
			<u>17,982.00</u>	
	To cover MATE contract settlements and OT due to COVID			
09-20-18	01022000 - POLICE			
	FROM:			
	581888 - CAPITAL OUTLAY	3,398.28	(3,398.00)	0.28
	589901 - RENTALS-ANNUAL RENTALS/LEASE	7,530.56	(7,475.00)	55.56
	578801 - MNTNCE/REPAIR SERVICE CONTRACT	12,673.25	(1,951.00)	10,722.25
			<u>(12,824.00)</u>	
	TO:			
	590011 - UTILITIES-HEAT	(4,574.56)	4,575.00	0.44
	590012 - UTILITES-ELECTRICITY	(8,020.84)	8,021.00	0.16
	590015 - UTILITIES-TRAFFIC LIGHTS	(227.90)	228.00	0.10
			<u>12,824.00</u>	
	To cover shortfall in utilities			
09-20-19	01022400 - ANIMAL CONTROL			
	FROM:			
	501102 - SALARIES-PT/PERMANENT	6,563.99	(4,149.00)	2,414.99
	TO:			
	501101 - SALARIES-FY/PERMANENT	(1,658.56)	1,403.00	(253.56)
	501105 - SALARIES-OVERTIME	(2,804.60)	2,746.00	(58.60)
			<u>4,149.00</u>	
	To cover contract settlement and additional hours for OT due to vacant position			
09-20-20	01022600 - EMERGENCY MEDICAL SERVICES			
	FROM:			
	501101 - SALARIES-FY/PERMANENT	6,054.10	(13,043.00)	(6,988.90)
	522202 - SERVICES & FEES-PROFESSIONAL	2,007.70	(2,007.00)	0.70
	534402 - PROGRAM SUPPLIES	2,470.47	(2,470.00)	0.47
	556801 - PROFESSIONAL DEV-SEM/CONF	6,334.56	(6,334.00)	0.56
	578802 - MNTNCE/REP-EQUIPMENT/BUILDING	1,814.04	(1,814.00)	0.04
	590011 - UTILITIES-HEAT	1,817.08	(1,817.00)	0.08
	590012 - UTILITES-ELECTRICITY	1,982.42	(1,982.00)	0.42

DATE OF MEETING: SEPTEMBER 24, 2020				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER NUMBER	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
			(29,287.00)	
	TO:			
	501103 - SALARIES-SEASONAL	(6,631.66)	6,632.00	0.34
	501105 - SALARIES- OT	(513.27)	514.00	0.73
	522203 - SERVICES & FEES-ANCILLARY	(12,717.66)	12,718.00	0.35
	545503 - COMMUNICATIONS-PUBLIC RELATION	(62.38)	63.00	0.62
	556603 - PROFESSIONAL DEV-INSERVICE	(5,325.00)	5,325.00	-
	581888 - CAPITAL OUTLAY	(3,806.02)	3,807.00	0.98
	589901 - RENTALS-ANNUAL RENTALS/LEASE	(78.06)	78.00	(0.06)
	590014 - UTILITES-TELEPHONE	(130.02)	130.00	(0.02)
			29,287.00	
	To cover shortfall due to new billing company, Seasonal employee due to vacant position, additional training.			
09-20-21	01622800 - FIRE MARSHAL			
	FROM:			
	501102 - SALARIES-PT/PERMANENT	8,633.51	(6,795.00)	1,838.51
	TO:			
	501101 - SALARIES-FT/PERMANENT	(415.16)	416.00	0.84
	501105 - SALARIES-OVERTIME	(8,054.43)	8,055.00	0.57
	556604 - PROFESSIONAL DEV-PUBLICATIONS	(295.50)	296.00	0.50
	578802 - MINTNCE/REP-EQUIPMENT/BUILDING	(27.35)	28.00	0.65
			6,795.00	
	To cover shortfall in OT due to after hours fires			
09-20-22	01623400 - EMERGENCY MANAGEMENT			
	FROM:			
	501105 - SALARIES-OVERTIME	5,267.76	(1,063.00)	4,204.76
	TO:			
	501102 - SALARIES-PT/PERMANENT	(1,062.08)	1,063.00	0.92
	To cover year end shortfall			
09-20-23	01640000 - HEALTH DEPARTMENT			
	FROM:			
	501102 - SALARIES-PT/PERMANENT	17,901.57	(17,277.00)	624.57
	TO:			
	501101 - SALARIES-FT/PERMANENT	(16,481.82)	16,483.00	1.38
	522202 - SERVICES & FEES-PROFESSIONAL	(50.00)	50.00	-
	522204 - SERVICES & FEES-CONTRACTUAL	(225.75)	226.00	0.25
	545504 - COMMUNICATIONS-POSTAGE	(21.15)	22.00	0.85
	567703 - TRANSPORTATION-TRAVEL REIMB	(395.58)	396.00	0.42
	590013 - UTILITIES-WATER	(99.38)	100.00	0.62
			17,277.00	
	To cover MATE contract settlement and payout to retired employees.			
09-20-24	01650000 - SOCIAL SERVICES			
	FROM:			
	501102 - SALARIES-PT/PERMANENT	3,878.12	(2,427.00)	1,451.12
	TO:			
	501103 - SALARIES-SEASONAL	(2,426.54)	2,427.00	0.46
	To cover seasonal help with food to seniors during COVID			
09-20-25	01680000 - SENIOR CITIZEN'S SERVICES			
	FROM:			
	501101 - SALARIES-FT/PERMANENT	8,256.95	(1,821.00)	6,435.95
	TO:			
	501105 - SALARIES-OT/PERMANENT	(1,820.60)	1,821.00	0.40
	To cover year end shortfall, extra time due to COVID			
09-20-26	01680000 - EDUCATION			
	FROM:			
	522204 - SERVICES & FEES-CONTRACTUAL	53,988.16	(53,988.00)	0.16
	595888 - INTEREST ON GOBLIG BONDS	74,697.69	(74,697.00)	0.69
	596888 - INTEREST ON SHORT TERM NOTES	76,487.35	(46,117.00)	30,370.35
			(174,802.00)	

DATE OF MEETING: SEPTEMBER 24, 2020				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER NUMBER	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
	TO:			
	567703 - TRANSPORTATION-TRAVEL REIMB	(90,553.38)	90,554.00	0.62
	589901 - RENTALS-ANNUAL RENTALS/LEASE	(52,247.95)	52,248.00	0.05
	597888 - PRINCIPAL ON G/OBLIG BONDS	(32,000.00)	32,000.00	-
			174,802.00	
	Instead of issuing notes on some project, Issued bonds since projects were completed.			
09-20-27	01080290 - PUBLIC SCHOOL NURSES			
	FROM:			
	501102 - SALARIES-PT/PERMANENT	27,684.47	(27,684.00)	0.47
	501104 - SALARIES-VACATION/WEEKEND	3,320.94	(1,786.00)	1,534.94
			(29,470.00)	
	TO:			
	501101 - SALARIES-FT/PERMANENT	(29,462.89)	29,463.00	0.11
	545504 - COMMUNICATIONS - POSTAGE	(6.80)	7.00	0.20
			29,470.00	
	To cover MATHAS contract settlement and other non union			
09-20-28	01080400 - RECREATION			
	FROM:			
	501102 - SALARIES-PT/PERMANENT	10,272.74	(7,538.00)	2,734.74
	TO:			
	501101 - SALARIES-FT/PERMANENT	(5,125.30)	5,126.00	0.70
	501102 - AQUAT- SALARIES-PT/PERMANENT	(97.50)	98.00	
	501102 - ARTS- SALARIES-PT/PERMANENT	(127.43)	128.00	
	501103 - SALARIES-SEASONAL	(120.60)	121.00	
	501105 - SALARIES-OVERTIME	(279.94)	280.00	0.06
	522204 - SERVICES & FEES-CONTRACTUAL	(1,548.72)	1,549.00	0.28
	556601 - PROFESSIONAL DEV-SEM/CONF	(25.00)	25.00	-
	590014 - UTILITIES-TELEPHONE	(210.23)	211.00	0.77
			7,538.00	
	To cover MATE contract settlement and other year end shortfalls			
09-20-29	01090600 - PARKS			
	FROM:			
	501101 - SALARIES-FT/PERMANENT	16,275.29	(16,275.00)	0.29
	522202 - SERVICES & FEES-PROFESSIONAL	41,440.00	(17,256.00)	24,184.00
			(33,531.00)	
	TO:			
	501103 - SALARIES-SEASONAL/TEMP	(4,967.75)	2,925.00	(2,042.75)
	522203 - SERVICES & FEES-ANCILLARY	(30,605.72)	30,606.00	0.28
			33,531.00	
	To cover Field Maintenance contract and year end transfers			
09-20-30	01090600 - DEBT SERVICE			
	FROM:			
	596888 - INTEREST ON SHORT TERM NOTES	167,906.52	(10,246.00)	157,660.52
	TO:			
	595888 - INTEREST ON G/OBLIGATION BONDS	(2,995.76)	2,996.00	0.24
	597888 - PRINCIPAL ON G/OBLIGATION BONDS	(7,249.50)	7,250.00	0.50
			10,246.00	
	Instead of issuing notes on some project, Issued bonds since projects were completed.			
09-20-31	FROM:			
	01030025 - PUBLIC WORKS - STREET LIGHTS			
	590015 - UTILITIES-TRAFFIC LIGHTS	17,860.51	(13,362.00)	4,508.51
	TO:			
	01022824 - FIRE MARSHAL-FIRE HYDRANTS			
	590016 - UTILITIES-FIRE HYDRANTS-WATER	(13,531.65)	13,362.00	(179.65)
	To cover year end transfers			
	TOTAL ALL TRANSFERS		733,320.00	

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DATE OF MEETING: SEPTEMBER 24, 2020				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER NUMBER	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-20-32	20100000 - SEWER			
	FROM:			
	578805 - EXTRAORDINARY ITEMS	77,871.05	(53,400.00)	24,271.05
	TO:			
	590012 - UTILITIES-ELECTRICITY	(51,869.63)	51,670.00	0.37
	590013 - UTILITIES-WATER	(7.88)	8.00	0.12
	595888 - INTEREST ON GOBLIG BONDS	(1,721.05)	1,722.00	0.95
			53,400.00	
	To cover year end shortfall			

Schedule J

DATE OF MEETING: SEPTEMBER 24, 2020				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER NUMBER	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-20-33	21100000 - TASHUA KNOLLS			
	FROM:			
	501103 - SALARIES-SEASONAL/TEMP	30,276.66	(18,508.00)	11,768.66
	TO:			
	501102 - SALARIES-PT/PERMANENT	(2,448.35)	2,048.00	(400.35)
	501105 - SALARIES-OVERTIME	(12,578.89)	12,579.00	0.11
	534402 - PROGRAM SUPPLIES	(2,945.71)	2,946.00	0.29
	567701 - TRANSPORTATION-GAS,OIL,GREASE	(394.46)	395.00	0.54
	588902 - RENTALS-OCCASIONAL RNTL/LEASE	(391.71)	392.00	0.29
	590011 - UTILITIES-HEAT	(56.74)	57.00	0.26
	590014 - UTILITIES-TELEPHONE	(90.85)	91.00	0.15
			18,508.00	
	To cover PT Increase, OT due to COVID and year end shortfall			

Schedule K

DATE OF MEETING:					
DIRECTOR'S TRANSFERS - PRIOR					
TRANSFERS TO/FROM - FYE JUNE 30, 2020					
TRANSFER #	MUNIS JOURNAL	ACCOUNT # AND DESCRIPTION	AVAILABLE BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	AVAILABLE BALANCE AFTER TRANSFER
09-20-34	2020/01/159	01011600 TAX ASSESSOR			
		FROM:			
		522202 - SERVICES & FEES - PROFESSIONAL	164,400.00	(500.00)	163,900.00
		522204 - SERVICES & FEES - CONTRACTUAL	3,050.00	(500.00)	2,550.00
		TO:			
		581888 - CAPITAL OUTLAY	-	1,000.00	1,000.00
		REASON:			
		NECESSARY FURNITURE PURCHASE			
	2020/04/19	01030100 HIGHWAY			
		FROM:			
		589902 - RENTALS-OCCASIONAL RENT/LEASE	10,000.00	(192.00)	9,808.00
		TO:			
		578801 - MNTNCE/REPAIR SERVICE CONTRACT	(192.00)	192.00	-
		REASON:			
		FUND UNDERBUDGETED FIRE EXTINGUISHER MAINTENANCE			
	2020/05/27	01014600 ECONOMIC DEVELOPMENT			
		FROM:			
		522202 - SERVICES & FEES - PROFESSIONAL	6,700.00	(100.00)	6,600.00
		TO:			
		534402 - PROGRAM SUPPLIES	(85.00)	100.00	15.00
		REASON:			
		FUND OVERAGE FOR SUPPLY PURCHASE			
	2020/05/26	01030200 BUILDING MAINTENANCE			
		FROM:			
		590017 - SEWER FEES	155,832.00	(701.00)	155,131.00
		TO:			
		501888 - UNIFORM ALLOWANCE	21.00	63.00	84.00
		522203 - SERVICES & FEES ANCILLARY	(638.00)	638.00	-
		REASON:			
		UNIFORMS COMING IN SLIGHTLY HIGHER THAN ESTIMATE			
		COVER SERVICES OVERAGE EXTRA DAY CLEANING AT TEEN CENTER			
	2020/05/29	01014600 ECONOMIC DEVELOPMENT			
		FROM:			
		522202 - SERVICES & FEES - PROFESSIONAL	6,600.00	(950.00)	5,650.00
		TO:			
		522205 - PROGRAM EXPENSES	(832.00)	950.00	118.00
		REASON:			
		FUND EXTRA COSTS BUSINESS APPRECIATION BREAKFAST			
	2020/07/21	01022600 EMERGENCY MEDICAL SERVICES			
		FROM:			
		556601 - PROFESSIONAL DEV-SEMINARS/CONFERENCES	7,675.00	(790.00)	6,885.00
		TO:			
		581888 - CAPITAL OUTLAY	41,984.00	790.00	42,774.00
		REASON:			
		FUND EXTRA COST OF NEW AMBLANCE			
	2020/07/22	01014600 ECONOMIC DEVELOPMENT			
		FROM:			
		522202 - SERVICES & FEES - PROFESSIONAL	5,950.00	(600.00)	5,350.00
		TO:			
		556601 - PROFESSIONAL DEV-SEMINARS/CONFERENCES	1,500.00	600.00	2,100.00
		REASON:			

Schedule L

DATE OF MEETING:				
DIRECTOR'S TRANSFERS - PRIOR				
TRANSFERS TO/FROM - FYE JUNE 30, 2020				
TRANSFER #	MUNIS JOURNAL	ACCOUNT # AND DESCRIPTION	AVAILABLE BALANCE BEFORE TRANSFER	AVAILABLE BALANCE AFTER TRANSFER
		FUND EXPENSES RELATED TO ANNUAL ICSC CONFERENCE		
	2020/09/194	01022600 EMERGENCY MEDICAL SERVICES		
		FROM:		
		556603 - PROFESSIONAL DEV-INSERVICE	4,460.00	(200.00) 4,260.00
		TO:		
		581888 - CAPITAL OUTLAY	77,786.00	200.00 77,986.00
		REASON:		
		FUND EXTRA COST OF CAMERA SYSTEM		
	2020/10/89	01012000 TAX COLLECTOR		
		FROM:		
		501105 - OVERTIME	83.00	(80.00) 3.00
		534401 - MATERIALS & SUPPLIES - OFFICE	3,351.00	(670.00) 2,681.00
		TO:		
		522203 - SERVICES - ANCILLARY	(275.00)	750.00 475.00
		REASON:		
		INCREASE IN LEXIS NEXIS FEES POST BUDGET APPROVAL		
		010300000 PUBLIC WORKS DIRECTOR		
		FROM:		
	2020/12/189	556601 - PROFESSIONAL DEV-SEMINARS/CONFERENCES	1,600.00	(15.00) 1,585.00
		TO:		
		556602 - PROFESSIONAL DEV-ASSN DUES	(15.00)	15.00 -
		REASON:		
		TO FUND OVERAGE IN SEMINARS/CONFRENCES		
	2020/12/190	01030200 BUILDING MAINTENANCE		
		FROM:		
		534402 - PROGRAM SUPPLIES	3,044.00	(615.00) 2,429.00
		TO:		
		501103 - SALARIES-SEASONAL/TEMP	(601.00)	601.00 -
		501888 - UNIFORM ALLOWANCE	(14.00)	14.00 -
		REASON:		
		FUND OVERAGE IN SEASONAL WAGES & UNIFORM ALLOWANCE		
		TOTAL DIRECTOR TRANSFER		5,913.00

L

DATE OF MEETING: SEPTEMBER 24, 2020					
DIRECTOR'S TRANSFERS TO/FROM - FYE JUNE 30, 2020					
TRANSFER #	MUNIS JOURNAL	ACCOUNT # AND DESCRIPTION	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
2020/12/456		01010100 - THE TRUMBULL NATURE COMMISSION			
		FROM			
		590011 - UTILITIES-HEAT	324.52	(81.00)	243.52
		TO			
		590012 - UTILITES-ELECTRICITY	(80.61)	81.00	0.39
		To cover year end shortfall.			
2020/12/456		01013000 - TOWN HALL			
		FROM:			
		590011 - UTILITIES - HEAT	658.13	(193.00)	465.13
		TO:			
		589901 - ANNUAL RENTALS	(192.36)	193.00	0.64
		To cover year end transfers			
2020/12/456		01023200 - BUILDING OFFICIAL			
		FROM:			
		534401 - MATERIALS & SUPPLIES - OFFICE	951.49	(240.00)	711.49
		TO:			
		501105 - SALARIES-OVERTIME	(64.91)	65.00	0.09
		501106 - SALARIES-LONGEVITY	(175.00)	175.00	
				240.00	
		To cover year end shortfall			
2020/12/456		01030000 - ENGINEERING			
		FROM:			
		501105 - SALARIES-OVERTIME	3,366.25	(65.00)	3,321.25
		TO:			
		501888 - UNIFORM ALLOWANCE	(85.47)	65.00	(20.47)
		To cover year end shortfall			
2020/12/456		01080200 - COUNSELING CENTER			
		FROM:			
		522202 - SERVICES & FEES-PROFESSIONAL	1,935.00	(380.00)	1,555.00
		TO:			
		534401 - MATERIALS & SUPPLIES-OFFICE	(85.04)	85.00	(0.04)
		567703 - TRANSPORTATION-TRAVEL REIMB	(80.08)	80.00	(0.08)
		590011 - UTILITIES - HEAT	(214.80)	215.00	0.20
				380.00	
		To cover year end shortfall			
2020/12/456		01070000 - LIBRARIES			
		FROM:			
		578804 - MNTNCE/REP-REFUSE REMOVAL	183.00	(41.00)	142.00
		TO:			
		522205 - PROGRAM EXPENSES	(15.00)	15.00	-
		589901 - RENTALS-ANNUAL RENTALS/LEASE	(25.19)	28.00	0.81
				41.00	-
		To cover year end shortfall			
		TOTAL - ALL		1,000.00	

Schedule 14