

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



FINANCE COMMITTEE
MINUTES
SEPTEMBER 27, 2021

Call to Order: The Chair called the meeting to order at 7:02 p.m. All present joined in the Pledge of Allegiance.

The clerk called the roll and recorded it as follows:

Present: Kevin Shively, Chairman, Michael Miller, Vice Chairman, Ashley Gaudiano, Mary Isaac, Lori Rosasco-Schwartz, Tony Scinto, Carole Hans (arrived at 7:04 p.m.), Alternate

Absent: Donna Seidell, Alternate

Also

Present: First Selectman Vicki A. Tesoro, Chief Administrative Officer Cynthia Katske, Town Attorney Daniel Schopick, Town Council Chairman Dawn Cantafio, Town Council member Jason Marsh, Finance Director Maria Pires, Director of Public Works George Estrada, Parks Superintendent Dmitri Paris

By unanimous consent the Finance Committee took Resolution TC28-211 out of order.

1. RESOLUTION TC28-211: Moved by Isaac, seconded by Gaudiano
BE IT RESOLVED, That \$22,000 is hereby appropriated from the General Fund to 01030100-581888 Capital Outlay-Public Works Highway.

Mr. Estrada explained the request is for purposes of modifying the time clocks. The original request came from Public Works but this resolution is something Ms. Pires has looked at and believes it is in their best interest to modify all of the Town time clocks at the same time. Currently we use fingerprints. With the IT department he is looking to upgrade them to a proximity system using an identification card. Our existing building access cards will work with the system. The benefit is the Town's workforce will not have to congregate

when starting and ending shifts, it will allow them to walk by and scan quickly. With the challenges of the pandemic and in just the last few weeks they had an individual in the Maintenance Department test positive and became ill that impacted others. Having a workforce down to five impacts the Town. In the last two weeks because of one person testing positive in the Parks Department, they had seven of the eleven workers out. When we look at the big picture, any of the Town departments losing 3-4 people at a time becomes a challenging situation. The reason he brought this to the First Selectman and Finance is because DPW has been in crisis management since 2020, working in teams, masking in buildings, separating people to the best of their ability, but one of the places they were not able to do that was at the time clock. The troops need to be separated as we go into leaf collection, followed by snow removal right after. If he has 3-7 members go out at any given time that becomes catastrophic for public safety in Trumbull.

Ms. Pires explained there are ten time clocks in total to be upgraded. Mr. Estrada explained in Public Works as the workers arrive they will scan in and go straight to their supervisor for assignment. It wasn't long ago cards were punched, there is always supervision and believes there is sufficient oversight. They explored going to a remote app with the existing system. It would have required them to download the app to their personal devices, that was not well received by the members of the bargaining unit and during testing they found it could not bring the geo-fencing down close enough to know that they were in front of the building, that posed more of a compromise for accuracy and accountability than the identification card. Mr. Estrada confirmed they are a small enough group to know if someone was badging someone else in.

VOTE: Motion CARRIED by unanimous consent.

2. RESOLUTION TC28-209: Moved by Miller, seconded by Gaudiano
BE IT RESOLVED, That the appointment by the First Selectman of Robert Ferrigno of 35 Briarwoods Terrace, as a member of the Inland Wetlands & Watercourses Commission for a term extending to the first Monday of December 2021, be and the same is hereby approved.

Mr. Ferrigno of 35 Briarwoods Terrace was present and indicated he had served on the Parks Commission for 41 years. Out of the 41 years he was chairman for 35. He is a state licensed arborist, has a supervisory license in ornamental and turf and is a veteran of the U.S. Army. He would like to join because 2-3 years ago his brother was seriously ill which affected the business and family greatly. He decided at that time to withdraw from the commission to tend to the family business and get his brother through a difficult time. Now things are organized and somewhat back to normal and he would like to get back and participate in the Town and contribute to the Inland Wetlands Commission. His party affiliation is democrat.

VOTE: Motion CARRIED by unanimous consent.

3. RESOLUTION TC28-210: Moved by Scinto, seconded by Gaudiano
 BE IT RESOLVED, That \$25,000 is hereby appropriated from the General Fund to
 01030200-581888 Building Maintenance-Capital Outlay.

Mr. Paris explained resolution is for an electronic reader board component for the new Trumbull Town Hall kiosk. The old sign was destroyed by a motor vehicle. The new sign will be horizontal and will allow for easier reading at the corner of Quality Street and Main Street. He was approached by Emergency Management and the administration on the concept of upscaling it to incorporate an electronic component. The proposed reader board is 18” high with a display of 16” and 6’ wide. It can be changed at will. The goal is to get information out to the general public, especially in times of emergency or various events held in town.

80’ feet of conduit is being put in for the power line. No cat5 is not necessary. The board will be remote, it has Wi-Fi capability. Mr. Scinto recommended running conduit and not depending on Wi-Fi, 80’ is too far and it will be a maintenance issue. He would use a 4” pipe. Mr. Paris indicated to the Chair he had not run a Wi-Fi test, different companies did come out and gave their recommendation for the location, but did not ask them if there was a more conventional way to run a hard line. The Chair noted he thought Mr. Scinto made a good point from a reliability standpoint, his company always recommends hard wire if they have the capability. The maintenance is significantly decreased. The cost represents the 5 panels, housing, and fan system within the colonial sign. Mr. Paris indicated he would look into hard wire in the morning. Ms. Isaac spoke in favor of this resolution.

The sign will be 15’ outside to outside, the structure is 8’ wide and 5.5’ tall and is deep, can be accessed from the back, all panels can be removed, there will be a cover plate allow ing access if something needs to be repaired.

The insurance settlement was \$7,500, which was used for mostly the masonry work and some of the work of the colonial sign that the electronics will be housed within. This resolution represents the electronics and installation within the colonial sign. The \$7,500 was the original budget to work within, but have since shifted in a different direction when approached to get the greater readability. The \$25,000 is essentially the work to create the housing, electronics, installation, power supplies, cat5, and software. Mr. Paris confirmed the total cost of the sign is \$32,000 to \$33,000. Ms. Rosasco-Schwartz requested a break out of what the \$25,000 includes.

The Chair suggested Mr. Paris when speaking to the vendor to ask about security and Wi-Fi, it is another concern when dealing with Wi-Fi.

The clerk called the roll call vote and recorded it as follows:

	AYE	NAY	ABSTAIN
Kevin Shively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ashley Gaudiano	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Isaac	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Rosasco-Schwartz	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tony Scinto	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carole Hans, Alternate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Seidell, Alternate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VOTE: Motion CARRIED 4-0-2 (ABSTEINTION: Rosasco-Schwartz, Scinto)

- RESOLUTION TC28-212: Moved by Rosasco-Schwartz, seconded by Gaudiano
BE IT RESOLVED, That \$290,265 is hereby appropriated from the General Fund-Fund Balance to various accounts. (Schedule Attached)

Ms. Pires explained this is to cover the deficits in various accounts, the majority is snow removal. She had notified the BOF every month that the snow removal was going over budget, the other large item is the Tree Warden’s additional tree work due to storms and the bad case of ash disease. There is a safety issue related to the ash. The other large item is the overtime for the Building Department which was due to scheduling of personnel due to COVID.

Mr. Paris explained trees are not being taken down on the assumption they will be a problem. At this point we have such an old urban forest in a state of failure and diseased trees, more than just the ash trees are consuming more and more of their funds. The expense includes more than tree removal, it included payment for police presence. If a homeowner reports a town tree as a threat, they take every effort to make sure it is a Town tree and if it is they will either prune it to make safe or the tree will have to come down. It is hard to budget for, but we should look at what we have spent on annual basis for more than a couple of years and start to determine whether the budget should be adjusted. Police presence is a requirement on more and more streets.

Ms. Pires confirmed these items have been paid for, this is to close out fiscal year 2021.

VOTE: Motion CARRIED by unanimous consent.

- RESOLUTION TC28-213: Moved by Hans, seconded by Miller
BE IT RESOLVED, THAT \$126,982 is hereby transferred from Contingency to various accounts. (Schedule Attached)

Ms. Pires explained the back-up item #4 should also be for #3. There was a retirement in the Town Clerk’s office and had to fill the position with seasonal. They were able to transfer various accounts but there was still a difference of \$20,000. The actual amount was \$27,000. The remaining has to come from Contingency where they budget for retirements.

VOTE: Motion CARRIED by unanimous consent.

6. RESOLUTION TC28-214: Moved by Gaudio, seconded by Miller
BE IT RESOLVED, THAT \$13,745.00 is hereby appropriated from Golf Course Retained Earnings to 21100000-581888 Capital Outlay.

The Chair noted the Golf Commission is meeting at the same time as this committee so there is no one here to represent them. This is putting money back into the Golf Course account for upgrades and personnel because it has been so successful.

VOTE: Motion CARRIED by unanimous consent.

Adjournment: There being no further business to discuss and upon motion made by Miller, seconded Rosasco-Schwartz the Finance Committee adjourned by unanimous consent at 7:47 p.m.

Respectfully Submitted,

Margaret D. Mastroni
Town Council Clerk

DATE OF MEETING: SEPTEMBER 23, 2021
 SUPPLEMENTAL APPROPRIATIONS FY 2021

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT #	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-21-04	FROM				
	GENERAL FUND - FUND BALANCE			(290,265.00)	
	TO				
	PURCHASING - SALARIES - OT	(1) 01012200-501105	(5,627.20)	5,628.00	0.80
	TOWN COUNCIL - COMMUNICATION-LEGAL NOTICES	01010000-545501	(4,785.00)	4,785.00	
	BUILDING - SALARIES -OT	(2) 01023200-501105	(34,056.02)	34,057.00	0.98
	HW -SNOW REMOVAL -SALARIES- OT	(3) 01030101-501105	(33,456.20)	33,457.00	0.80
	HW -SNOW REMOVAL -PROGRAM SUPPLIES	(3) 01030101-534402	(42,923.43)	42,924.00	0.57
	TREE WARDEN - PROGRAM EXPENSES	(4) 01080800-522205	(160,681.98)	160,682.00	0.02
	TREE WARDEN - EMERGENCY SERVICES	(4) 01080800-578806	(8,732.00)	8,732.00	.
				290,265.00	

- (1) Additional time worked to attend building committee meetings, more bids by Town and BOE
- (2) Additional time worked due to COVID scheduling and catch up on workload
- (3) More snow storms during FY, spent more on OT and salt
- (4) Additional tree work done to trees due to storms and continued oak problem

DATE OF MEETING: SEPTEMBER 23, 2021

TRANSFERS FROM CONTINGENCY - FY ENDING JUNE 30, 2021					
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
09-21-06	FROM Town Hall-Contingency	01013800-501116	432,041.00	(126,982.00)	305,059.00
	TO				
	Finance - Salaries -FT	(2) 01011000-501101	(8,703.80)	8,704.00	0.10
	Board of Finance - Salaries -FT	(2) 01011400-501101	(1,957.00)	1,957.00	-
	Treasurer - Salaries -FT	(2) 01012400-501101	(1,104.50)	1,105.00	0.50
	Human Resources - Salaries - FT	(3) 01013000-501101	(4,558.02)	4,559.00	0.98
	Town Clerk - Salaries - FT	(4) 01013600-501101	(20,808.73)	20,809.00	0.27
	Police - Salaries-FT (Contr settled)	(1) 01022000-501101	(81,209.41)	81,210.00	0.59
	Building - Salaries - FT	(2) 01023200-501101	(8,838.00)	8,838.00	-
				126,982.00	
	(1) BOF denied salary increases to all union and nonunion employees except for Police, Fire, EMS and Fire Marshal				
	(2) Other departments - Salaries -FT - Contr settlement less 2 fourlough days netted by 2 more days in Fiscal year				
	(3) Town Clerk - Salaries -FT - Retired employee final payout, and Contr settlement less 2 fourlough days netted by 2 more days in Fiscal year				