

**TOWN OF TRUMBULL
NOTICE OF MEETING**

BOARD OF FINANCE

DATE: June 13, 2013

TIME: 7:00 P.M.

PLACE: Council Chambers

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

TOWN TREASURER'S REPORT – John Ponzio (to follow)

INTERNAL AUDITORS REPORT – Jim Henderson

AUDIT PLAN FY 14-BOARD OF FINANCE APPROVAL – Jim Henderson

6-13-01 To consider and act upon a resolution entitled:

RESOLUTION APPROPRIATING \$4,200,000 FOR TRUMBULL POLICE DEPARTMENT IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$4,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

6-13-02 To consider and act upon a resolution entitled:

RESOLUTION APPROPRIATING \$275,000 FOR TOWN INFORMATION TECHNOLOGY IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$275,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

F/Y/E 2013 SUPPLEMENTAL

6-13-03	Ethics Commission	FROM: Fund Balance	\$ 5,000
		TO: #01010200-522202 Professional services	\$ 5,000
		Ethics commission to hire independent legal counsel	

F/Y/E 2013 SUPPLEMENTAL

6-13-04	Coleen Figliuzzi Director of Nursing	FROM: Fund Balance	\$9,660
		TO: #01060200-501102 Salaries-PT	\$2,277
		#01060400-501104 Salaries-Vacation	\$7,383
		Due to the vacancy of the Director of Nursing's position	

F/Y/E 2013 TRANSFER FROM CONTINGENCY

6-13-05	Coleen Figliuzzi Director of Nursing	FROM: #01013800-511160 Contingency	\$12,598
		TO: #01060200--501101 Salaries-FT	\$12,598
		Retirement payout for accumulated sick time	

F/Y/E 2013 TRANSFER

6-13-06	Coleen Figliuzzi Director of Nursing	FROM: #01060400-501101 Salaries-FT	\$ 2,448
		TO: #01060400--501102 Salaries-PT	\$2,082
		#01060400-501104 Salaries-Vacation	\$ 103
		#01060400-567703 Transportation	\$ 260
		Due to vacancy of the Director of Nursing's position	

F/Y/E 2013 TRANSFER

6-13-07	Thomas Kiely, Chief of Police	See attached Year end transfers	\$ 32,871
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F/Y/E 2013 TRANSFER

6-13-08	Lynn Dellabianca	FROM: #01022400-501102 Salaries-PT TO: #01022400-501105 Salaries-OT Due to PT employee on Long Term illness	\$ 3,031 \$ 3,031
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F/Y/E 2013 TRANSFER

6-13-09	John Marsilio	FROM: #01030100-501101 Salaries-FT TO: #01030100-501103 Salaries-Seasonal Additional seasonal due to FT employees on workers compensation and work load in department	\$ 8,000 \$ 8,000
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F/Y/E 2013 TRANSFER

6-13-10	Joseph Laucella Director of EMS	FROM: #01022600-522202 Salaries-FT TO: #01022600-501102 Salaries-PT #01022600-581888 Capital Outlay Transfer funds to part time salaries and to purchase new vehicle for EMS Director.	\$ 40,000 \$ 25,000 \$15,000
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FY/E 2013 TRANSFER

6-13-11	Joseph Laucella Director of EMS	FROM: #01022600-578802 Maintenance-Repair	\$ 2,000
		TO: #01022600-501888 Uniform allowance	\$ 2,000

FY/E 2014 SUPPLEMENTAL

6-13-12	Timothy M. Herbst, First Selectman	FROM: Fund Balance	\$65,000
		TO: #01013800-522202 Professional services	\$65,000
		Forensic Audit of the THS-As New	

DISCUSSION ITEMS

- Trumbull Day –Transferred funds to create an account for Trumbull Day, granting the Trumbull Day Commission access to the account, for an RFP for fireworks and rides
- Year to Date Budget to Actual Report – Expenditures FY 2013
- Fund Balance Report

APPROVAL OF MINUTES – February 14, 2013; March 14, 2013; April 11, 2013; May 9, 2013;
May 23, 2013

ADJOURNMENT



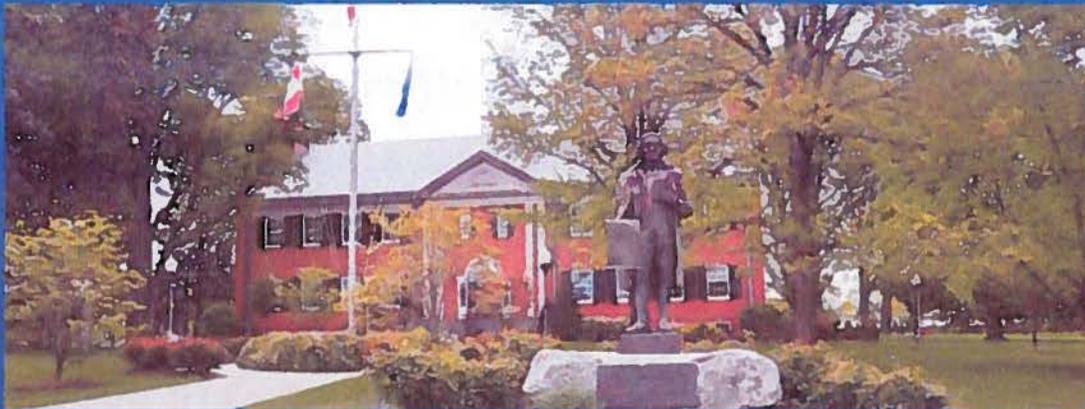
Town of Trumbull

OPERATIONAL AUDIT REVIEW

TRUMBULL SPECIAL AGENCY FUNDS

James W. Henderson Financial/Accounting Controls Analyst

2013



**Town of Trumbull
Office of the Financial/Accounting Controls Analyst**



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June 13, 2013

**Ms. Elaine Hammers, Chairperson
Board of Finance
Town of Trumbull
5866 Main Street
Trumbull, CT. 06611**

Dear Ms. Hammers:

I respectfully submit the enclosed report entitled **Operational Audit Review of the Trumbull Special Agency Funds**.

This operational audit reviews how funds are set up and what each fund is used for. The review also discusses the following matters:

- What criteria are used to establish a new fund?
- How is a request for the establishment of a new fund processed?
- How are the funds administered?
- Are adequate monitoring procedures in place to ensure effective utilization of funds?
- Is interest allocated to funds?
- What review procedures are in place to ensure that receipts and disbursements are recorded accurately and completely?

I would like to thank Director of Finance Maria Pires, the Finance Department and town employees of the various agencies who cooperated in the completion of this audit.

Respectfully submitted,

James Henderson
Financial/Accounting Controls Analyst

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Executive Summary

A fund is defined as:

“ A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and charges therein, which are segregated for the purpose of carrying on specific activities or restrictions or limitations.”¹

Within the fiduciary funds category, funds that involve “a trust agreement that affects the degree of management involvement and the length of time that the resources are held “(trust funds) are distinguished from funds that “involve only the receipt, temporary investment, and remittance of fiduciary resources” (agency funds).²

Ultimately, all of a government’s fiduciary funds can be classified into four fund types: pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

There are other related entities that have some of the same characteristics as a fund but do not fully meet the definition. The general purpose of these entities is to segregate resources and restrict expenditures to clearly identifiable purposes. These entities include a number of specifically defined “accounts”, reserves and dedicated revenues with related restricted expenditures. In each case, revenue is dedicated or appropriated, spending is restricted and any balance remains in the account and does not cancel to the general or other fund.

“Governmental units should establish and maintain these funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, since unnecessary funds results in inflexibility, undue complexity, and inefficient financial administration.”³

How many funds should there be? In the simplest possible situation, a government unit could be in conformity with generally accepted accounting principles if it used a single fund, the general fund, to account for all events and transactions.⁴

There can be very good reasons to have more than one fund. These include federal requirements and policy reasons. There may be requirements under federal law to segregate resources from the federal

¹ Hay, Leon Accounting for Governmental and Nonprofit Entities, Homewood, Illinois 1989, P. 13

² GASB Statement No. 34, paragraph 69.

³ Hay, P.14

⁴ Hay, P.14 A single fund would also require at least two separate accounts for long-term debt and the value of fixed assets.

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government into a separate fund. There may be policy reasons to establish a separate fund. One may be to improve control and oversight. A second reason may be to address the concerns of interest groups affected by a related tax or fee increase. A third reason may be that the spending activity is significantly different from general fund spending so that a new fund is required.

The general rule is to establish the minimum number of separate funds consistent with legal specifications, operational requirements, and the principles of fund classification. Too many funds causes inflexibility and undue complexity in budgeting, accounting, and other phases of financial management, and is best avoided in the interest of efficient and simplification of overall financial administration. Once that need is met the separate fund should be abolished and the revenue should be deposited into the general fund if legally permitted. Having a large number of funds unnecessarily complicates budgeting and accounting, and also confuses the public with unneeded complexity.

Setting a limit on creating special agency funds based on size should be a reasonable starting point, though it may be difficult to establish an absolute threshold on the dollar value necessary to create a new fund. It would be more appropriate to question if the new activity is material enough in relationship to other activities to warrant a new fund. This standard can be used as a guideline for establishing a new fund.

Resources may be tied up in separate funds that could be made available for other Town priorities, but identifying the availability of those resources can be difficult due to the large number of account funds. Because of the inflexibility that is created by having a large number of separate funds priorities are prevented from being fully met.

The inflexibility and complexity of too many funds can result in an inefficient allocation of Town resources. The Town needs to use taxpayers' resources as efficiently as possible. The accounting structure should not be so complex as to hinder the allocation process of these resources for an identified project or need when it is required.

Audit Objectives

- To determine how special agency funds are created
- Investigate what the funds are used for
- To determine what criteria is used to establish a new fund
- Investigate how a request for the establishment of a new fund is processed
- Establish how the funds are administered

Scope and Methodology

- Reviewed and analyzed the fund data per the MUNIS chart of accounts
- Reviewed Special Agency Fund administration process
- Reviewed monitoring procedures to ensure effective utilization of funds
- Reviewed receipts and disbursements procedures

Standards-conformance Statement

I conducted this operational audit review in accordance with generally accepted government auditing standards. These standards require that I plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for my findings and conclusions based on my audit objectives. I believe that the evidence obtained provides a reasonable basis for my findings and conclusions based on my audit objectives.

In applying these generally accepted government auditing standards, I am responsible for using my professional judgment when I establish the scope and methodology for my work, determining the tests and procedures that should be performed, conducting the work, and reporting the results. I need to maintain integrity and objectivity when performing this work to make decisions that are consistent with the broader public interest in the program or activity that is under review. When reporting the results of my work, I am responsible for discussing all material or significant facts that I know which if not disclosed could mislead knowledgeable users, misrepresent the results of my findings, or conceal improper or unlawful practices.

Background

The Town of Trumbull currently maintains over sixty (60) special agency funds for various departments and Town agencies. The general purpose of these accounts has been to segregate resources and restrict expenditures for a clearly identified project, event or a government grant. A number of these special agency fund accounts have been in existence for many years. Many of these special agency funds pre-date the transfer of data to the MUNIS financial system In 2001.

Some Town departments utilize multiple special agency funds for various functions of their operations. The Merrill Beach Trust and the Kaulbach Giving Trust Golf have been invested in the State of Connecticut Short Term Investment Fund (STIF). Interest is credited to both these funds on a monthly basis. The Town also receives funds from the Mallett Charitable Trust of which Robert S. Tellalian acts as the trustee.

- The Trumbull Police Department has nine special agency trust funds. The funds are AED Police for the purchase and maintenance of automated external defibrillators. The account was setup to receive monetary donations for purchasing AED's. Law Enforcement Block Grant for crime prevention and public safety was setup by the Finance Department to receive funding through various government grants. Police Technology is for the maintenance and upgrading of police computer equipment. Police Testing-Oral Written/AG is funding for police officer testing by Human Resources. Police Youth Program was originally setup for the operation of the DARE program and is now used for the Youth/Explorers program. Expendable Police funding for police overtime salaries as well as DUI enforcement and equipment. Seized Property & Forfeiture from property and assets obtained in police investigations. Special Detail Services is for special duty overtime paid and also to accept payment reimbursements. The Regional Dispatch funding for the Monroe, Easton and Trumbull Regional Emergency Dispatch Center is set up for the architectural and planning costs for the future regional dispatch center. The Chief of Police is in charge of the above mentioned special funds and authorizes payments from the accounts. Town Finance purchasing guidelines are followed for all purchasing made from these accounts.
- The Trumbull Library maintains two special agency fund accounts one called the Friends of the Library into which donations from patrons of the library are deposited and the other the Library Lost Book Fund where late fines are collected for book replacement, lost material, community room rentals, and prints generated from the technology centers. This account was established by request of the Library Board for the purchase of new books, audiobooks, periodicals, e-books, downloadable audiobooks, music cd's and on-line informational databases. Requisitions for blanket purchase are requested by the Assistant Library Director, entered into MUNIS by the Administrative Assistant, processed and approved by the Purchasing Agent and the Library Director. The amount budgeted from this account is set by the Library Director and Assistant Library Director when the collections development budget is set prior to the start of the fiscal year. The

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budget is approved by the Library Board. There is no official cap on the spending authority. The Library Board is in charge of the fund (power to determine how funds are used and to expend funds). The Finance Director/Town is the custodian of the fund. The Library Director and Assistant Library Director are designated by the Library Board to authorize payments from the account.

- The Friends of the Library Fund was established by and is under the control of the Friends of the Library a tax exempt 501 (c) 3 organization in order to support the library and its mission by raising funds for the library book collections and programming. The Friends of the Library organization provides the library with funds toward the purchase of library materials, children's programming and One Book One Town and other categories based on annual requests from the Library Director. Each year the Friends of the Library decide how much they will contribute and for what specific purpose. Based on their guidelines library materials are ordered and the invoices sent to the Friends of the Library for payment. In some unusual cases such as One Book One Town the funds donated by the Friends of the Library are deposited into the Library Board checking account for expenditures.
- Trumbull EMS has two special funds that are maintained for its operations, the first to purchase program supplies and pay for evaluators to administer EMT course certifications. The second fund receives fees from applications that have completed the course for EMT certification. This fund also pays for evaluator consultants to run the certification program, supplies and books. The spending authority for these accounts is based upon available funds. Barbara Crandall typically makes requests for payments via a check requisition or a signed invoice.
- Parks and Recreation has multiple accounts for fees, activities and maintenance of parks and playing fields. The accounts are Recreation Coed, Recreation Adult, Recreation Fields, Recreation Fees, Trumbull Softball Lights and Park Permits. Mary Markham the Recreation Director is the responsible person in charge for the majority of these accounts. As part of her responsibilities she can authorize a payment from these accounts by either signing a check requisition or by signing an invoice. The Recreation Coed Fund was established by the Finance Department for the specific purpose of operating coed volleyball and softball leagues. The Recreation Adult Fund was established by the Finance Department for the specific purpose of operating men's softball leagues. A fee is collected from teams as a charge for participation. Recreation Fields was established by the Finance Department for the specific purpose of field maintenance. Fees are collected from teams per the field use policy established by the Town. Dmitri Paris can authorize a payment from this account by signing a check requisition or signing an invoice approved by the Finance Department. Mary Markham collects field fees that are deposited into this account. Recreation Fees was established by the Finance Department for summer/winter recreation programs for the Town. Fees are collected from the participants and deposited into this account. To be able to override the spending authority on this account a formal request has to be submitted to the Finance Department and the First Selectman. Trumbull Softball Lights was established by

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the Finance Department for maintaining field lights for men's softball leagues and also all lighted fields. The Recreation Director collects a fee from teams participating in softball that are deposited into this account. Collection of these fees is used to offset deficits in the general fund recreation account at year end.

- Dmitri Paris can authorize a payment from this account by signing a check requisition or signing an invoice approved by the Finance Department. The Park Permits Fund was established by the Finance Department for townspeople to acquire a permit for use of park facilities for gatherings and picnics. Dmitri Paris can authorize a payment from this account by signing a check requisition or signing an invoice that meets the specific purpose and intention of the account. The request is then approved by the Finance Department. Fees are collected by the Recreation Department and deposited into this account. The spending authority for the majority of these accounts is based upon available funds.
- The Senior Center and Social Services currently maintain four special agency funds in total. The Senior Center has an account used for fund raising and the other account is used for Senior Center activities. Virginia Murphy the first Senior Center Commission Chairman initiated the fund raising account which has been funded through donations. Social Services have two accounts an emergency fund and a food purchases account for the needy of the community. Social Services collect and deposit funds into their accounts from which they requisition fuel allotments and food pantry items. There is not a commission that provides oversight over these funds so requisitions are sent to the Department of Finance for approval. The Senior Center Director is not aware of any spending cap or authority that can override the Commission's authority to initiate expenditures from the fund.
- A special fund called Halloween Happening is an example of one of the accounts established to fund an annual event or function of the Town. This account has not been active for many years and is also an account for which a correct balance cannot be accessed at this time due to software issues with the MUNIS financial system.
- The Town also maintains other event driven special funds such as Economic Red Carpet Day to showcase Trumbull's corporate features to businesses and commercial real estate brokers. The Economic Development Department when contacted during the audit on questions related to the special agency fund was unaware of the existence of the fund. Trumbull Day Senior Bingo is another event driven fund that had been setup for a specific purpose and use as part of the annual Trumbull Day festivities. The Trumbull Day Senior Bingo has not had any financial activity in many years.
- Concerts and Town Wide Events were established to promote and put on annual concerts for the public and assist in funding other public events such as the Trumbull Day celebration. Authorizations for payment are generally made against both these accounts either by a request for

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a check requisition or by the approval of an invoice by an authorized official of the Town. These events are generally monitored by an established committee to provide cost and budgeting oversight as expenditures are made.

- A vast variety of other special funds accounts have been established for various projects, events and causes. It is necessary to mention them here for reference purposes so that future decisions can be made as to their disposition.
- An Alternative Fuel Clean Air special fund account was established based on a grant from the State of Connecticut for a natural gas car. The vehicle is utilized by the WPCA. Please refer to appendix on page 18 for the balance in this account. No other detail is available in the MUNIS financial system for this account.
- The Beautification Commission received donations which were placed in a special fund account for the purpose of beautifying publicly owned land that is not already in the jurisdiction of the Parks and Recreation Commission. The Beautification Commission appears to have disbanded several years ago. Please refer to the appendix on page 18 for the balance in this account.
- The Counseling Center special fund provides funds to enhance the quality of life in Trumbull by providing family counseling to Trumbull residents and their families. Please refer to the appendix on page 18 for the balance in this account. The fund dates back many years with its origination from donations. No expenditures have been made from this special fund account since 2010.
- Bid deposits were submitted to the Town when a contractor requested a copy of construction drawings the Town had made. This was a past practice to insure that the Town would receive back the drawings at which time the deposit would then be refunded. Please refer to the appendix on page 18 for the balance in this account.
- The Safe Rides special fund had been set up to prevent drunk driving in the community. Please refer to the appendix on page 18 for the balance in this account. No expenditures have been made from this special fund account since 2003.
- The Vietnam Memorial Fund provides funds for maintenance of the Vietnam Memorial Park. The Beautification Commission originally had control over the expenditures made from this account. Please refer to the appendix on page 18 for the balance in this account.
- The Indian Ledge Playground Fund established by the Lions Club provides funds for the care and maintenance of the Indian Ledge playground. Please refer to the appendix on page 18 for the balance in this account. No expenditures have been from this special fund account since 2004.

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- The Trumbull Disaster Trailer Fund was set up for maintenance and upkeep of the Trumbull Disaster Trailer at the EMS headquarters. Please refer to appendix on page 18 for balance. A determination has to be made if the funds are available to EMS for other equipment needs. The trailer was obtained through grant money and is used by EMS during disasters or mass care emergencies. The trailer is stocked with triage equipment and other supplies for any emergency needs.
- The Street Signs Fund is for replacement of damaged street signs in Town. Please refer to the appendix on page 18 for the balance in this account. This special fund account has not had any activity since 2004.
- The Kids First fund is used for counseling of children and their families. Please refer to the appendix on page 18 for the balance in this account. This special fund account has not had any activity since 2006.
- Trumbull Triad Fund is used to publish a newsletter for local youth programs. Please refer to the appendix on page 18 for the balance in this account. No expenditures have been made from this special fund account since 2007.
- As part of a spay and neuter project for the Town of Trumbull a Feral Cat Project account was setup to provide funds for feline animal control. The account was created to trap, neuter and return feral cats to neighborhoods where there were colonies of cats. The procedure helps to decrease the population and prevent it from getting out of hand. A Trumbull resident started the process and the town then funded the effort. The animal control officer was doing the trapping and transporting to the vet for spay/neuter. The veterinarian bills would then be given to the Finance Department for payment. The Town no longer provides this service. Please refer to the appendix on page 18 for the balance in this account.
- The Kachele Farm Irrigation account was used to fund the irrigation of the soccer fields at Madison School. A balance was not available in the MUNIS financial software. This special fund account has not had any activity since 2003.
- In order to improve plantings at town gateways an Outdoor Planting special fund account was established. Please refer to appendix on page 18 for the balance in this account. The Beautification Commission apparently had control of this account. Some former members do not want to relinquish the remaining balance of funds in the account to the Parks Department for planting of shrubs, trees, and flowers.
- To assist in the social and cultural development of the youth of Trumbull a Youth Commission Fund was established. Youth Department Co-Directors Merial Cornell and Mary Joan Wright are in

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charge of the special fund. Both of the Directors have the authorization to make payments from the fund. The Finance Department set up the account so that the Youth Commission could manage funds related to its youth programs. This includes income from program participation fees, ticket sales, ad space in playbills and expenses such as instructor stipends, program supplies, and other expenses related to events, workshops and summer theatre productions. There is not a spending authority cap on funds since the department does not have large expenses.

- The Special Projects Fund account has been used for the purchase of tables and chairs for the Town Hall council chambers and equipment for various other projects and repairs in Town buildings. Funds are usually donated to the Town with a specific requested purpose or project in mind.
- The Early Learning Center Playground special fund was used to purchase supplies and equipment to construct and maintain a play-scape for children. Please refer to appendix on page 18 for the balance in this account. Dmitri Paris can authorize a payment from the account by signing a check requisition or signing an invoice approved by the Finance Department. The spending authority is based upon available funds.
- A Memorial Walkway Fund was established for placement and repairs of plaques and markers at memorial walkways. Please refer to the appendix on page 18 for the balance in this account. Dmitri Paris can authorize a payment from the account by signing a check requisition or signing an invoice approved by the Finance Department. The spending authority is based upon available funds.
- Postage Call Cards for the Armed Forces is a special fund put in place to help servicemen and women stay in contact with their families back home while they are stationed in different parts of the world. No activity has taken place in this account in over two years. Please refer to the appendix on page 18 for the balance in this account.
- The Trumbull Nature Commission special fund was used to promote and create an environment where the community can connect with nature. The Nature Commission special agency account has not been active since 2011 when the nonprofit 501 (c) 3 organization was formed to oversee and manage TNAC program event income and donations. The fund was originally formed by the Town to hold income and private donations that were raised by the Nature Commission.
- Insurance Claims Town Properties continues to be an active special agency fund. The fund is used to make damage repairs to Town properties and equipment. Please refer to the appendix on page 18 for the balance in this account.

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- The Long Hill Association special fund balance was not accessible in the MUNIS Financial software. Detail was available which should be reconciled but, by appearance seems to indicate years of inactivity in the account.
- A special fund called TEAM has not had any activity since 2011. The balance was not accessible in the MUNIS financial system.
- The Telecommunications special fund has not had any activity since 2007. Please refer to the appendix on page 18 for the balance in this account. Consulting fees remitted to planning and zoning for reviews for placement of telecommunications equipment were deposited into this account.
- The Copying Fees special fund generates revenue from copies made by the public at copy centers located around the Town hall. This fund was self-sufficient at one time and able to offset costs associated with copier leases.
- A Parks Fund that may have been originally intended to provide support to the Town Park Rangers has not had any activity since 2006. Please refer to the appendix on page 18 for the balance in this account.
- A Town Hall Code Compliance Rebate account was set up to accommodate various required building upgrades. Please refer to the appendix on page 18 for the balance in this account.
- The Trumbull Community Prevention Fund has not had any activity since the year 2002. Please refer to the appendix on page 18 for the balance in this account. The exact use and intention of this account has not been determined after review of the fund.
- Disposal Transfer Station is used to maintain the Trumbull, Easton, Monroe transfer station. Please refer to the appendix on page 18 for the balance in this account.

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1) What criteria are used to establish a new fund?

The main criteria for determining the establishment of a new fund is its intended purpose. The other major important factors are will donations or fees be collected for a very specific reason and also the expenditures related to the new fund. Will the funds be used for a multi-year use or project?

2) How is request for the establishment of a new fund processed?

Requests for the establishment of a new special agency fund are processed thru the Director of Finance.

3) How are the funds administered?

A fund is setup in the MUNIS financial system with a set of its own accounts for both revenues collected and related expenditures.

4) Are adequate monitoring procedures in place to ensure effective utilization of funds?

The same monitoring procedures are in place just as they are for any general fund transaction expenditure, purchasing or check requisition.

5) Is interest allocated to funds?

No, interest is not allocated to the individual funds. The Merrill Beach Trust Fund and the Kaulbach Giving Trust Golf though are invested in the State of Connecticut Short Term Investment Fund which accrues interest on a monthly basis. The Seized Property & Forfeitures Fund has interest allocated as a requirement.

6) What procedures are in place to ensure that receipts and disbursements are recorded accurately and completely?

The department responsible for the project or area reviews their individual budget report on a regular basis to ensure that receipts and disbursements are recorded properly.

Findings and Recommendations

Finding1 Description of Account Fund Information in MUNIS

To have effective fund administration departments should maintain accurate and complete key fund information in the account notes section of each special fund account on the MUNIS financial system. The notes should at least include the funding authority, fund purpose, funding source, and the disbursement use of the fund. Not having accurate and complete fund information available in the account notes section of MUNIS increases the risk of inappropriate use of funds and makes it difficult for departments to monitor compliance with funding requirement policies. All the accounts reviewed in the MUNIS financial system did not show in the notes section the funding authority and did not have sufficient information or documentation to support current use of the funds that were examined.

Recommendation

- 1) Make policies to clarify where and how to maintain the fund information in the MUNIS financial system as well as the roles and responsibilities of the departments for whom the funds are held.
- 2) Provide the individual departments with specific instructions and training for the new accounts chart set-up notes field to ensure that accurate and complete fund information is maintained in the MUNIS financial system notes section of the individual funds.
- 3) Have a process in place if fund information has to be changed and require departments to submit the information to the Director of Finance for approval and updating
- 4) The funding description in MUNIS financial software should include the funding authority, fund purpose, funding source, and the disbursement use of the fund.
- 5) Create a comprehensive review procedure to ensure that all requests be in writing to establish future new special agency funds and be accompanied by sufficient supporting documentation. Ensure that existing special agency funds that have been created are adequately supported with backup information in the notes section of the MUNIS financial accounting system that documents the funding authority and the current use of the fund. A file should be kept by the individual department and the Finance Department.

Action Plan

New policies will be created on how to maintain fund information in the MUNIS financial system that spells out the roles and responsibilities of the departments for who funds are held. Departments will be provided training for the new accounts charts notes field. As part of the new policies a process will be developed on how fund information can be changed if needed and who will approve the changes. The funding description in MUNIS will be updated to include the funding authority, funding source and the use of the fund.

Policy procedures will also be developed to ensure that future requests for special funds are properly supported by documentation in the MUNIS financial system and by the department with a paper file.

Finding 2 Excessive number of inactive Special Agency Fund accounts

There may be a policy reason as to why a separate special agency fund account has been established such as improved control or cost oversight. A secondary reason is that the new spending activity is significantly different than that of the general fund nevertheless the excessive number of special agency funds is too cumbersome and unnecessarily complicates budgeting and accounting procedures. Many of the accounts have been inactive for a long period of time.

Recommendation

A special agency fund account should not be established when the General Fund accounting system can accomplish the same goal. Funds that are established for policy reasons should be reviewed on a periodic basis to determine whether the reasons still remain valid for the existence of the fund. Once the need of the fund has been met the separate fund should be abolished. It is recommended based on this review and the external audit performed by Blum Shapiro that inactive or dormant accounts be closed as soon as possible. A close out policy should be developed as a part of the Town accounting policy and procedures.

The Recreation Department has numerous special agency accounts Recreation Fees, Recreation Activity/Fields, Recreation Adult, Recreation Coed, Trumbull Softball Lights, Park Permits, Indian Ledge Playground, and Parks. These special agency fund accounts should be reviewed to determine purpose and consolidated wherever possible.

It would be appropriate to have a review of all remaining special agency funds to determine possible closures of accounts and make an affirmative decision as to their continuation, possible consolidation with another fund or termination. Those accounts that have not had activity in a long period of time should be considered for closure immediately.

**Town of Trumbull
Office of the Financial/Accounting Controls Analyst**

Action Plan

All special agency accounts will be reviewed to determine what closures can be made. Consolidations will also be made where possible. A close out policy will be made as part of the Town accounting and procedures manual.

Finding 3 Access to Special Agency Fund balances in MUNIS financial system software

During the course of the audit correct balances for the following accounts were not accessible due to MUNIS financial system software problems: Copying Fees, Halloween Happening, Long Hill Association, Kachele Farm Irrigation, TEAM, Trumbull Day Senior Bingo, and Trumbull Nature Commission.

Recommendation

All special agency funds should be reconciled on a monthly or quarterly basis to insure that correct balances are maintained in the Town's municipal financial computer system records.

Action Plan

During the MUNIS software update problems were incurred with multi-year funds. MUNIS have been made aware of the problem by the Finance Department. They will continue to work on the software problem and report back to us when the problem has been resolved.

Town of Trumbull Special Agency Trust Funds Balance as of May 31, 2013								Fiscal Year Last Date of Activity
Department	Fund#	Fund Name	Year Established on MUNIS	Available Budget Balance	Fund is used for	Funding Source		
Police	72-13-1300-68	AED Account Police	2002	4,030.37	Automated External Defibrillators	Grant	2010	
Police	72-13-1300-69	Law Enforcement Block Grant	2003	5,883.00	Crime prevention & public safety	Grant	2003	
Police	72-13-1300-44	Police Technology	2002	22,234.85	Upgrading of Police technology equipment	Not determined	2007	
Police	72-13-1300-73	Police Youth Program	2001	28,850.31	Funds for DARE program	Grant	2011	
Police	72-13-1300-71	Expendable Police	2001	196,847.34	Police salaries overtime	Fees	2013	
Police	72-13-1300-72	Seized Property & Forfeiture	2002	48,510.55	Police Department property seizures account	Seized property	2013	
Police	72-13-1300-74	Regional Dispatch	2002	1,075.22	Monroe, Easton, Trumbull Regional Emergency Dispatch Center	Not determined	2008	
Human Resources	72-13-0130-00	Police Testing-Oral/Written/AG	2006	13,414.64	Funding for Police Officer testing Human Resources	Fees	2013	
Library	72-13-1300-87	Library Lost Book A/C	2001	35,695.03	Fees collected for lost book replacement	Fees	2013	
Library	72-13-1300-70	Friends of the Library	2009	824.61	Donations from patrons to support the library	Donations	2010	
Emergency Medical Services	72-02-0226-00	Emergency Medical Services	2008	3,036.82	Funds received for certifications	Fees	2008	
Emergency Medical Services	72-13-1300-88	EMT Course	2001	29,987.71	Program supplies and evaluators for EMT course certification	Course Fees	2013	
Recreation	72-13-1300-54	Park Permits	2001	23,936.60	Fees collected for park usage by Town residents/picnics	Fees	2013	
Recreation	72-13-1300-21	Trumbull Softball Lights	2001	30,040.70	Fees collected from leagues for usage of field lights	Fees	2013	
Recreation	72-13-1300-63	Recreation Fees	2001	100,863.42	Activity costs for recreation programs used at year-end to offset shortage in G/F budget	Fees	2013	
Recreation	72-13-1300-56	Recreation Activity/Fields	2001	11,490.00	Field use and maintenance	Fees	2013	
Recreation	72-13-1300-55	Recreation Adult	2001	6,894.49	Fees collected from men's softball coed softball and volleyball	Fees	2013	
Recreation	72-13-1300-57	Recreation Coed	2001	20,837.00	Payments to referees and umpires for recreational sports programs/league fees	Fees	2013	
Senior Center	72-13-1300-76	Senior Center Fundraising	2001	534.93	Beautification for Senior Center courtyard	Donations	2010	
Senior Center	72-13-1300-75	Senior Citizen's Activities	2001	30,550.48	Program expenses for Senior Center activities	Fees and donations	2013	
Social Services	72-13-1300-78	Social Services Emergency Fund	2001	21,036.68	Assist seniors in paying fuel and electric bills	Donations	2013	
Social Services	72-13-1300-77	Food Baskets	2001	28,996.10	Gift certificates for food purchases for the needy	Donations	2013	
Public Event	72-13-1300-18	Halloween Happening	2001	5,639.14	Annual Halloween event	Town funded	2003	
Economic Development	72-13-0146-00	Economic Development Red Carpet Day	2004	3,342.24	Annual local breakfast for local business	Fees	2008	
Public Events	72-13-1300-84	Trumbull Day Senior Bingo	2001	288.01	Part of annual Trumbull Day Celebration	Town funded	2009	
Public Events	72-13-0104-00	Concerts	2004	1,079.87	Perpetual funding for concert series	Town funded	2013	
Public Events	72-08-0800-65	Town Wide Events	2002	4,053.98	Various annual Town events funds received from Mallet Trust	Mallet Trust	2012	
WPCA	72-03-0301-00	Alternative Fuel-Clean Air	2005	4,273.58	Natural gas car utilized by WPCA	State of CT	2009	
Parks	72-13-1300-79	Beautification Commission	2001	4,399.40	Beauty publicly owned land not already within the jurisdiction of the Park Commission	Donations	2012	
Counseling Center	72-13-1300-66	Counseling Center	2002	3,162.59	Enhancing the quality of life in Trumbull by providing family counseling for Trumbull residents and their fam	Fees	2011	
Planning & Zoning	72-13-1300-59	Bid Deposits	2002	200.00	Bid deposits received from contractors for drawings/plans	Fees	2003	
Youth	72-13-1300-61	Safe Rides	2002	11.00	To prevent drunk driving	Grant	2004	
Parks	72-13-1300-43	Vietnam Memorial	2002	2,539.35	Maintenance of Vietnam Memorial	Grant	2013	
Parks	72-13-1300-22	Indian Ledge Playground	2001	15,034.29	Funds for maintenance of playground	Town funded	2013	
Emergency Management	72-13-0234-00	Trumbull Disaster Trailer Fund	2004	1,901.08	Maintenance of EMS disaster trailer	State of CT grant	2007	
Public Works	72-13-1300-81	Street Signs	2001	775.90	Replacement of damaged street signs	Town funded	2004	
Youth	72-13-1300-60	Kids First	2001	1,299.61	Counseling for children and families	Fees	2008	
Youth	72-13-1300-16	Trumbull Triad	2001	414.43	Newsletter for youth programs	Not determined	2011	
Animal Control	72-13-1300-15	Feral Cat Project	2002	976.64	Animal care	Town funded	2011	
Parks	72-13-1300-14	Kachela Farm Irrigation	2002	0.00	Irrigation for soccer fields at Madison School	Donation/Town funded	2003	
Parks	72-13-1300-89	Outdoor Planting	2001	1,420.25	To improve town gateway plantings	Not determined	2013	
Youth	72-13-0904-00	Youth Commission	2006	15,436.83	To assist in the social and cultural development of the youth of Trumbull with programs & summer play	Grant/Fees	2013	
Mallet Trust	72-13-1300-65	Special Projects	2002	25,041.00	Improvement to Town buildings	Town funded	2012	
Parks	72-06-0600-00	Early Learning Center Playground	2005	709.38	Fund for Middlebrook's special needs playground	Donations	2013	
Parks	72-13-1300-82	Memorial Walkway	2001	349.64	Funds for placement of plaques at memorial walkways	Donations	2009	
Town Clerk	72-01-0136-00	Postage/Cell Cards-Armed Forces	2005	1,275.45	Program for U.S. Armed Forces military personnel	Donations	2010	
Trumbull Nature Commission	72-13-0101-00	Trumbull Nature Commission	2006	(175.00)	To create an environment where the community can connect with nature	Donations	2012	
Finance Department	72-13-1300-00	Insurance Claims Town Properties	2001	25,943.06	Accident and damage repairs to town properties	3rd party Claim Reimbursements	2013	
Expendable Trust	72-13-1300-85	Long Hill Association	2001	(90.76)	Not determined		2002	
Recreation	72-13-1300-62	Team	2002	20.47	Not determined		2011	
Planning & Zoning	72-13-1300-86	Telecommunication Deposits	2002	361.32	Citing deposits	Fees	2007	
Town Clerk	72-13-1300-93	Copying Fees	2002	(10,089.86)	Originally used to fund payments for copier leases	Fees	2012	
Parks	72-13-1300-20	Parks	2001	1,648.48	Park Rangers set up as an endowment gift	Donations	2006	
Building Department	72-13-1300-99	Town Hall Code Compliance Rebeta	2002	12,439.38	Building code upgrades	Town funded	2011	
Public Events	72-13-1300-80	Trumbull Community Prevention	2002	0.00	Not determined		2002	
Public Works	72-13-1300-98	Disposal Transfer Station	2001	57,951.04	Maintenance of the Monroe, Easton, Trumbull transfer station	Fees	2013	

**Town of Trumbull
Office of the Financial/Accounting Controls Analyst**

Distribution

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2014

INTERNAL AUDIT PLAN

**James W. Henderson Financial/ Accounting Controls
Analyst**

As Presented to the

**Town of Trumbull
Board of Finance
June 13, 2013**

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Office of Financial/Accounting Controls Analyst

5866 Main Street
Trumbull, CT. 06611
Phone (203) 452-5064



June 13, 2013

Ms. Elaine Hammers, Chairwoman

Board of Finance
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Dear Ms. Hammers,

I respectfully submit the enclosed Annual Audit Plan for the fiscal year ended June 30, 2014 for the consideration and approval of the Town of Trumbull Board of Finance. This plan is for the period beginning July 1, 2013 (pending Board of Finance approval) through June 30, 2014.

The Role of the Internal Auditor

The Institute of Internal Auditors defines the role of the Internal Auditor as follows:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

In the context of this definition and the role described within my job description, along with information I have ascertained from various informal interviews, I have selected a number of audit objectives for the fiscal year ended June 30, 2014. This audit plan is a planning tool for the use of audit resources.

Please be advised that circumstances may arise during the course of the audit year that may alter this set of priorities. Any and all necessary adjustments to this plan will be communicated to the Board of Finance in as timely manner as possible. Also, audits may be conducted which are not included in this document.

In addition to the various audit activities planned, it is likely that I will continue to be involved (in an advisory capacity) in the planning and implementation of certain procedural or organizational initiatives that occur within the Town of Trumbull throughout the fiscal year.

If you have any questions or would like to discuss any aspect of this plan, please contact me at (203) 452-5064. I would like to thank you for the opportunity to provide this information to the Board of Finance and look forward to another productive year together.

Respectfully submitted,



James Henderson
Financial/Accounting Controls Analyst

CC: Andrew Palo
Tom Tesoro
Paul Lavoie
Cindy Penkoff, Alternate
Steve Lupien
David Rutigliano
Vincent DeGennaro, Alternate
Susan LaChance, Alternate

The following is a list of the audit activities planned for the fiscal year ended June 30, 2014. Please note that they are not arranged in any order of importance. The prioritized order of these activities has not been determined. Situations may occur that force changes within a plan of audit activities. All such changes will be discussed with the Board of Finance in a timely manner. In addition, there is need to conduct some audits on a surprise basis whenever prior knowledge could compromise the integrity of the audit. These types of audits include cash counts, payroll distributions, and any suspected instances of fraud, waste, or abuse.

Trumbull Counseling Center- An operational audit review of the Trumbull Counseling Center.

Public Works Department- Audit of Public Works spare parts costs and inventory levels on hand.

Fuel and Energy Consumption- An operational audit investigation of current uses of fuels and consumption costs associated with those uses.

Public Works Department- Follow up of Operational Review of the various activities of the Town's Department of Public Works per findings recommendation of external audit.

Continuous Audits and Other Projects

Investigative Audits relating to Fraud, Waste, and Abuse

Auditee Education & Training

Time & Attendance

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-01
AMOUNT: \$4,200,000

2012-2013

(A) APPROPRIATION []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(B) TRANSFER []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(C) SUMMARY OF REQUEST:

RESOLUTION APPROPRIATING \$4,200,000 FOR TRUMBULL POLICE DEPARTMENT IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$4,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

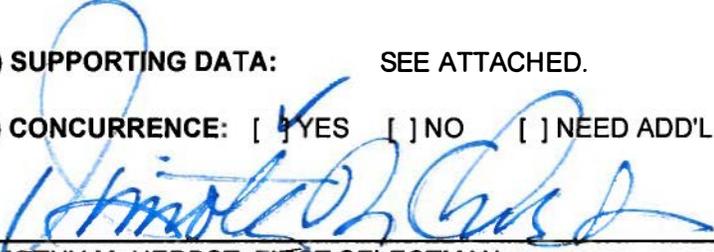
(D) REQUESTED BY:

Timothy M. Herbst, First Selectman

(E) SUPPORTING DATA:

SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___

RESOLUTION APPROPRIATING \$4,200,000 FOR TRUMBULL POLICE DEPARTMENT IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$4,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$4,200,000 is appropriated for the planning, acquisition and construction of Town of Trumbull Police Department Improvements (2013), consisting of: (i) radio system upgrade and enhancements including a new radio system, consoles, antennas, and mobile radios; (ii) building renovation, including a new dispatch center, space realignment and reuse and a new telephone system; and for appurtenances, equipment and services related thereto or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom. Said appropriation shall be in addition to grant funding and all prior appropriations for said purpose.

Section 2. To meet said appropriation \$4,200,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (hereafter the Town Officials), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and investment income derived from investment of bond proceeds (and net investment income derived from note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The remaining appropriation and bond authorization shall be reduced by the amount of capital project revenues so credited. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other

sources. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, as amended.

Section 3. Said bonds shall be sold by the Town Officials, in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the provisions of purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to

pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials, are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any “tax credit bonds” or “Build America Bonds” including Direct Payment and Tax Credit versions.



POLICE DEPARTMENT
Town of Trumbull
158 Edison Road
Trumbull, CT 06611
(203) 261-3665 Fax (203) 452-5162



Police Department Radio System Upgrade and Building Renovation

June 2013

Total Project Cost	\$ 4,157,500
1. Radio System Upgrade and Enhancement	2,823,700
Provides for the upgrade of the existing radio system to a four site digital simulcast operation, with upgrades and additions to the existing transmit and receive sites. New system will include enhancements for the dispatch consoles, repeaters, receivers, and antennas, as well as mobile and portable units.	
Also includes:	
Electrical work at headquarters and antenna sites	50,000
Other service transfers to temporary dispatch location	25,000
Project contingency	130,000
2. Building Renovation	1,293,800
Architectural design and construction of new dispatch center and renovation of adjoining offices. Also the repurposing of the existing fire dispatch center, which is located within the police building. Includes upgrade costs for CCTV system, HVAC, electrical work, and other utilities, as well as overall project management.	
3. Carpeting	40,000
Provide 600 square yards of carpeting to replace worn and/or damaged throughout the police headquarters building, per the <i>Antinozzi Associates</i> report from 2010.	

6-13-01



Motorola Solutions, Inc.
5 Paragon Drive, Suite 200
Montvale, NJ 07645

Telephone: +1 201.949.5500
Fax: +1 201.949.5799

May 6, 2013

Executive Summary Town of Trumbull Radio Communications System Upgrade

Motorola has provided the Town of Trumbull Police Department a proposal for a Police Radio Communications Upgrade. This upgrade is essential to the Police Departments Radio Communications. The majority of the current system is 16 years old, and the equipment is unreliable, no longer supported, and cannot be repaired. The current system design and radio coverage is no longer adequate for the expanding growth and development of Trumbull. The current system does not provide adequate police radio coverage to various areas, especially outbound transmissions from dispatch and the repeater. There is now technology available that enhances both outbound and inbound radio coverage. Simulcast and Digital are 2 technologies that improve radio coverage, audio quality, encryption quality, and channel management. Simulcast technology has been successfully deployed in 25 cities and towns in CT, and P25 Digital offers interoperability with other Public Safety agencies. Motorola’s proposal will provide the Trumbull Police Department with a radio solution that enhances the safety of their officers and public safety of the citizens of Trumbull.

The proposed system replaces the existing infrastructure equipment including dispatch console, repeaters, receivers, antenna systems, comparators. Also being replaced are the existing analog mobiles and portables that are not digital capable. The mobiles and portables that are digital capable will be flash upgraded for digital operation and encryption. The proposed system design calls for a 4 site Digital Simulcast System replacing the single site analog system, and 4 Digital receiver sites replacing the analog receivers. Point to Point technology will be used at the sites that have acceptable paths. The proposed system technology and components will include:

Components	Price
• Motorola MCC7500 4 position IP Dispatch Console and MCC7100 single position portable Console.	\$ 484,493
• Motorola 8000 series Repeaters, Receivers, Comparators, and site Gateway equipment required for the 8 sites. All required antenna systems, includes outdoor cabinet for Monitor Hill and Nichols Water tank.	\$ 775,506
• TRAK 9100 redundant GPS Time Standard equipment for Simulcast Technology.	\$ 123,099
• Point to Point Links. Cambium PTP600 4.9 GHz Site Links. For sites with acceptable Path Analysis.	\$ 122,158
• Bi Directional Amplifier for Trumbull Shopping Park.	\$ 12,278
• New Digital APX6000 Portables and APX7000 Dual Band Mobiles with Integrated Voice and Data and GPS. Upgrade existing XTS2500 Portables and XTL2500 Mobiles for Digital Operation and Encryption	\$ 402,401
• Installation, Template Development, Programming, System Optimization, Engineering, Project Management, Coverage Testing, Training.	\$698,723
Total Project Cost	\$2,618,658



MOTOROLA SOLUTIONS

Motorola Solutions, Inc.
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Montvale, NJ 07645

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Please refer to the Radio Communications System Upgrade proposal dated April 25, 2013 for details. If you have any questions, please contact Bob Prince, Motorola Senior Account Manager, at (203) 799-1450 or Dennis Vieira, Motorola Manufacturers Representative, at (203) 568-6935.

RADIO SYSTEM DESCRIPTION

Motorola is proposing a solution for the Trumbull Police Department (“Trumbull Police”) that consists of an 800 MHz digital simulcast conventional public safety radio system solution comprised of four (4) transmit and receive sites and four (4) receive-only sites. In addition to the core radio system Motorola is proposing a Cambium PTP600 4.9 GHz PTP Transport system and CTI MCM system for comparator display and system monitoring.

A description of the features, benefits, system architecture, and hardware components are provided in this system description.

Motorola has taken great care to propose an offering that will provide Trumbull Police with a radio solution that meets their needs.

2.1 CONVENTIONAL SYSTEM

2.1.1 Overview

Conventional systems have been, and continue to be, the most popular type of two-way radio system in existence. Conventional systems range from analog, voice-only communications over a confined area (single-site), to region-wide (wide-area) integrated voice and data networks with digital signaling, voting, multicast, and simulcast broadcasting.

In response to Trumbull Police’s communications requirements, Motorola has chosen our 800MHz Conventional platform. Motorola’s conventional radio systems provide benefits including:

- Effective radio channel management
- Fast and reliable communications protocol
- A network designed to serve Trumbull Police’s coverage needs

The system provides one voice channel and includes the following RF sites:

- Trumbull PD – Transmit and Receive
- Marriott – Transmit and Receive
- Monitor Hill – Transmit and Receive
- Daniels Farm Fire Station – Transmit and Receive
- Trumbull Center Fire Station – Receive Only
- Nichols Water Tank – Receive Only
- Ambulatory Surgical Center – Receive Only
- Scinto – Receive Only

The channel will operate at TX 857.2625 and RX 812.2625. No other collocated in band channels were identified at any of the RF sites at the time of this proposal. If additional in band channels are collocated at any of the RF sites, a frequency study would need to be performed and the RF design reviewed for each relevant site. Extra cost and delays may be induced if any changes are deemed required per the analysis results, that would be the responsibility of the customer.

In addition to the infrastructure equipment, Motorola is proposing the following new subscribers:



- 81 APX 6000 model 2.5 dual display portables (conventional)
- 2 multi charger units
- 24 extra portable batteries
- 28 APX 7500 dual band mobiles (conventional)
- 2 APX 7500 dual band mobile for motorcycles
- Software upgrades for 76 existing subscribers

2.1.2 Features and Benefits

Traditionally, conventional systems have been a basic radio system that provide “talk and listen” capability. Today's conventional systems offer many capabilities beyond basic talk and listen. A conventional system will provide Trumbull Police with benefits including:

- **An Economical Solution** – Conventional systems are an affordable solution for many customers, especially when channel congestion and channel management are of a lesser concern.
- **Ease of Expansion** – Conventional systems expand easily by simply adding more sites.
- **Ease of Migration** – Motorola has always designed systems with expandability and future migration in mind. With Motorola’s FLASHport capability, many major system upgrades can be handled without replacing hardware.

In addition, today’s conventional systems can offer Trumbull Police increased spectrum efficiency via narrow band technology, encryption for privacy, and compliance to Association of Public Safety Communications Officials (APCO) 25 standards. Many users start with a simple system and upgrade or migrate to feature laden radio systems.

2.2 SYSTEM DESIGN

Conventional systems have several design considerations based on Trumbull Police’s coverage and operational needs. This section discusses the different architecture, modes, and options available to a conventional system.

2.2.1 Architecture

Direct radio frequency (RF) communication – relying solely on the transmitter output power of a portable or mobile radio – is not always enough to successfully network a fleet of field radios throughout a system coverage area. When coverage over a large area or in a building is required, an infrastructure must be added to complete the network.

Conventional systems vary in both size and sophistication. Systems are often configured as single-site or multi-site depending on the coverage or "talk range" that is desired. A basic conventional system consists of a GTR8000 repeater or base station. The system can be expanded to increase system wide coverage by adding equipment to make it a standalone multi-site, voting, simulcast or multi-cast system.

2.2.1.1 Single Site

The basic conventional configuration is the single-site system. A single-site system contains either one base station or one repeater, and operates over the distance that the transmitter covers. When a system mobile or portable radio is within range of the station, they are able to communicate to dispatch or other mobile/portable users.

Single-site systems provide excellent service in a small geographical area.



2.2.1.2 Multi-Site

When a single site transmitter does not provide the coverage needed in a conventional system, a multi-site solution is the answer. A multi-site system contains multiple sites throughout Trumbull Police's service area, extending radio coverage beyond that of a single-site system.

The basic multi-site configuration is simply standalone base stations or repeaters located at different sites throughout the user's coverage area. As users move through the expanded coverage area of a standalone configuration, they need to know the coverage footprint of each station, and manually select their channel. In a standalone configuration, only the receiving base station retransmits the signal. Thus, only the subscribers listening to this channel will hear the communication.

Standalone multi-site works well in systems where specific user groups have specific coverage areas, and do not typically roam throughout the system.

Different system designs and methods such as voting, simulcast, and multi-cast can be applied to the multi-site system to extend radio range and ease subscriber radio operations.

Voting

Receiver voting system topologies are used when a single transmitter provides sufficient outbound coverage, but a single receiver does not provide sufficient inbound coverage for subscriber transmissions. To provide balanced coverage, multiple satellite receivers are added to cover "dead spots" created by buildings, foliage, valleys, or hills.

Since the receivers operate on the same frequency, it is possible that a field radio may simultaneously hit multiple sites when transmitting. To ensure that the best audio from these satellite receivers is processed, a voting comparator compares and selects the best signal. This signal is then forwarded to the transmitter for rebroadcast to the subscriber units, as well as the console for dispatcher monitoring.

Simulcast

When a wide geographical area requires communications throughout the system, simulcast provides a solution. Simulcast is the simultaneous broadcast of the same voice or message from multiple transmitter sites on the same frequency. Simulcast was developed by Motorola to meet the needs of users who were outgrowing their single-site radio systems. These systems provide consistent communications throughout a large city, metropolitan area, county, or even country.

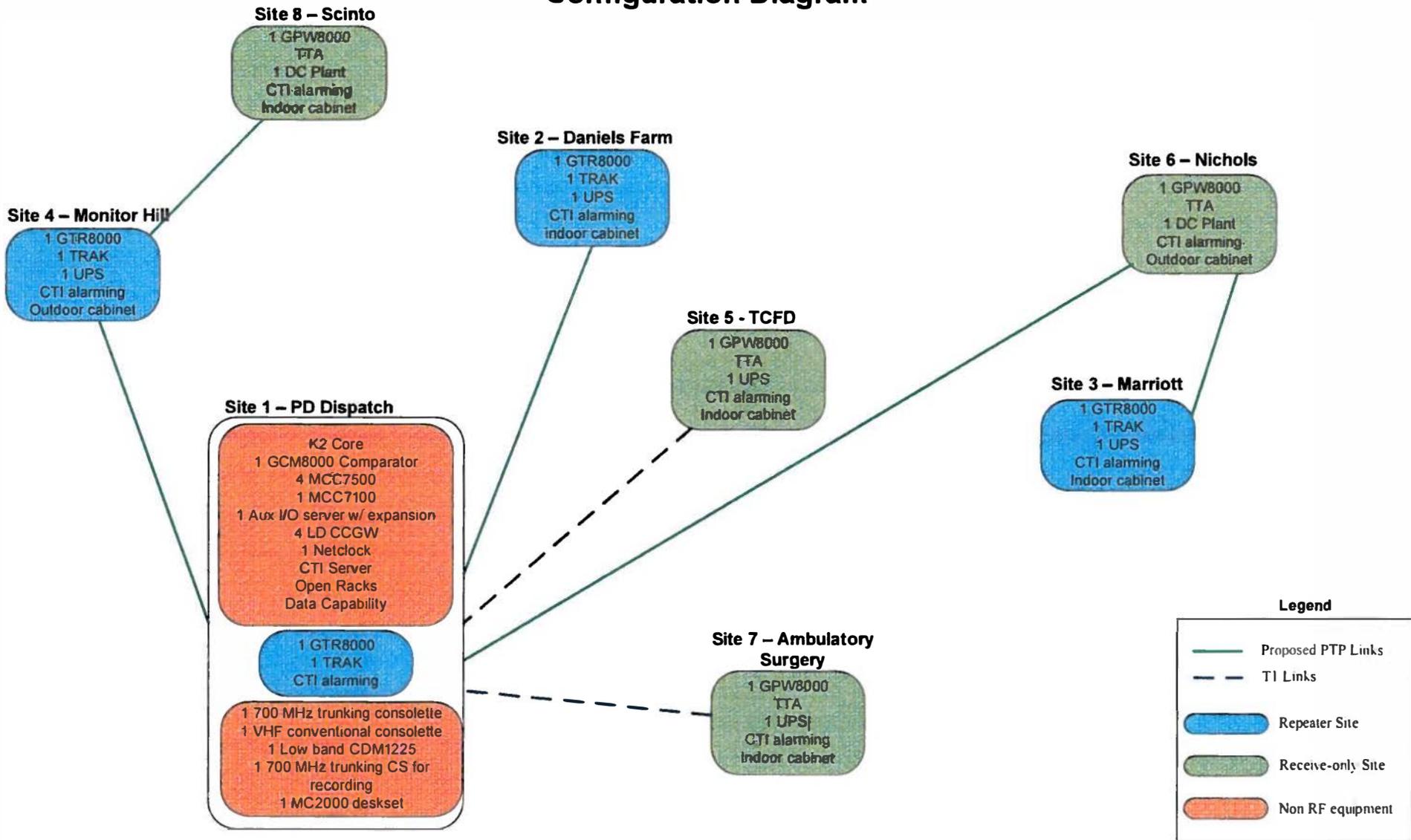
Simulcast systems are a frequency efficient and user-friendly technique of providing wide-area coverage. Simulcast offers the following advantages:

- **Larger Coverage Area** – One radio site may not provide the coverage necessary for the application in question. Simulcast expands the coverage area by expanding the number of radio sites. A simulcast system delivers continuous coverage throughout a large geographic area.
- **Efficient Use of Frequencies** — Adding sites typically requires more frequencies. In a simulcast system, the same frequencies are reused at every site in the system. This makes very efficient use of the available spectrum.
- **Simple Radio Operation** — Field units must be easy to use. Because the simulcast architecture operates like a single-site system, operations are simplified and radios are easy to use.

The conventional system proposed for Trumbull Police is an ASTRO Digital, Conventional, Voted, Simulcast system.



Trumbull PD - Site Configuration Diagram



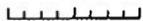
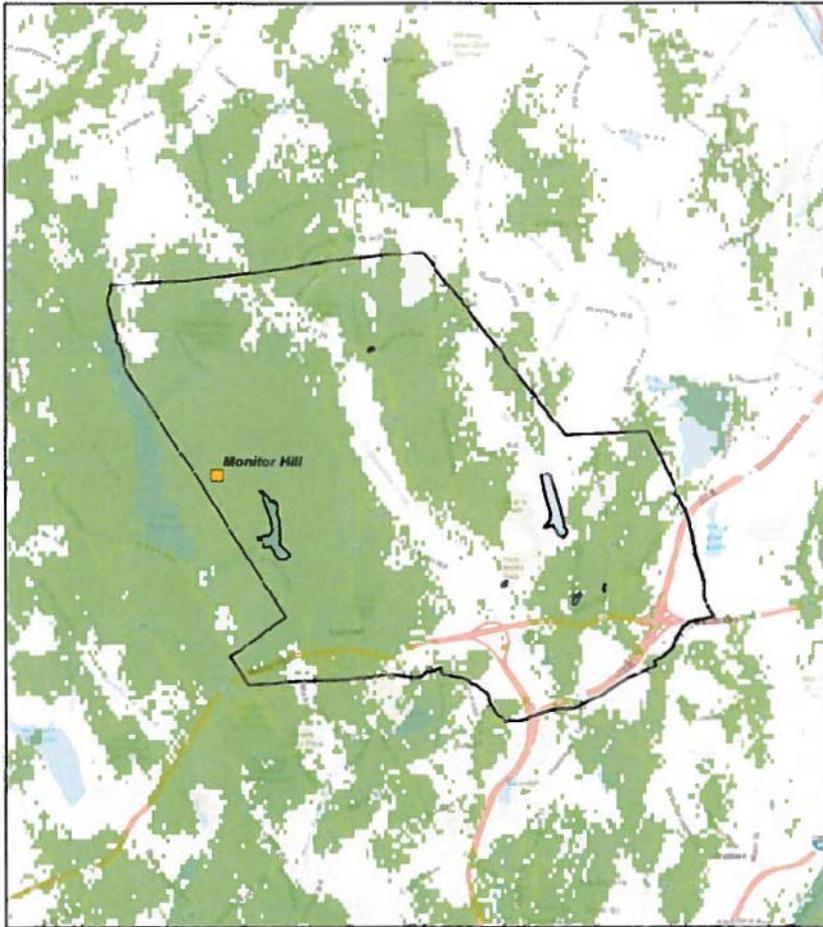
Trumbull PD System Coverage Comparison

Current System



Town of Trumbull, CT
800 MHz Analog Existing Votex System

This map is a coverage prediction based upon the information provided and should not be used for a final design or construction. The coverage prediction is not a guarantee of coverage. Coverage may be affected by site conditions, terrain, and other factors. Motorola is not responsible for any coverage prediction errors or for any other consequences of the use of this map.



VXG-367
CCDTLAB-03

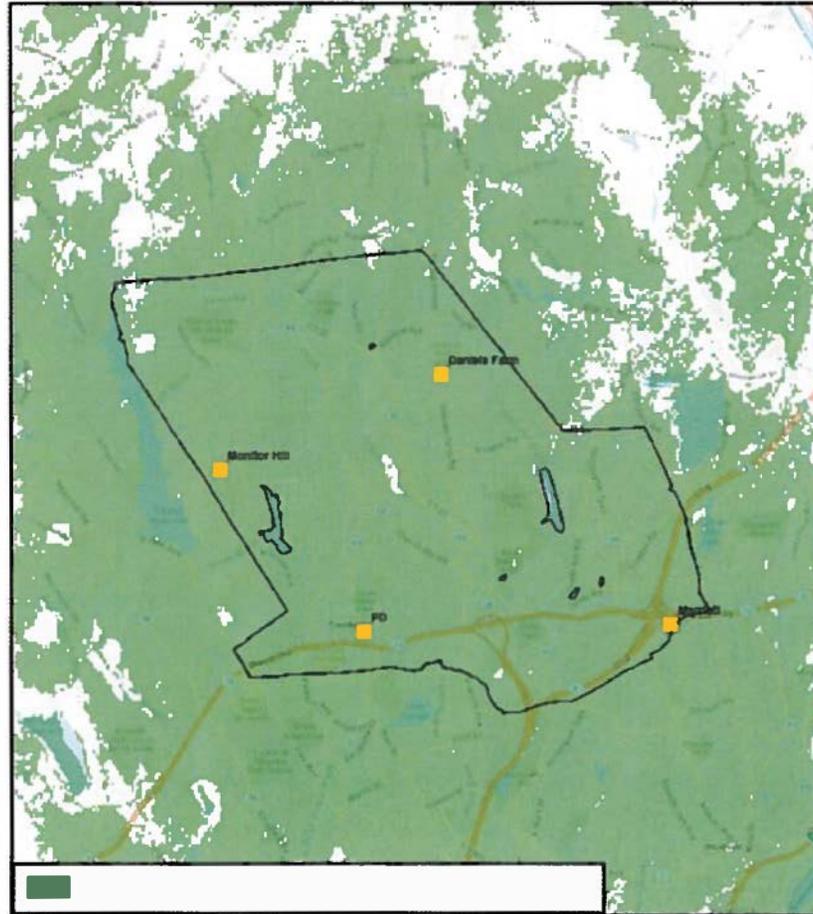
Hydra 4.4 2337.0 Outbound Coverage shown for XTS Portable Subscriber
Portion(s) of GIS Source Data Copyright © 2009 ESRI, AND, TANA, ESRI Japan, UNEP-WCMC
Tx & Rx Hip Level with Server Case & RSM, 1/2-wave whip antenna

New Simulcast System



Town of Trumbull, CT
800 MHz ASTRO P2® Simulcast System
Outbound Coverage Map in 10dB Building Loss

This map is a coverage prediction based upon the information provided and should not be used for a final design or construction. The coverage prediction is not a guarantee of coverage. Coverage may be affected by site conditions, terrain, and other factors. Motorola is not responsible for any coverage prediction errors or for any other consequences of the use of this map.



VXG-367
CCDTLAB-03

Hydra 4.4 2337.0 Outbound Coverage shown for XTS Portable Subscriber
Portion(s) of GIS Source Data Copyright © 2009 ESRI, AND, TANA, ESRI Japan, UNEP-WCMC



THE MOST COMPLETE LINEUP OF SAFETY-FOCUSED PORTABLES.

With budgets tight, agencies expect that every dollar invested must deliver maximum value and performance. From day one, every APX portable will meet your most demanding performance expectations.



APX 7000

- Multiband operation
- Best-in-class audio¹
- Future expandability

Premier portable with leading technology for the most demanding conditions. Ideal for agencies requiring multiband interoperability and future expandability.



APX 7000XE

- Multiband operation
- Best-in-class audio¹
- Extreme ergonomics

Designed for extreme environments with exaggerated controls and an extreme audio profile. Ideal for agencies requiring extreme ergonomics and multiband interoperability.



APX 6000

- Single band operation
- Excellent audio²
- Compact design

A smart investment delivering leading edge technology in a compact design. Ideal for agencies requiring single band, future P25 Phase 2 efficiency.

	APX 7000	APX 7000XE	APX 6000
Max Channel Capacity	1250	1250	1250
System Personalities	100	100	100
Models	2	1	3
SmartNet/SmartZone/Omnilink	✓	✓	✓
P25 Operation	Phase 1 - FDMA Phase 2 - TOMA	Phase 1 - FDMA Phase 2 - TOMA	Phase 1 - FDMA Phase 2 - TOMA
Multiband Operation	✓	✓	
Outdoor GPS location	✓	✓	✓
Bluetooth Enabled	Option Board	Option Board	Option
Intelligent Lighting	✓	✓	✓
Radio Profiles	✓	✓	✓
Text Messaging	✓	✓	✓
Removable Memory	✓	✓	
POP25	✓	✓	✓
Voice Announcement	✓	✓	✓
Encryption	✓	✓	✓
OTAR	✓	✓	✓
Option slot	✓	✓	
Adaptive Noise Suppression	✓	✓	✓
Dual Microphones	✓	✓	✓
Dual Speakers	✓	✓	
Rugged ³	✓	✓	IP67
Colored Housings	✓	✓	✓
Factory Mutual (FM) Rating	✓	✓	✓

¹ Best-in-class audio - 2 mic noise suppression + 1 watt speaker

² Excellent audio - 2 mic noise suppression + 500 mW speaker

³ Rugged radios exceed industry standards (IPx7) for submersibility and provide a higher level of water protection-MIL-STD-810E, Method 512.3 Immersion



THE MOST COMPLETE LINEUP OF SAFETY-FOCUSED MOBILES.

For any agency and any budget, the APX Mobile platform offer the most flexibility in meeting mission-critical communication needs – so you optimize every dollar, and equip first responders with the world's safest mobile radios. A complete line of APX mobiles, control heads and accessories – all designed to Motorola's legendary quality standards – are key to creating solutions for all types of installations, from squad cars and motorcycles to fire apparatus and military vehicles.

APX 7500

- Multiband operation
- 03, 05 and 09 control head support
- Quad control head support
- Motorcycle configuration



APX 6500

- Single band operation
- 03 and 05 control head support
- Dual control head support



	APX 7500	APX 6500
Control Heads	09, 05, 03	05, 03
Channel Capacity	1250	1000
System Personalities	100	100
SmartNet/SmartZone/Omnalink	✓	✓
P25 Operation	Phase 1 - FDMA Phase 2 - TDMA	Phase 1 - FDMA Phase 2 - TDMA
Multiband Operation	✓	
Outdoor GPS location	✓	✓
Intelligent Lighting	✓	✓
Radio Profiles	✓	✓
Text Messaging	✓	✓
POP25	✓	✓
Voice Announcement	✓	✓
Adaptive Noise Suppression	✓	✓
Encryption	✓	✓
OTAR	✓	✓
Mounting	D, R, M*	D, R*
High Power Models	✓	✓
Multi-Control Head	Up to 4	Up to 2

* D - Dash mount, R - Remote mount, M - Motorcycle

THE MOTOROLA MCC 7500 IP DISPATCH CONSOLE

Whether a large-scale event or a simple traffic light outage at a school crossing threatens the safety of citizens, you need to effectively communicate and coordinate a rapid response.

You need to have confidence in a dependable, always-available, complete communications system that keeps responders safe and constantly connected. You need the Motorola MCC 7500 IP Dispatch Console.

Seamlessly integrated into ASTRO[®] 25 radio systems, the MCC 7500 console provides interoperability, cost savings, and security advantages for today's critical communication needs. MCC 7500 consoles connect directly to the IP network without interface boxes, digital voice gateways or backroom electronics for an integrated mission critical system. Conventional channels link to the IP network and use the same audio transport as trunked audio.

ASTRO 25 SYSTEM INTEGRATION

Motorola IP systems are optimized to perform to robust customer specifications for mission critical voice and data communications. ASTRO 25 complies with Project 25 interoperability specifications while system interfaces based on standard IP bring additional value to the system.



The MCC 7500 IP Dispatch Console features:

- Prioritized emergency calls get through no matter how busy the system.
- Voice quality and intelligibility optimized to eliminate clipped or degraded audio.
- High-quality audio maintained despite increasing traffic loads.
- Call setup in a fraction of a second.
- Voice messages consistently delivered in the shortest possible time.
- Quick re-routing of call traffic in the event of an IP network path failure, minimizing lost audio and any impact on the end user.
- Enhanced dispatch performance and improved bandwidth efficiency using IP multicast technology.
- Conventional channels linked to the IP network using the same audio transport as trunked audio.
- Simplified dispatch operations and optimized operational efficiencies when integrated with PremierOne™ CAD.

**Emergency Communications Center
Trumbull Police Department
Trumbull, CT**

May 29, 2013

Project Budget Worksheet

Hard Costs:		
Interior New Construction / Renovations	\$819,740	
Subtotal		\$819,740
Soft Costs:		
Furniture/Fixtures/Equipment (FF&E)	\$ 45,000	
A/E Fees (10%)	82,000	
Hazardous Materials Testing / Report	12,000	
Telephone System / Equipment	60,000	
Data Systems Improvements / Equipment	25,000	
Radio Communications Improvements	By NEC	
Communications Tower / Antenna work	By NEC	
Closed Circuit TV Surveillance (CCTV)	72,000	
Dispatch Console Furniture (4 positions)	52,000	
Printing, Advertising, Bid Expenses	3,000	
Legal Fees / Bonding Costs / Admin. Costs	By Town	
Local Permitting Fees	waived	
Subtotal		\$ 351,000
Project Contingency	+/- 15% of hard costs	\$ 123,000
Project Total		\$ 1,293,740

- Construction costs are projected for fall 2013 construction start. Costs should be increased 5%/year to accommodate for cost escalation due to inflation.
- Project Budget Worksheet and cost estimates are based upon Schematic Design Documents, dated May 29, 2013, as prepared by Jacunski Humes Architects, LLC, Berlin, CT.



**Emergency Communication Center
Trumbull Police Department
Trumbull , CT**

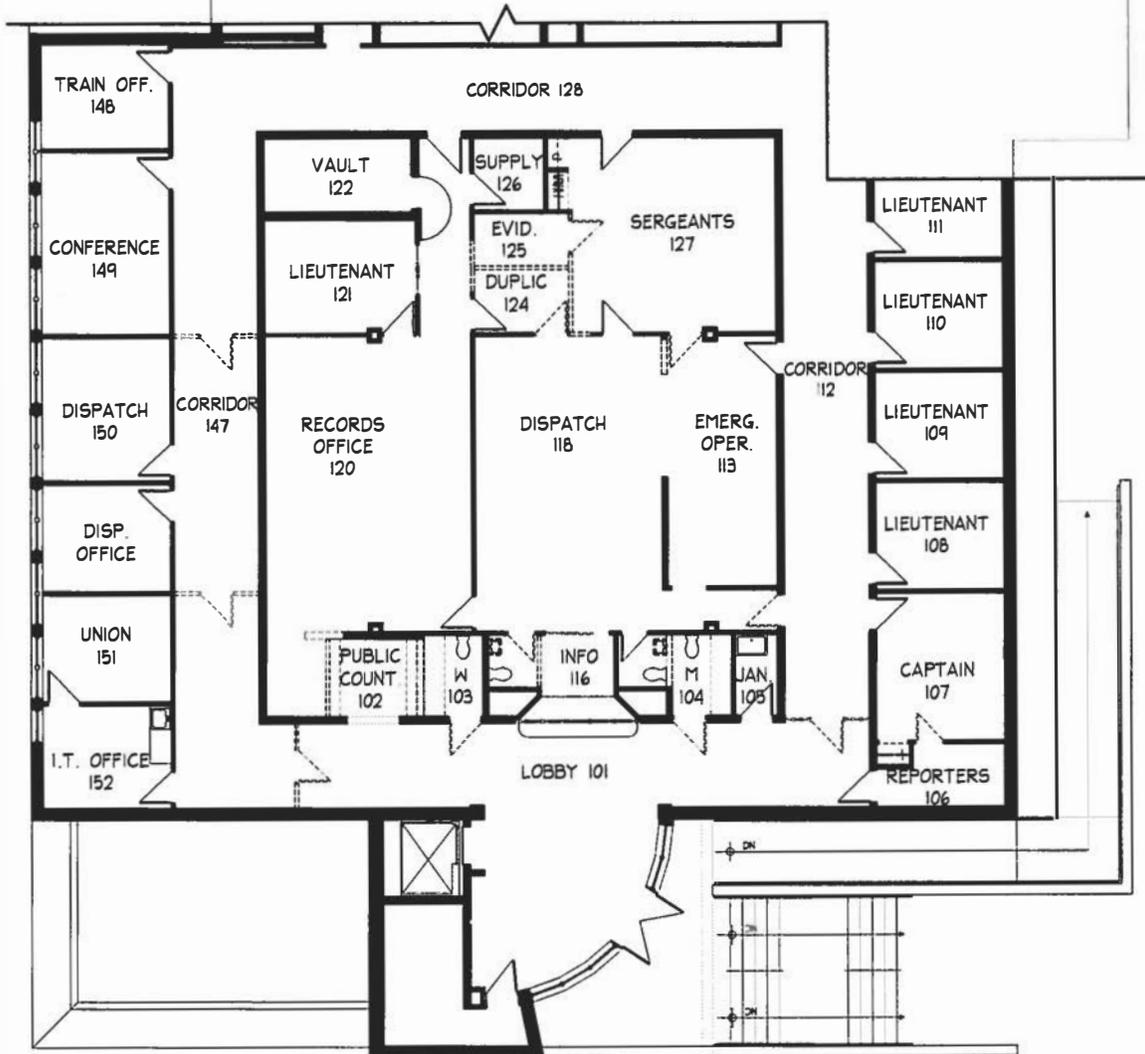
Budget Detail 5-29-13

Section	Description	QTY	Unit	Unit Cost	Total Cost	% Total
DIV 1	GENERAL CONDITIONS			\$ 129,200		15.8%
	Supervision	32	wks	\$ 2,500	\$ 80,000	9.8%
	Project Management	32	wks	\$ 600	\$ 19,200	2.3%
	Project Labor	160	hrs	\$ 55	\$ 8,800	1.1%
	Mileage/Travel	32	wks	\$ 225	\$ 7,200	0.9%
	Dumpsters	6	ea	\$ 750	\$ 4,500	0.5%
	Insurance and Bonds	1	ea	\$ 9,500	\$ 9,500	1.2%
DIV 2	SITE CONSTRUCTION			\$ 10,000		1.2%
	Selective Demo	1	ls	\$ 10,000	\$ 10,000	1.2%
DIV 3	CAST-IN-PLACE CONCRETE			\$ -		0.0%
DIV 4	UNIT MASONRY			\$ 4,000		0.5%
	CMU Walls	1	ls	\$ 4,000	\$ 4,000	0.5%
DIV 5	METALS			\$ 2,000		0.2%
	Structural steel beams, Bearing plates	1	ls	\$ 2,000	\$ 2,000	0.2%
DIV 6	WOOD / PLASTICS			\$ 33,615		4.1%
	Framing interior partitions metal construction	700	sf	\$ 9.45	\$ 6,615	0.8%
	Framing interior blocking, floor underlayment, backer boards	1	ls	\$ 2,000	\$ 2,000	0.2%
	Interior Finish Carpentry	100	sf	\$ 250.00	\$ 25,000	3.0%
DIV 7	THERMAL/MOISTURE PROTECTION			\$ 2,000		0.2%
	Interior wall sound batt insulation	700	sf	\$ 1.50	\$ 1,050	0.1%
	Firestopping	1	ls	\$ 2,000.00	\$ 2,000	0.2%
DIV 8	DOORS AND WINDOWS			\$ 17,200		2.1%
	Windows	6	each	\$ 1,200	\$ 7,200	0.9%
	Interior doors, frames & hardware	6	each	\$ 1,500	\$ 9,000	1.1%
	Interior Closet doors, frames & hardware	1	each	\$ 1,000	\$ 1,000	0.1%
DIV 9	FINISHES			\$ 52,100		6.4%
	Gypsumboard wall assemblies 5/8" Type x, MR	1,200	sf	\$ 2.50	\$ 3,000	0.4%
	Ceramic/Quarry tile & base bathrooms, showers, jan. closet	600	sf	\$ 14	\$ 8,400	1.0%
	Carpeting	120	sf	\$ 40	\$ 4,800	0.6%
	Vinyl floor covering & base	2,300	sf	\$ 3	\$ 6,900	0.8%
	Acoustical ceilings	3,000	sf	\$ 3	\$ 9,000	1.1%
	Painting	4,000	sf	\$ 5	\$ 20,000	2.4%
DIV 10	SPECIALTIES			\$ 16,900		2.1%
	Toilet accessories per bathroom	2	ea	\$ 1,250	\$ 2,500	0.3%
	Shower & Jan. closet accessories	0	ea	\$ 250	\$ -	0.0%
	Fire Extinguisher cabinets	1	ea	\$ 400	\$ 400	0.0%
	Signage	1	ls	\$ 2,500	\$ 2,500	0.3%
	Personnel Lockers	0	ea	\$ 1,200	\$ -	0.0%
	Evidence Pass thru Lockers	4	ea	\$ 2,000	\$ 8,000	1.0%
	Personal Property Lockers	10	ea	\$ 350	\$ 3,500	0.4%
DIV 11	EQUIPMENT			\$ 2,500		0.3%
	Residential Appliances	1	ls	\$ 2,500	\$ 2,500	0.3%
DIV 12	FURNISHINGS			\$ -		0.0%
	NA		ls	\$ -	\$ -	0.0%

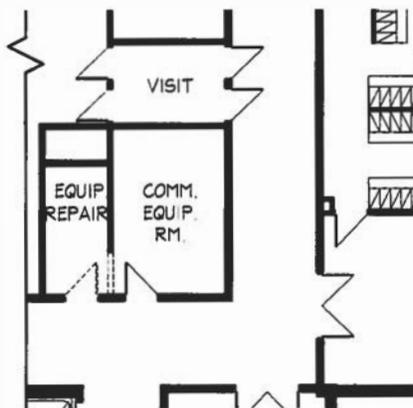


Emergency Communication Center

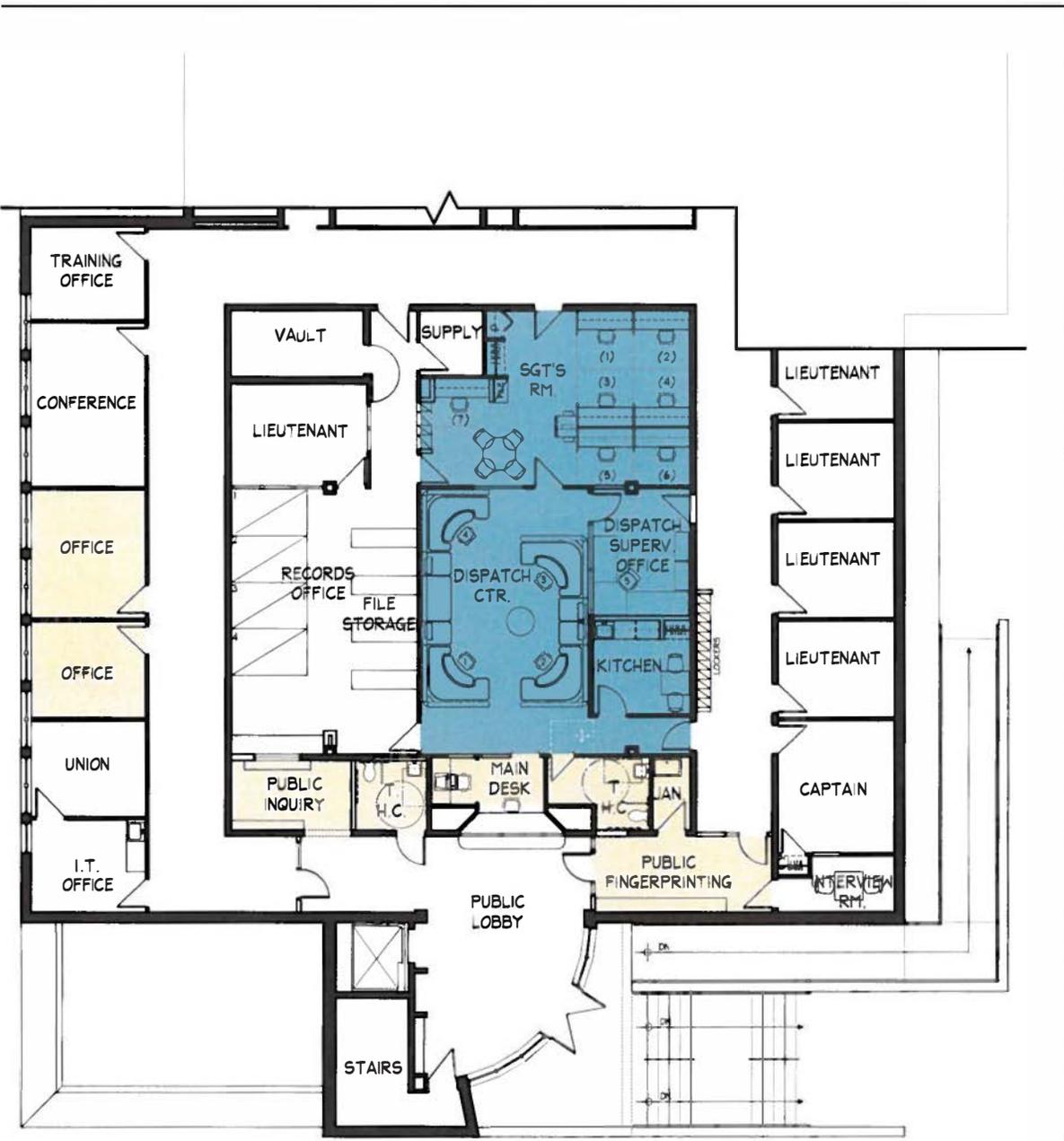
Section	Description	QTY	Unit	Unit Cost	Total Cost	% Total
DIV 13	SPECIAL CONSTRUCTION			\$ 6,000		0.7%
	Bullet Resistant Paneling	1	ls	\$ 2,000.00	\$ 2,000	0.2%
	Bullet Resistant Service Window	1	ls	\$ 6,000.00	\$ 6,000	0.7%
DIV 14	CONVEYING SYSTEMS			\$ -		0.0%
DIV 15	FIRE PROTECTION			\$ 8,250		1.0%
	Sprinkler existing space	3,000	sf	\$ 2.75	\$ 8,250	1.0%
DIV 15	PLUMBING			\$ 32,000		3.9%
	Two bathrooms, one kitchenette, misc.	1	ls	\$ 32,000.00	\$ 32,000	3.9%
DIV 15	MECHANICAL-HVAC			\$ -		0.0%
	New HVAC system Dispatch/Sgts	2,750	sf	\$ 40.00	\$ 110,000	13.4%
	New HVAC system Comm Equip Room	0	ls	\$ 60,000.00	\$ -	0.0%
DIV 16	ELECTRICAL			\$ 205,000		25.0%
	IT	1	ls	\$ 25,000.00	\$ 25,000	3.0%
	Electrical	4,500	sf	\$ 40.00	\$ 180,000	22.0%
	S.F. COST					
	EXISTING CONSTRUCTION	140				
				SUBTOTAL	\$ 633,815	
				BOND COSTS	\$ 40,148	1.5%
				BUILDING PERMIT FEE	\$ -	NA
				O/H & PROFIT / INSURANCE	\$ 63,382	10.0%
				DESIGN CONTINGENCY	\$ 19,014	3.0%
				CONSTR. CONTINGENCY	\$ 63,382	10.0%
				TOTAL BUDGET	\$ 819,740	



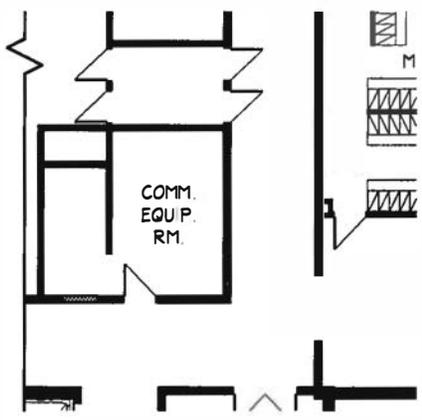
1 PARTIAL EXISTING MAIN FLOOR PLAN
1/8"=1'-0"



3 PARTIAL EXISTING LOWER FLOOR PLAN
1/8"=1'-0"



2 PARTIAL PROPOSED MAIN FLOOR PLAN
1/8" = 1'-0"



4 PARTIAL PROPOSED LOWER FLOOR PLAN
1/8" = 1'-0"

LEGEND

	RENOVATED AREA SERVICED BY NEW HVAC UNITS
	RENOVATED AREA
	EXISTING WALL TO REMAIN
	NEW WALL
	WALL TO BE DEMOLISHED
	EXISTING DOOR
	NEW DOOR

**INTERIOR RENOVATION
TO
TRUMBULL POLICE DEPARTMENT**
158 EDISON ROAD
TRUMBULL, CT

**J J H
JACUNSKI HUMES
ARCHITECTS, LLC**
15 MASSIRIO DRIVE
SUITE 101
BERLIN, CT 06037
TEL 860-838-9221
FAX 860-838-9228

**PROPOSED
FLOOR
PLANS**

PROJ. NO. JH 0726	DRAWING NO. A-1
SCALE 1/8" = 1'-0"	
DATE MAY 29, 2013	

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton, CO 80120
 Phone:303-683-5656
 Fax:303-683-5454
 KenC



Quote Number: 12979

Quote Date: 2/5/2013
Revision: A
Orig Create Date: 1/25/2013
Expires: 5/6/2013
Opp #: 0007444
Page: 1 of 3

Quote

Terms: 90% Net 30; 10% Retention

<p>Quote To: Acct: TRUPOLTRCT Trumbull Police Department 158 Edison Road Trumbull CT 06611 Phone: (203) 261-3665</p>	<p>Ship To: Trumbull Police Department 158 Edison Road Trumbull CT 06611</p> <hr/> <p>Sales Person: JOANNA WITHERILL Rep Phone: 617-818-5439 Email: Joannaw@xybix.com</p>
--	---

*State of Connecticut contract #10PSX0234
 02.05.13 KRC
 01.25.13-Drawing revision 0. jpg*

Line	Part Number	Description	Qty	U/M	List Ea	Disc%	DiscPrice	Net Price
1.00	12343.	Panel System Priced by the Linear Foot. Grade 2Fabric 12343-1-SS - 42-48in - 39.5 LF @ 142 12343-1-DS - 42-48in - 26 LF @ 193 12344-1-SS - 65in - 0 LF @ 192 12344-1-DS - 65in - 0 LF @ 267 Upper Tiles Fabric Color: TBD Grade 2 G2 Lower Tiles Fabric Color: TBD Grade 2 G2 Panel Trim Color: Black	1	1.0 EA	\$10,627.00	40	\$6,376.20	\$6,376.20
2.00	14486.	Adj. Table Worksurface - Dual Surface - Corner - 72L x 72R 10 RV-Cable Management Included	2	4.0 EA	\$1,760.00	40	\$1,056.00	\$4,224.00
3.00	11064LRG	ErgoPower X4+ Table Base - Large	3	4.0 EA	\$5,070.00	40	\$3,042.00	\$12,168.00
4.00	12757.	Monitor Mount - Rollervision - - 1HI- Corner - Dual Surface - 72L x 72R 10 RV - 12076 - Std VESA Monitor Mount Qty = 4	4	4.0 EA	\$2,354.00	40	\$1,412.40	\$5,649.60
5.00	12904	DataDock - Keyboard Surface Cable Organizer Cables Sold Separately	5	4.0 EA	\$374.00	40	\$224.40	\$897.60
5.01	11677	Ext Cable USB Type A to Type A Panel Mount for Datadock Male/Female 5M (15')	6	32.0 EA	\$32.00	40	\$19.20	\$614.40
5.02	13611	Datadock - Panel Mount RJ11 Cat3 Coupler	7	4.0 EA	\$36.00	40	\$21.60	\$86.40
5.03	13166	Datadock - Panel Mount RJ45 CAT6 Coupler	8	4.0 EA	\$50.00	40	\$30.00	\$120.00
5.04	11816	Ext. Monitor Cable DVI-D Male/Female 5M (16' 4")	9	16.0 EA	\$108.00	40	\$64.80	\$1,036.80
6.00	11792.	Power Bar - 10 Outlet	10	8.0 EA	\$128.00	40	\$76.80	\$614.40

Xybix Systems, Inc.
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Page: 2 of 3

Quote

Terms: 90% Net 30; 10% Retention

6.01	14976	6 Outlet Power Strip 25'	¹¹	1.0 EA	\$-	40	\$0.00	\$0.00
7.00	13171	Task Light - Trillium LED Kit	¹²	4.0 EA	\$598.00	40	\$358.80	\$1,435.20
8.00	12778.	Shelf 2 Wide Under Surface Curved	¹⁵	4.0 EA	\$160.00	40	\$96.00	\$384.00
9.00	14461	MyClimate Personal Climate Control With Radiant Heat Floor Mat 90W	¹⁶	4.0 EA	\$2,290.00	40	\$1,374.00	\$5,496.00
9.01	14462	MyClimate Personal Climate Control With Forced Air Heat 1000W	¹⁷	0.0 EA	\$2,730.00	40	\$1,638.00	\$0.00
		OPTIONAL						
9.02	C-15093	Airborne Germ Eliminator-open market	³²	0.0 EA	\$260.00	40	\$156.00	\$0.00
		OPTIONAL						
10.00	12033.	Return Worksurface - 36Wx36D	¹⁸	2.0 EA	\$390.00	40	\$234.00	\$468.00
10.01	12033.	Return Worksurface - 42Wx36D	¹⁹	1.0 EA	\$390.00	40	\$234.00	\$234.00
11.00	13629.	CPU Cabinet - Tech Tower Single Left Access 18W	²⁰	1.0 EA	\$1,592.00	40	\$955.20	\$955.20
11.01	13629.	CPU Cabinet - Tech Tower Single Right Access 18W	²¹	1.0 EA	\$1,592.00	40	\$955.20	\$955.20
11.02	13623FT.	CPU Cabinet - CPU 36Wx33D With Flip Top Hinge	²²	1.0 EA	\$1,663.00	40	\$997.80	\$997.80
11.03	13625FT.	CPU Cabinet - CPU 42Wx33D With Flip Top Hinge	²³	1.0 EA	\$1,747.00	40	\$1,048.20	\$1,048.20
12.00	12427.	Drawer Pedestal - Fixed - Dual Bookcase - 36W - 6-6-12 Drawers 22D - 6-6-12 Drawers 22D	²⁴	1.0 EA	\$2,000.00	40	\$1,200.00	\$1,200.00
12.01	10997.	Drawer Pedestal - Mobile - Single - 16W - 6-12 Drawers 22D -	²⁵	2.0 EA	\$798.00	40	\$478.80	\$957.60
13.00	10025.	Rotating Resource Guide - Freestanding 40 in	²⁶	1.0 EA	\$2,354.00	40	\$1,412.40	\$1,412.40
18.00	12561.	U-Channel Support - Side Mount	²⁷	2.0 EA	\$150.00	40	\$90.00	\$180.00
19.00	10176	Cup Holder - Blk	²⁸	4.0 EA	\$90.00	40	\$54.00	\$216.00
20.00	14645	I-Fit Software Kit ErgoPower X4 or X5 With Serial Adaptor	²⁹	0.0 EA	\$720.00	40	\$432.00	\$0.00
		OPTIONAL						

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Page: 3 of 3

Terms: 90% Net 30; 10% Retention

88.00	12109	Seating - Highback Model 3142-open market	33	0.0 EA	\$1,250.00	\$1,250.00	\$0.00
		OPTIONAL					
90.00	12356	Installers Kit	30	4.0 EA	\$-	40	\$0.00
99.00	OTHER	Other Charges & Services	31	1.0 EA	\$-		\$0.00

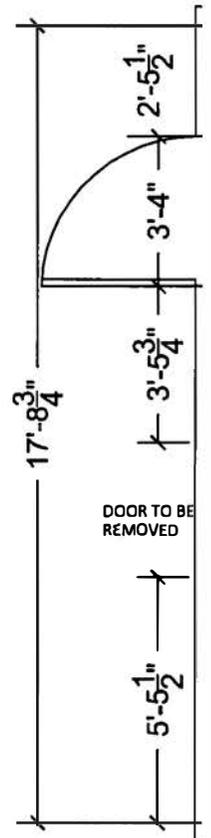
Line(31) - Miscellaneous Charge -	
Freight - FullTruck NonTaxable	\$3,690.00

List Price Total	\$79,545.00	Lines Total:	\$47,727.00
		Line Miscellaneous Charges Total:	\$3,690.00
		Quote Total:	\$51,417.00

Note 1:
 All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

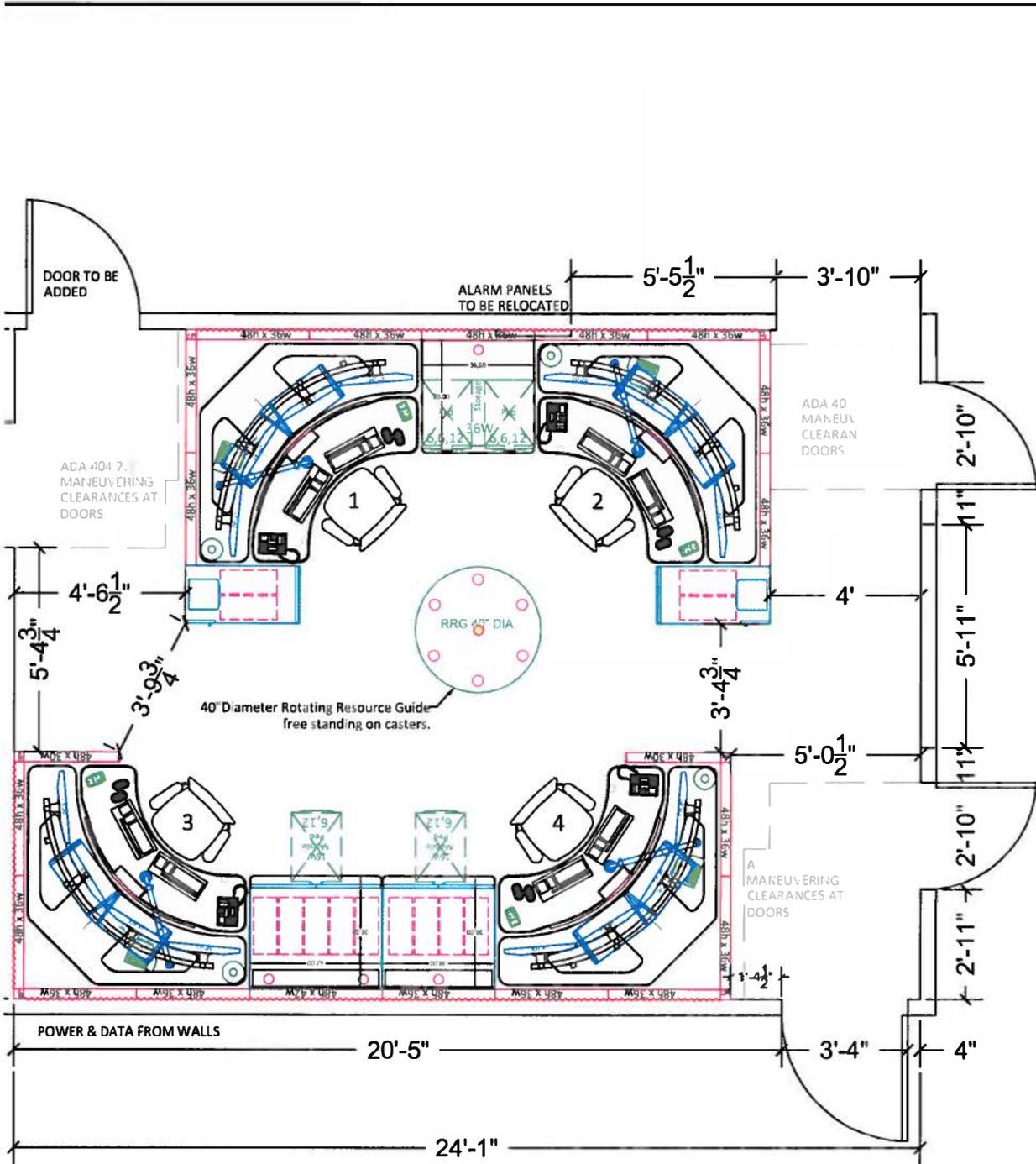
Note 2:
 Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses. Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.



ISOMETRIC VIEWS
SCALE: NONE

CABLE TYPES TOTALS AS NOTED ON QUOTE		FINISH SELECTIONS		REV	DESC
Monitors-DVI-D: qty.	VGA: qty.	Panel Trim: Color		REV	
DataDock-USB: qty.	PS2: qty.	Panel Fabric: Color		0	Drawing Creation Date
RJ-11: qty.	RJ-45: qty.	Laminate: Color			
Outside DataDock-USB: qty.	PS2: qty.	Melamine: Color			
Signed cable sheet received		Edge Trim: Color			
<input type="checkbox"/> YES Date: <input checked="" type="checkbox"/> NO		TMold Trim: Color			



SIGN OFF APPROVAL: Furniture orders and product installation shall not proceed until the Client has given approval to these documents. Approval of the Client shall constitute approval of the drawings for contents, scope of work, and all dimensions regarded by the Client as being necessary to the use of space, furnishings and equipment. Furniture orders, or product installation authorized by the Client from these documents, shall be interpreted by XYBIX as approval in full to these documents by the Client. Revisions after approval of these documents shall result in additional costs.

Signature: _____ Date: _____ Title: _____

Legend	
	42" Panel
	48" Panel
	65" Panel
	Single Sidec
	Storage
	CPU Storage



REVISIONS	DATE	DSGN
1	01.16.13	jmg

Trumbull Police Department PSAP 158 Edison Road Trumbull, CT 06611	
DRAWING NAME:	OPPORTUNITY:
Furniture Layout	0007444
SHEET:	SCALE
Plan View	1/4" = 1'-0"



8207 SouthPark Circle
 Littleton, CO. 80120
 O.800.788.2810 F.303.683.5454
 www.xybix.com

Designer: Josi Gebhardt	Sales Rep: Joanna Pease	REV 0
Email: josisig@xybix.com	Email: joannap@xybix.com	

NOTE: This design & layout is the property of XYBIX Systems, Inc. & is not to be used in any manner without express written permission by XYBIX Systems, Inc.



Trumbull Police Department

Attn: Deputy Chief Glen Byrnes

Omni Data appreciates the opportunity to present a proposal for a Video Surveillance system at the Trumbull Police department located at 152 Edison Rd. in Trumbull CT.

The first proposal (Q2YQ4004) is for a complete replacement of the current surveillance system. The proposal replaces all existing cabling with Cat6 Ethernet and all existing CCTV cameras with IP cameras. All cameras used in this proposal are Sony HD cameras. Models vary by location. (Exterior, Interior, Vandal, Audio Enabled). The proposal includes an Enterprise grade Dell Recording Server. The server will allow for 60 days of video retention on all cameras. It is a fully redundant server. It also includes a High Performance Dell Workstation capable of displaying video on up to four displays. A dedicated network for Video Surveillance will be installed to keep video network traffic separate from Police Local LAN traffic. The two networks will be bridged at the recording server allowing access to video from anywhere inside the police department. The software proposed is Milestone Systems Enterprise Version 8.1a. The software supports an unlimited number of clients at no charge. It also includes a mobile server for viewing video remotely. (Android, iPhone, iPad) This software has been installed by Omni Data at several police departments in the area. (Greenwich PD, Fairfield University DPS, City of New Haven, New Haven PD, Milford PD, Branford PD, Clinton PD, Madison PD, Seymour PD, etc.) Omni Data has also installed Milestone Systems Enterprise Version at the Trumbull High school and Central Office. References can be furnished upon request.

The Second Proposal (Q2YQ4004-A) is for the exact same system as stated above but includes an option to install 3 Pan Tilt Zoom cameras on the exterior of the building in place of 3 fixed cameras. Two PTZ's would be installed on the back side of the building on each corner. One would be installed on the front corner near the main entrance. See camera locations 3, 4, 5 on the drawing.

The Third Proposal (Q2YQ4004-B) is for a conversion/encoding of the existing 16 cameras to an IP digital signal and the edition of 14 new IP cameras. The proposal reflects the change in labor cost but does not reflect the change in camera cost. If this proposal is considered we would need to decide which cameras we would be adding/removing. The proposal still shows 30 new cameras. We would need to decide which cameras we would be working with and remove 16 from this proposal.



Please feel free to contact Omni Data with any questions, comments, and or concerns at any time.

Thank You
Adam Wojcik
Director of Security
203-508-1315

A handwritten signature in black ink, appearing to read "Adam Wojcik", written over a light gray rectangular background.



11 Research Drive
 Suite 1
 Woodbridge, CT 06525
 203-387-6664
 203-387-8745 FAX

QUOTE

Quote # Q2YQ4004-A
 Date 04/10/13
 Sales Rep FrankK

Quote To:
 Trumbull Police Department

Ship To:

Complete IP System Replacement with PTZ camera option

Qty	Description	Unit Price	Ext. Price
1	XProtect Enterprise Base License	\$1,624.19	\$1,624.19
30	XProtect Enterprise Camera License	\$218.56	\$6,556.80
	Milestone Support		
1	One year SUP for XProtect Enterprise Base License	\$360.00	\$360.00
30	One year SUP for XProtect Enterprise Camera License	\$36.21	\$1,086.30
2	HP 2520 24 port POE switch	\$1,372.50	\$2,745.00
8	SNCDH140T Network 720p HD Vandal Resistant Minidome Camera with View-DR Technology	\$923.10	\$7,384.80
8	SCAM30 Indoor Ceiling Microphone	\$253.54	\$2,028.32
6	SNCDH120T Network 720p HD Vandal Resistant Minidome Camera	\$540.60	\$3,243.60
10	SNCDH120 Network 720p HD Minidome Camera	\$508.73	\$5,087.30
3	SNCDH260 EXTERIOR Network 1080p HD Vandal Resistant Minidome Camera with IR Illuminator	\$950.64	\$2,851.92
3	Panasonic SC385 PTZ camera	\$1,332.00	\$3,996.00
3	PTZ housings	\$417.50	\$1,252.50
1	Viewing Station:Pedestal, 2 Xeon, 12GB, Quad Display, Quadro PNY 450, 500GB, Windows 7	\$3,887.50	\$3,887.50
1	Cable conduits and raceways misc hardware	\$2,715.00	\$2,715.00
1	Installation configuration and training	\$16,358.00	\$16,358.00
1	Dell Server for 60 Days of storage, all cameras	\$10,975.29	\$10,975.29
	SubTotal		\$72,152.52
	Sales Tax		\$0.00
	Shipping		\$0.00
	Total		\$72,152.52

Signature: _____ Date: _____
 Printed Name: _____ Title: _____

Prices are subject to change without notice. Terms are net 15 and subject to monthly fee for unpaid balance
 Signing this quote is agreeing to Omni data, LLC's terms and conditions which can be found at
<http://www.omnianswers.net/termsandconditions>

CSI / Spec #	CSI Format Names	Report Item Names	Previous Report # / New Item	Complete	Quantity	Totals By Division	Suggested 5 Year Capital Implementation Plan					Comments / Notes
							2010 - 11	2011-12	2012-13	2013-14	2014-15	
08361	Sectional Overhead Doors	Garage Doors	3 02	No	3			\$18,000				Replace aged and deteriorated doors and frames + electric operators.
08411	Aluminum Framed Entrances		0 New Item									
Division 8 - TOTALS								\$114,800				
DIVISION 9 - Finishes			0	0								
09651	Resilient Floor Tile	Floor Finishes	5 01	No	1000 SF			\$7,500				VCT upgrade needed in Basement Corridor
09400	Terrazzo Flooring		0 0									
09680	Carpet		0 5 01	No	600 SY			\$40,000				Worn / aged carpet to be replaced through-out
09220	Portland Cement Plaster	Wall Finishes (on Masonry)	5 02									
09910	Painting (Included Above)	Exterior Walls	0 0 3 01									
09511	Acoustical Panel Ceiling	Ceilings	5 03	No	25000 SF					\$390,000		Replace all tiles and gnd
09250	Gypsum Board Assemblies	Wall Finishes (Gyp Board)	5 02									
09720	Wall Coverings	Wall Finishes (Wall Covering)	5 02	No	10000 SF				\$60,000			Existing coverng is sound but visually aged. Select areas of repairs required
Division 9 - TOTALS								\$497,500				
DIVISION 10 - Specialties			0	0								
10505	Metal Lockers	Lockers	5 04	No	100					\$50,000		Confirm lasting stability of existing lockers.
10265	Impact Resistant Wall Protection	Wall Finishes (corner Guard)	5 02									
10200	Louvers and Vents	Heating System	8 01									
Division 10 - TOTALS								\$50,000				
DIVISION 11 - Equipment			0	0								
11460	Unit Kitchens	Plumbing Fixtures	7 03	No	2				\$13,000			Outdated Kitchenettes to be replaced
11400	Food Service Equipment		0 New Item									
0 0			0 0									
Division 11 - TOTALS								\$13,000				
DIVISION 12 - Furnishings			0	0								
12355	Institutional Casework	Wall Finish (Cabinet Work)	5 02									
0 0			0 0									
Division 12 - TOTALS								\$0				
DIVISION 13 - Special Construction			0									
0 0 0		Swimming Pool Systems	9 03									
0 0			0 0									
Division 13 - TOTALS								\$0				
DIVISION 14 - Conveying Systems			0									

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-02
AMOUNT: \$275,000

2012-2013

(A) APPROPRIATION []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(B) TRANSFER []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(C) SUMMARY OF REQUEST:

RESOLUTION APPROPRIATING \$275,000 FOR TOWN INFORMATION TECHNOLOGY IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$275,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

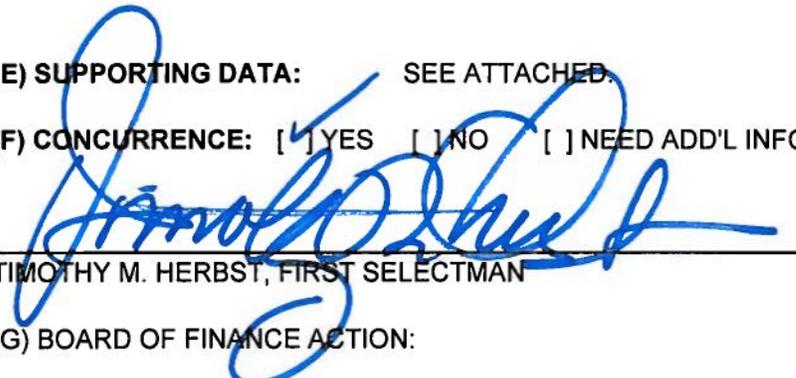
(D) REQUESTED BY:

Timothy M. Herbst, First Selectman

(E) SUPPORTING DATA:

SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

RESOLUTION APPROPRIATING \$275,000 FOR TOWN
INFORMATION TECHNOLOGY IMPROVEMENTS (2013)
AND AUTHORIZING THE ISSUE OF \$275,000 BONDS OF
THE TOWN TO MEET SAID APPROPRIATION AND
PENDING THE ISSUANCE THEREOF THE MAKING OF
TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$275,000 is appropriated for the planning, acquisition and construction of Town of Trumbull Town Information Technology Improvements (2013) including core switch and exchange server upgrades, SAN expansion, backup system acquisition/upgrade, UPS, cogent system livescan and council chamber enhancements, and for appurtenances, equipment and services related thereto or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom. Said appropriation shall be in addition to grant funding and all prior appropriations for said purpose.

Section 2. To meet said appropriation \$275,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (hereafter the Town Officials), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and investment income derived from investment of bond proceeds (and net investment income derived from note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The remaining appropriation and bond authorization shall be reduced by the amount of capital project revenues so credited. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The aggregate principal amount of the bonds to be issued, the annual installments of

principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, as amended.

Section 3. Said bonds shall be sold by the Town Officials, in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the provisions of purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials, are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any “tax credit bonds” or “Build America Bonds” including Direct Payment and Tax Credit versions.

**Town of Trumbull
Technology Department
2013 Technology Bond**

Item	Description	Line Total	Subtotal
Core Switch Upgrade	New core switches for Town Hall and the Police Department, including support contract and installation.		\$ 86,100.00
Exchange Server Upgrade	New Microsoft Exchange Server, licensing, and installation. We are currently running on Exchange Standard 2003 (2007, 2010, and 2013 have since been released). Preliminary quote estimate received.		\$ 45,350.00
SAN Expansion	To be installed at PD to virtualize servers and also add redundancy to TH servers. Preliminary quote estimate received.		\$ 49,750.00
Backup System	New backup solution, with installation and configuration. Preliminary quote estimate received.		\$ 16,750.00
UPS	Uninterruptible Power Supply for server power backup. Installation and delivery included. Preliminary quote estimate received.		\$20,000
Council Chambers	Replacement of the audio system in the Town Hall Council Chambers.		\$ 30,000.00
Cogent Systems LiveScan	Replacement of old Windows XP LiveScan fingerprint system in the cell block booking room. Preliminary quote estimate received.		\$ 25,000.00
		Total	\$ 272,950.00

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-03
AMOUNT: \$5,000

2012-2013

(A) APPROPRIATION

FROM: ACCOUNT NO. FROM: Fund Balance \$5,000
ACCOUNT NAME

TO: ACCOUNT NO. 1010200-522202 \$5,000
ACCOUNT NAME Professional services

(B) TRANSFER

FROM: ACCOUNT NO.
ACCOUNT NAME

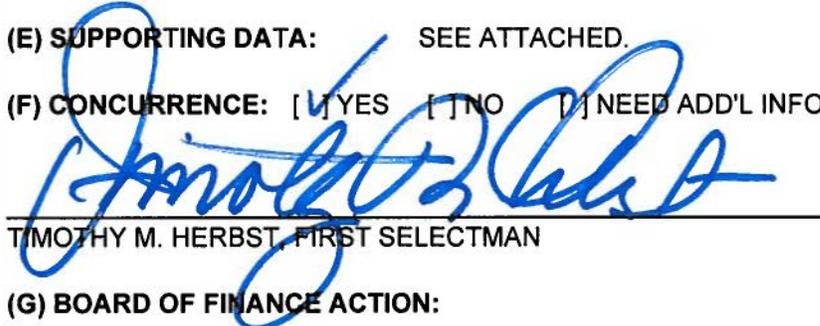
TO: ACCOUNT NO.
ACCOUNT NAME

(C) SUMMARY OF REQUEST: Ethics commission to hire independent legal counsel

(D) REQUESTED BY: Ethics Commission

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___
3. TABLED ___
5. OTHER ___

Timothy M. Herbst
First Selectman



Office of the First Selectman
Town Hall
5866 Main Street
Trumbull, Connecticut 06611
203-452-5005

TOWN OF TRUMBULL
CONNECTICUT

Elaine A. Hammers, Chairwoman
Trumbull Board of Finance
Trumbull Town Hall
5866 Main Street
Trumbull CT 06611

May 30, 2013

**Re: Request for Supplemental Appropriation, \$5000.00
Trumbull Ethics Commission, Independent Legal Services**

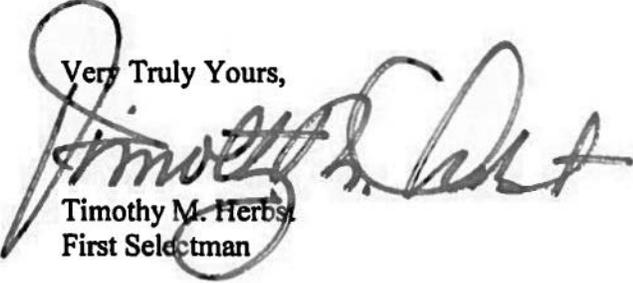
Dear Chairwoman Hammers:

This morning I had the opportunity to confer with Ethics Commission Chairman Thomas Lee concerning the above captioned matter. There is currently pending before the Trumbull Ethics Commission a complaint. In light of the fact that the commission is still in the probable cause adjudication phase, the identity of the complainant and the identity of the respondent have not been made public. I have been advised by the Chairman of the Ethics Commission that a town employee involved with the complaint sought legal counsel from the office of the Town Attorney concerning the complaint that was filed. In that this town employee sought legal advice from the office of the Town Attorney, a conflict of interest exists if and when the Trumbull Ethics Commission requires the assistance of legal counsel in adjudicating the pending claim before their body.

To avoid a conflict of interest and any appearance of impropriety, the Chairman of the Ethics Commission has asked me to request a supplemental appropriation from your board in the event that independent legal services are required. The request is for the amount of five thousand (\$5000.00) dollars. The commission has not collectively determined if this will even be required and there is a chance that the money might not be utilized. However, as Chairman Lee pointed out this morning, it will be critical for the commission to have this funding in place so in the event it is required, the commission will not be faced with any procedural delays that might hamper their ability to timely and effectively adjudicate the complaint

Your prompt attention to this matter is greatly appreciated.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Timothy M. Herbst". The signature is written in a cursive style with a large initial "T" and "H".

Timothy M. Herbst
First Selectman

CC: Carl A. Massaro, Jr., Chairman, Trumbull Town Council
Robert J. Nicola, Trumbull Town Attorney
Dennis J. Kokenos, Trumbull Town Attorney
Thomas E. Lee, Chairman, Trumbull Ethics Commission

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-04
AMOUNT: \$9,660

2012-2013

(A) APPROPRIATION

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(B) TRANSFER []

FROM: ACCOUNT NO. \$9,660
ACCOUNT NAME Fund Balance

TO: ACCOUNT NO. 01060200-501102 \$2,277
ACCOUNT NAME Salaries-PT

TO: ACCOUNT NO. 01060200-501104 \$7,383
ACCOUNT NAME Salaries-Vacation

(C) SUMMARY OF REQUEST: Due to the vacancy of the Director of Nursing's position

(D) REQUESTED BY: Coleen Figliuzzi, Director of Nursing

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-05
AMOUNT: \$12,598

2012-2013

(A) APPROPRIATION []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(B) TRANSFER [X]

FROM: ACCOUNT NO. 01013800-511160 \$12,598
ACCOUNT NAME Contingency

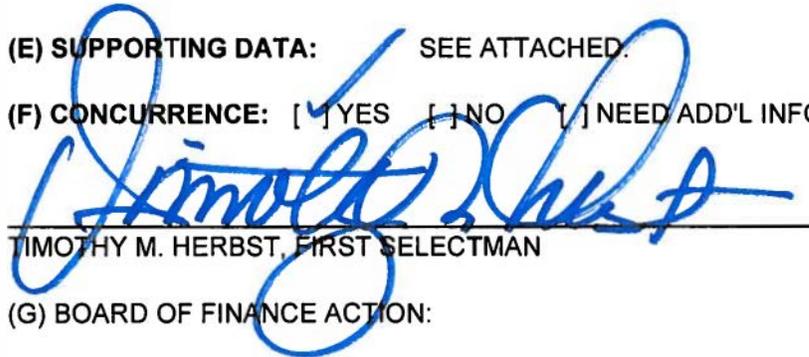
TO: ACCOUNT NO. 01060200--501101 \$12,598
ACCOUNT NAME Salaries-FT

(C) SUMMARY OF REQUEST: Retirement payout for accumulated sick time.

(D) REQUESTED BY: Coleen Figliuzzi, Director of Nursing

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___



06/07/2013 10:21
mpires

TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

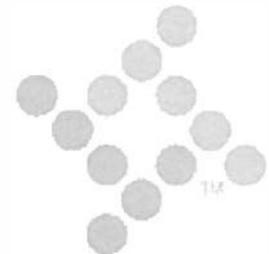
PG 1
glytdbud

FOR 2013 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
06 EDUCATION							
01060200 SCHOOL NURSES							
01060200 501101 SALARIES-FT/PERMAN	655,964	0	655,964	616,536.27	.00	39,427.73	94.0%
01060200 501102 SALARIES-PT/PERMAN	33,000	0	33,000	33,588.25	.00	-588.25	101.8%*
01060200 501104 SALARIES-VACATION	7,395	0	7,395	13,839.50	.00	-6,444.50	187.1%*
01060200 501105 SALARIES-OVERTIME	0	0	0	1,535.10	.00	-1,535.10	100.0%*
01060200 501106 SALARIES-LONGEVITY	901	0	901	901.00	.00	.00	100.0%
01060200 534401 MATERIALS & SUPPLI	722	0	722	601.27	68.00	52.73	92.7%
01060200 534402 PROGRAM SUPPLIES	2,058	0	2,058	1,625.95	.00	432.05	79.0%
01060200 545504 COMMUNICATIONS-POS	120	0	120	120.00	.00	.00	100.0%
01060200 556601 PROFESSIONAL DEV-S	120	0	120	100.00	.00	20.00	83.3%
01060200 556602 PROFESSIONAL DEV-A	240	0	240	.00	.00	240.00	.0%
01060200 567703 TRANSPORTATION-TRA	820	0	820	549.65	.00	270.35	67.0%
01060200 578801 MNTNCE/REPAIR SERV	1,397	0	1,397	1,110.44	33.64	252.92	81.9%
TOTAL SCHOOL NURSES	702,737	0	702,737	670,507.43	101.64	32,127.93	95.4%
TOTAL EDUCATION	702,737	0	702,737	670,507.43	101.64	32,127.93	95.4%
TOTAL GENERAL FUND	702,737	0	702,737	670,507.43	101.64	32,127.93	95.4%
TOTAL EXPENSES	702,737	0	702,737	670,507.43	101.64	32,127.93	
GRAND TOTAL	702,737	0	702,737	670,507.43	101.64	32,127.93	95.4%

** END OF REPORT - Generated by Maria Pires **

6-13-05
6-13-04



TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-06
AMOUNT: \$2,448

2012-2013

(A) APPROPRIATION []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(B) TRANSFER [X]

FROM: ACCOUNT NO. 01060400-501101 \$2,448
ACCOUNT NAME Salaries-FT

TO: ACCOUNT NO. 01060400--501102 \$2,082
ACCOUNT NAME Salaries-PT

TO: ACCOUNT NO. 01060400-501104 \$103
ACCOUNT NAME Salaries-Vacation

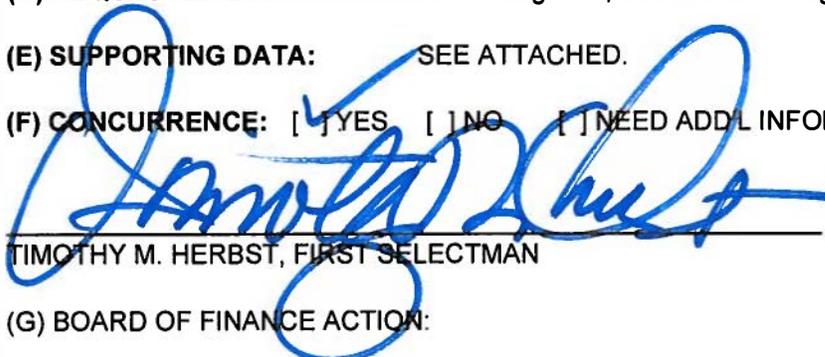
TO: ACCOUNT NO. 01060400-567703 \$260
ACCOUNT NAME Transportation

(C) SUMMARY OF REQUEST: Due to vacancy of the Director of Nursing's position

(D) REQUESTED BY: Coleen Figliuzzi, Director of Nursing

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___



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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

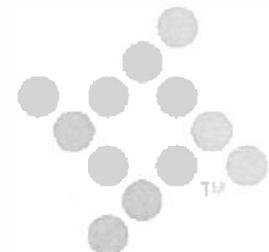
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FOR 2013 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
01 GENERAL FUND	<hr/>						
04 PUBLIC HEALTH	<hr/>						
01060400 NON PUBLIC SCHOOL	<hr/>						
01060400 501101 SALARIES-FT/PERMAN	265,685	0	265,685	247,655.64	.00	18,029.36	93.2%
01060400 501102 SALARIES-PT/PERMAN	14,925	0	14,925	15,206.25	.00	-281.25	101.9%*
01060400 501104 SALARIES-VACATION	2,534	0	2,534	2,513.00	.00	21.00	99.2%
01060400 501106 SALARIES-LONGEVITY	999	0	999	999.00	.00	.00	100.0%
01060400 534402 PROGRAM SUPPLIES	900	0	900	1,002.49	.00	-102.49	111.4%*
01060400 556601 PROFESSIONAL DEV-S	60	0	60	.00	.00	60.00	.0%
01060400 567703 TRANSPORTATION-TRA	100	0	100	.00	.00	100.00	.0%
TOTAL NON PUBLIC SCHOOL	285,203	0	285,203	267,376.38	.00	17,826.62	93.7%
TOTAL PUBLIC HEALTH	285,203	0	285,203	267,376.38	.00	17,826.62	93.7%
TOTAL GENERAL FUND	285,203	0	285,203	267,376.38	.00	17,826.62	93.7%
TOTAL EXPENSES	285,203	0	285,203	267,376.38	.00	17,826.62	
GRAND TOTAL	285,203	0	285,203	267,376.38	.00	17,826.62	93.7%

** END OF REPORT - Generated by Maria Pires **

6-13-06



TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 6/13/2013
AGENDA: 6-13-07
AMOUNT: \$32,871

2012-2013

(A) APPROPRIATION []

FROM: ACCOUNT NO.
ACCOUNT NAME

TO: ACCOUNT NO.
ACCOUNT NAME

(B) TRANSFER [X]

FROM: ACCOUNT NO. See attached list
ACCOUNT NAME

\$32,871

TO: ACCOUNT NO. See attached list
ACCOUNT NAME

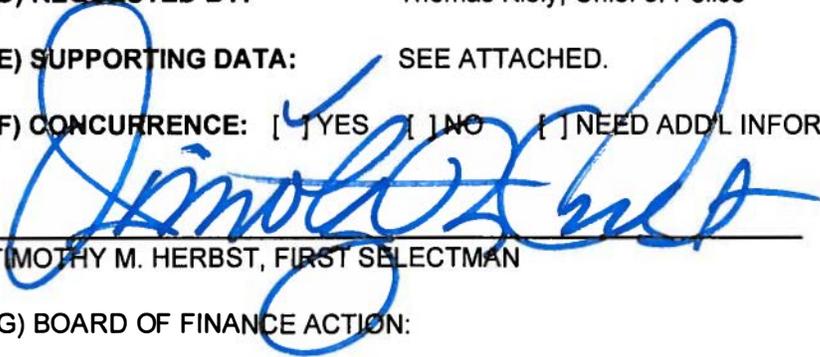
\$32,871

(C) SUMMARY OF REQUEST: Year end transfers

(D) REQUESTED BY: Thomas Kiely, Chief of Police

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	PROJECTED ACTUAL TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER 6-13-06	BALANCE AFTER TRANSFER & SUPP
06-13-06	POLICE							
FROM	Salaries-Perm PT	01022000-501102	9,942.75			9,942.75	7,734.00	2,208.75
	Salaries-vac., weekend	01022000-501104	17,440.98			17,440.98	15,143.00	2,297.98
	Salaries-Longevity	01022000-501106	1,191.67			1,191.67	1,191.00	0.67
	Uniform Cleaning	01022000-501887	5,008.00			5,008.00	2,508.00	2,500.00
	Services & Fees-Ancillary	01022000-522203	1,612.14			1,612.14	1,612.00	0.14
	Maintenance/repair serv contr	01022000-578801	19,024.73			19,024.73	4,683.00	14,341.73
			54,220.27	-		54,220.27	32,871.00	21,349.27
TO	Salaries-College Incentlve	01022000-501109	20,700.00	12,000.00	32,700.00	(12,000.00)	12,000.00	-
	Salaries-shift Differential	01022000-501112	(2,241.18)	2,584.00	342.82	(2,584.00)	2,584.00	-
	Uniform Allowance	01022000-501888	8,420.40	10,029.00	18,449.40	(10,029.00)	10,029.00	-
	Materials & Supplies	01022000-534403	(384.44)	238.00	(146.44)	(238.00)	238.00	-
	Professional Dev-Inservice	01022000-556603	(3,129.72)	3,680.00	550.28	(3,680.00)	3,680.00	-
	Professional Dev-Publications	01022000-556604	(209.80)	-	-	(209.80)	210.00	0.20
	Maintenance Reparis/Program	01022000-578803	-	60.00	60.00	(60.00)	60.00	-
	Capital Outlay	01022000-581888	8,404.41	3,000.00	11,404.41	(3,000.00)	3,000.00	-
	Annual Rentals	01022000-589901	(108.74)	1,070.00	961.26	(1,070.00)	1,070.00	-
			31,450.93	32,661.00	64,321.73	(32,870.80)	32,871.00	0.20

6-13-07



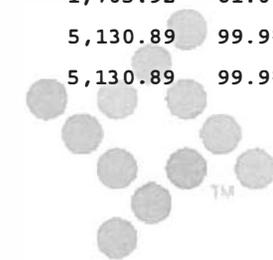
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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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FOR 2013 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
02 PUBLIC SAFETY							
01022000 POLICE							
01022000 501101 SALARIES-FT/PERMAN	5,748,172	0	5,748,172	5,475,042.52	.00	273,129.48	95.2%
01022000 501102 SALARIES-PT/PERMAN	38,774	0	38,774	28,831.25	.00	9,942.75	74.4%
01022000 501103 SALARIES-SEASONAL/	0	0	0	33,115.00	.00	-33,115.00	100.0%*
01022000 501104 SALARIES-VACATION,	47,199	0	47,199	29,758.02	.00	17,440.98	63.0%
01022000 501105 SALARIES-OVERTIME	472,000	0	472,000	790,551.64	.00	-318,551.64	167.5%*
01022000 501106 SALARIES-LONGEVITY	22,925	0	22,925	21,733.33	.00	1,191.67	94.8%
01022000 501109 SALARIES-COLLEGE I	21,900	0	21,900	1,200.00	.00	20,700.00	5.5%
01022000 501112 SHIFT DIFFERENTIAL	43,455	0	43,455	45,696.18	.00	-2,241.18	105.2%*
01022000 501113 HOLIDAY	262,500	0	262,500	279,201.05	.00	-16,701.05	106.4%*
01022000 501114 TRAINING	80,000	0	80,000	114,008.91	.00	-34,008.91	142.5%*
01022000 501887 POLICE UNIFORM CLE	16,500	0	16,500	11,492.00	.00	5,008.00	69.6%
01022000 501888 UNIFORM ALLOWANCE	45,320	0	45,320	36,655.55	244.05	8,420.40	81.4%
01022000 522203 SERVICES & FEES-AN	15,000	0	15,000	13,387.86	.00	1,612.14	89.3%
01022000 534401 MATERIALS & SUPPLI	14,400	0	14,400	13,357.89	712.78	329.33	97.7%
01022000 534402 PROGRAM SUPPLIES	37,500	0	37,500	35,050.76	2,833.68	-384.44	101.0%*
01022000 534403 MATERIALS & SUPPLI	5,600	0	5,600	5,234.21	201.80	163.99	97.1%
01022000 545503 COMMUNICATIONS-PUB	2,500	0	2,500	.00	2,322.39	177.61	92.9%
01022000 556602 PROFESSIONAL DEV-A	1,500	0	1,500	1,440.00	.00	60.00	96.0%
01022000 556603 PROFESSIONAL DEV-I	27,000	0	27,000	29,549.72	580.00	-3,129.72	111.6%*
01022000 556604 PROFESSIONAL DEV-P	500	0	500	709.80	.00	-209.80	142.0%*
01022000 567704 TRANSPORTATION-EXP	13,400	0	13,400	11,265.39	.00	2,134.61	84.1%
01022000 578801 MNTNCE/REPAIR SERV	121,981	0	121,981	96,368.59	6,587.68	19,024.73	84.4%
01022000 578803 MNTNCE/REP-PROGRAM	6,000	0	6,000	5,400.00	600.00	.00	100.0%
01022000 578804 MNTNCE/REP-REFUSE	2,053	0	2,053	1,882.35	.00	170.65	91.7%
01022000 581888 CAPITAL OUTLAY	193,497	0	193,497	153,475.67	31,616.92	8,404.41	95.7%
01022000 589901 RENTALS-ANNUAL REN	11,840	0	11,840	11,948.74	.00	-108.74	100.9%*
01022000 590011 UTILITIES-HEAT	6,151	0	6,151	8,011.70	.00	-1,860.70	130.3%*
01022000 590012 UTILITIES-ELECTRIC	102,979	0	102,979	60,451.22	.00	42,527.78	58.7%
01022000 590013 UTILITIES-WATER	3,008	0	3,008	2,057.01	.00	950.99	68.4%
01022000 590014 UTILITIES-TELEPHON	16,795	0	16,795	14,448.37	.00	2,346.63	86.0%
01022000 590015 UTILITIES-TRAFFIC	8,964	0	8,964	7,258.08	.00	1,705.92	81.0%
TOTAL POLICE	7,389,413	0	7,389,413	7,338,582.81	45,699.30	5,130.89	99.9%
TOTAL PUBLIC SAFETY	7,389,413	0	7,389,413	7,338,582.81	45,699.30	5,130.89	99.9%



GENERAL FUND BALANCE PROJECTION DETAIL FOR YEAR ENDING JUNE 30, 2013					
SUPPLEMENTAL APPROPRIATIONS FROM THE GENERAL FUND AS OF JUNE 7, 2013:					
DATE	AMOUNT	ITEM	REASON	A/C #	
*	7/12/2012	60,000.00	Public Events-Program expenses	Concert funding	01080000-522205
	08/28/12	21,750.00	EMS-Service & Fees	Holdsworth Report	01022600-522202
	2/6/2013	3,752.00	Tax Collector FT Salaries	Rate increase	01012000-501102
	3/4/2013	2,782.00	Tax Collector-OT salaries	Overtime in July	01012000-501105
	3/4/2013	29,297.00	P&Z-Professional Serv	Funds not used in FY12	01014200-522202
	3/4/2013	28,500.00	EMS-Full time	Director	01022600-501101
	4/1/2013	10,000.00	Town clerk-Service & Fees	Cott System	01013600-522204
	4/1/2013	1,201.00	Town clerk-Program Expenses		01013600-522205
	4/1/2013	5,067.00	Building-Salaries-PT	PT Salaries-correct hours	01023200-501102
	TOTAL	162,349.00			
*			Subsequently used \$23,500 for Trumbull Day		
SUPPLEMENTAL APPROPRIATIONS REQUESTING 6//13/2013:					
06-13-03	6/13/2013	5,000.00	Ethics-Professional Services	Independent legal counsel	01010200-522202
06-13-04	6/13/2013	2,277.00	Nurses-Salaries-PT		01060200-501102
06-13-04	6/13/2013	7,383.00	Nurses-Salaries-vacation		01060400-501104
06-13-12	FY 2014	65,000.00	Town Hall-Professionsl Services	THS-As New audit	01013800-522202
		79,660.00			
USE OF FUND BALANCE					
		0.00			
	TOTAL	0.00			
	TOTAL-ALL	242,009.00			
REVENUE OVER (UNDER) BUDGET					
			BUDGET	UNAUDITED	CHANGE
			2012-13	2012-13	
R-1	PROPERTY TAXES		135,401,084	135,600,224	199,140
R-2	EDUCATION PROGRAM GRANTS**		1,054,845	1,323,360	268,515
R-3	EDUCATION GRANTS OTHER		3,845,695	3,845,695	-
R-4	STATE PROGRAM GRANTS		106,410	104,906	(1,504)
R-5	STATE REVENUE OTHER		889,770	998,485	108,715
	TOWN PROGRAM REVENUE				-
R-6	TOWN PERMITS, FEES AND FINES		4,386,029	4,443,752	57,723
R-7	TOWN REVENUE OTHER		350,000	350,000	-
R-8.	INTER FUND TRANSFERS		601,317	601,317	-
	FUND BALANCE		0	0	-
	TOTAL-REVENUES OVER (UNDER) BUDGET		146,635,150	147,267,739	632,589
NOTE: THESE STATEMENTS ARE UNAUDITED AND HAVE BEEN PREPARED FOR MANAGEMENT PURPOSES ONLY					

DRAFT 2– Subject to Modification and Approval

**BOARD OF FINANCE
MINUTES
February 14, 2013**

CALL TO ORDER

Vice Chairman Paul Lavoie called the Board of Finance meeting to order at 7:00 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

Members present and absent as follows:

PRESENT

Paul Lavoie
Andrew Palo
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Vincent DeGennaro, Alternate
Steve Lupien
Tom Tesoro

ABSENT

Elaine Hammers
Dave Rutigliano

Also present: First Selectman Timothy M. Herbst, Maria Pires, Finance Director; James Henderson, Auditor; Joseph Rodriguez, Chairman of the EMS Commission.

Vice Chairman Lavoie indicated that Mrs. LaFrance would be voting for Chairman Hammers and Mrs. Penkoff would be voting for David Rutigliano.

FY/E 2013 SUPPLEMENTAL APPROPRIATION

2-13-02	Jamie Bratt - Director Planning and Zoning	FROM: General Fund	31,297
		TO: Professional Services 01014200-522202	31,297
		Outstanding FY 2013 balance due Planimetrics	

Mrs. LaFrance moved, seconded by Mr. Lupien, to take the Supplemental Appropriation request for Jamie Bratt, Director of Planning and Zoning, out of order on the Agenda.

Vote: 6-0 Motion Passes

Mrs. Bratt indicated that the funds allocated for PO #20121086 should have been allocated over several budget years, and therefore would like to return the balance of the PO to the General Fund and allocate \$29,297 for FY 2013.

Mr. Lupien moved, seconded by Mrs. LaFrance, to transfer \$31,297 from the General Fund to Professional Services 01014200-522202.

Vote: 6-0 Motion Passes

Mr. Palo moved, seconded by Mr. Lupien to change the requested amount from \$31,297 to \$29,297.

Vote: 6-0 Motion Passes

AGENDA ITEM

Vice Chairman Lavoie requested an item be added to the Agenda for the Trumbull Day Commission.

Mrs. LaFrance moved, seconded by Mr. Lupien, to amend the Agenda by adding the following item: To allow the Trumbull Day Commission access to the Public Events/Program Expenses 01080000-522205.

Vote: 6-0 Motion Passes

Mrs. LaFrance moved, seconded by Mrs. Penkoff, to allow The Trumbull Day Commission access to the Public Events/Program Expenses 01080000-522205.

Vote: 6-0 Motion Passes

First Selectman Herbst spoke regarding the reinstatement of Trumbull Day. He indicated that the Trumbull Day account had been consolidated with the Special Events Account. At this time, the Trumbull Day Commission has RFPs out for fireworks and rides for pricing options. Since deposits might be required to fund these RFPs, he is requesting access to these funds on their behalf so they would be able to cover the RFPs.

Mr. Lupien suggested that the funds be moved into the Trumbull Day account from the Special Events Account, less the funds needed for other town events.

Mrs. LaFrance withdrew her motion.

Mr. Lupien moved, seconded by Mrs. LaFrance, to transfer \$33,600 from Public Events/Program Expenses 01080000-522205 to the Trumbull Day account 32110000-430000

Vote: 6-0 Motion Passes

F/Y/E 2013 SUPPLEMENTAL APPROPRIATION

2-13-01	Timothy M. Herbst First Selectman	FROM: General Fund	28,500
		TO: Salaries – Full time 01022600-501101	28,500
		To fund the EMS Director position starting 3/1/2013.	

Mrs. LaFrance moved, seconded by Mrs. Penkoff, to move \$28,500 from the General Fund to Salaries-Full time 01022600-501101.

Vote: 4-1-1 (against: Palo) (abstained: Tesoro) Motion Passes

First Selectman Herbst spoke to the Board of Finance regarding the candidate unanimously selected by the interview committee to serve as the Director of the Emergency Medical Service, indicating that he would like to move forward and needed the requested funding to do so. He went on to indicate that since the Holdsworth Group, hired to perform an audit and evaluate the EMS, found that we lack a clear chain of command it was necessary to hire an EMS Director. He then read into the minutes the letters of recommendation provided by both Chief Kiely and Fire Marshal Murphy, which are attached hereto and made a part hereof these minutes.

First Selectman Herbst then called on Mr. Rodriguez, Chairman of the EMS Commission to speak.

Mr. Rodriguez indicated to the Board of Finance that the candidate chosen by the selection committee was the strongest candidate that he had ever interviewed. He went on to add that the entire selection committee was so impressed with this candidate currently under consideration that there was absolutely no hesitation or discussion as to their first choice. However, they could not agree as a group on a second or third choice. He went on to add that in addition to his experience in a hybrid service such as ours, the candidate also possessed a very strong interpersonal skill set.

Mr. Rodriguez thanked Mrs. Crandall personally for the eight years she has served as the volunteer Chief of Service, as well as the other volunteer work she continues to do in many other capacities. He indicated that Mrs. Crandall also serves as the EMS Administrative Assistant, which is a paid position.

Mr. Rodriguez went on to add that over the years the EMS had been able to function with qualified volunteers being able to cover key positions; however, the time has come to put someone in place as a full-time paid Executive Director of the service.

Mrs. LaFrance questioned the decision to have the individual report directly to both the First Selectman and the Chief of Police. First Selectman Herbst indicated that the position would report to him and would also report to the Chief of Police in the event that EOC is activated.

Mr. Tesoro indicated that the Charter clearly states that supervision of the EMS falls with the Commission, and not the First Selectman. He feels that the person coming in needs to know who to report to and thinks this should be tabled until the next meeting. Once this role has been clarified, he will give them his full support.

First Selectman Herbst indicated that the language in the Charter has carried forward for many years when the EMS was a strictly volunteer organization and not a hybrid model. He also indicated that he does not get actively involved in the Police activities; however, in the event of a serious situation the Chief of Police calls him. When there is a serious problem within the town, the appropriate Commission does not get the phone call, the First Selectman does. All departments are run by individuals who will ultimately report to the First Selectman on a daily basis, not their respective Commissions. He went on to add that he has a problem waiting 30 days when it comes to public safety, since this should have been done sooner.

Mrs. Penkoff agreed with the First Selectman and indicated that the Charter is not written to accommodate this position.

Mr. Palo indicated that he disagrees with the First Selectman when he said that waiting 30 days would be a problem. He went on to add that the EMS is doing a great job and the consultants have confirmed that they would continue to do so. And, they will continue to do so. He asked that the section of the Charter referencing the EMS be read, which Mr. Tesoro did.

Mr. Tesoro indicated there was a need to clarify the role of the Commission and the proposed director of EMS. He went on to add that he wants to hear what the Commission thinks.

First Selectman Herbst indicated that the Commission reviewed the job description and their Chairman sat on the selection panel. If there was any concern on the line of reporting, it would have been addressed by the Commission.

Mrs. Penkoff indicated that all of these issues have already been addressed in the job description. Mr. Palo suggested that we ask the Commissioners since they are all here. Mr. Tesoro did not agree and reiterated that the First Selectman and the Commission should sit and discuss this. He went on to add that no one has given him a reason why this would be a bad idea. Mrs. LaFrance indicated that waiting could possibly jeopardize the safety of the townspeople. Mr. Lupien questioned the wording and asked if it could be changed, since how do you report to two people. The First Selectman assured him that it would be resolved.

Mr. Tesoro moved, seconded by Mr. Palo, to table the item until next month.

Vote: 3-2-1 (against: Palo, Tesoro) (abstained: Lupien) Motion Fails

TOWN TREASURER'S REPORT

Mr. Lavoie indicated that the interest income on a 7 month basis is well within budget.

Mr. Lupien moved, seconded by Mrs. LaFrance, to approve the Treasurer's report as presented by Mr. Lavoie in the absence of Mr. Ponzio.

Vote: 5-0-1 (abstained: Tesoro)

AUDITOR'S REPORT

Mr. Henderson presented his report on the Special Agency Funds with the Recreation Department.

Mrs. Penkoff thanked him for including the details that she requested. She went on to add that she has questions on how the revenues being collected by the department are being used and will address them at the time the Recreation budget is reviewed.

Mr. Lupien moved, seconded by Mrs. Penkoff, to approve the Auditor's report as presented by Mr. Henderson.

Vote: 6-0 Motion Passes

YEAR TO DATE BUDGET TO ACTUAL REPORT

Mrs. Pires indicated that Legal Notices appear to be going over budget in some departments and needs to be reviewed.

Mrs. Penkoff moved, seconded by Mr. Palo, to accept the Budget to Actual Report as presented by Mrs. Pires.

Vote: 6-0 Motion Passes

APPROVAL OF MINUTES – January 9, 2013 and January 10, 2013

Mrs. LaFrance moved, seconded by Mr. Lupien, to approve the minutes of the January 9, 2012 Special Meeting.

Vote: 3-1-2 (against: Tesoro) (abstained: Palo, Lupien) Motion Passes

Mr. indicated that he wanted the record to reflect the he was in attendance not as a Board member at the January 9, 2013 meeting and that he did not consider the meeting to be valid Board of Finance meeting, since he did not receive an Agenda Package prior to the meeting.

First Selectman Herbst indicated that he wanted the record to reflect that the reason the meeting was Noticed was to comply with the Freedom of Information Act because you and I both know, Mr. Palo, if that meeting wasn't properly Noticed, somebody would have complained or informed one of the Board of Finance members that it was not properly Noticed and would have been in FOI violation, that is number one; number two, I want the record to also reflect that this Board was the body that voted to approved the commissioning of the audit. Ultimately, it is your audit. You commissioned the audit, you voted to approve the funding to commission the audit. And that's why the report was made for the Board of Finance. The EMS personnel present at that meeting– there wasn't a quorum of the EMS Commission, I should point out– and we advised the EMS Commission that if they had a quorum there could be FOI issues. That is why it was Noticed; that is why the Board of Finance was sitting up there; ultimately it was your audit that you commissioned; I would like the record to reflect this.

Mr. Palo indicated once again that he did not receive Notice and never receive and Agenda and wanted it noted for the record.

Mrs. LaFrance moved, seconded by Mr. Lupien, to approve the minutes of the January 10, 2012 meeting.

Vote: 5-0-1 (abstained: Lupien)

By unanimous consent the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Phyllis Collier, Board of Finance Clerk

DISCUSSION ITEMS

- Year to Date Budget to Actual Report – Expenditures FY 2013

Mrs. Pires indicated that the overtime accounts are over budget at this time. This has to do with the Storm Nemo; some of the expense will be reimbursed by FEMA; however, we don't know how much. In addition to this, Workman's Compensation may be \$200,000 short. Mrs. Pires indicated that some funds have been received from FEMA, but not for Storm Nemo.

APPROVAL OF MINUTES – February 14, 2013

Mr. Lavoie moved, seconded by Mr. Tesoro, to table the minutes of February 14, 2013 until the April 11, 2013 meeting.

Vote: 6-0-0

By unanimous consent the meeting adjourned at 9:26 p.m.

Respectfully submitted,

Phyllis C. Collier, Board of Finance Clerk

DRAFT – Subject to Modification and Approval

**BOARD OF FINANCE
Minutes
March 14, 2013**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:05 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

PUBLIC COMMENT

Cindy Katske
129 Meadow View Drive

Feels that there was a lack of transparency regarding:

- Decision to separate the sewer related costs from the non-sewer related costs. Wants to know where it is documented.
- WPCA decision to spend a large portion of funds authorized for sewer items on non-sewer items without seeking approval from the Town Council or the Board of Finance.
- Addition of Tighe & Bond costs to the assessment cost of the project when they were initially omitted by the WPCA.

Members present and absent as follows:

PRESENT

Paul Lavoie
Andrew Palo
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Tom Tesoro (arrived @ 7:15 pm)
Vincent DeGennaro, Alternate
Elaine Hammers
Dave Rutigliano

ABSENT

Steve Lupien

Also present: First Selectman Timothy M. Herbst, Maria Pires, Finance Director; James Henderson, Auditor; John Ponzio, Treasurer; John Marsilio, Director of Public Works; Graham Bissett, Building Official; Suzanne Burr Monaco, Town Clerk; Elaine Wang, Chief of Staff; Frank Smeriglio, Town Engineer; Attorney Dennis Kokenos; Karen Egri, Chairman WPCA; Laura Pulie, WPCA; Tim Hampford, WPCA.

Chairman Hammers indicated that Mr. DeGennaro would be voting for Mr. Lupien.

F/Y/E 2013 SUPPLEMENTAL APPROPRIATION

3-13-01	Graham Bissett Building Official	FROM: AVAILABLE FUND BAL	5,067
		TO: #01023200-501102 Salaries-PT	5,067
		Part time Building Inspector was budgeted for 832 hours but should have been 1,014 hours (19.5 hrs. per week)	

Mr. Lavoie moved, seconded by Mr. Rutigliano, to transfer \$5,067 from the Available Fund Balance to account 01023200-501102 Salaries-PT.

Mr. Bissett indicated that the part time position was budgeted for 832 hours; however, it was increased to 1014 hours and the difference not included. These hours are to finish off this year.

Vote: 6-0-0 Motion carries

F/Y/E 2013 SUPPLEMENTAL APPROPRIATION

3-13-02	Suzanne Burr Monaco Town Clerk	FROM: AVAILABLE FUND BAL	11,201
		TO: #01013600-522205 Program Expenses	1,201
		TO: #01013600-522204 Services and fees-contr	10,000
		For Muni Code updates not anticipated and Cott System audits	

Mr. Lavoie moved, seconded by Mr. Tesoro, to move \$11,201 from the Available Fund Balance to #01013600-522205 Program Expenses \$1,201 and # 01013600-522204 Services and fees-contr \$10,000.

Mrs. Burr Monaco indicated that COTT is a records management system. Their billing system has changed, so we are now being billed monthly, and we currently owe 18 months, since they billed on an annual basis. In addition, we usually have only 1-2 Muni Code updates per year and this year we had 4.

Vote: 6-0-0 Motion carries

F/Y/E 2013 TRANSFER

3-13-03	Suzanne Burr Monaco Town Clerk	FROM: #01013600-534402 Program Supplies	455
		#01013600-545501 Legal Notices	2,000
		#01013600-556601 Prof Seminars	300
		#01013600-578803 Maintenance/Rep Program	200
		TO: #01013600-522205 Program Expenses	2,955
		For shortage in the account due to Muni Code updates #27-#30 not anticipated	

Mr. Lavoie moved, seconded by Mr. Tesoro, to move \$455 from #01013600-534402–Program Supplies; \$2,000 from #01013600-545501–Legal Notices; \$300 from #01013600-556601–Prof Seminars; \$200 from #01013600-578803–Maintenance/Rep Program to #01013600-522205–Program Expenses.

Mrs. Burr Monaco indicated that they send us 70 copies that we distribute so books can be updated. In addition, the Municipal Code is also posted to our web site.

Vote: 6-0-0 Motion carries

F/Y/E 2013 TRANSFER

3-13-04	Elaine Wang Chief of Staff	FROM: #01013800-511160 Contingency	1,288
		TO: #01012600-501101 Technology-Salaries-FT	1,288
		To upgrade IT Director	

Mr. Lavoie moved, seconded by Mr. Tesoro, to move \$1,288 from #01013800-511160–Contingency to #01012600-50110–Technology-Salaries-FT

Mrs. Wang indicated that there was a change in the job description and now will be paid from one account, not 2; a portion was coming from Emergency Management.

Vote: 6-0-0 Motion carries

F/Y/E 2013 TRANSFER

3-13-05	Maria Pires Finance Director	FROM: #01011000-501101 Finance-Salaries-FT	6,800
		TO: #01011000-522202 Finance-Service & Fees Professional	6,800
		Professional services required for the budget process due to Accounting Manager's vacancy	

Mr. Lavoie moved, seconded by Mr. Palo, to move \$6,800 from #01011000-501101-Finance-Salaries-FT to #01012600-50110–Technology-Salaries-FT

Mrs. Pires indicated that due to a vacancy in the department, part time assistance was required to assist with the preparation of the budget.

Vote: 6-0-0 Motion carries

Town Treasurer's Report – John Ponzio

Mr. Ponzio presented his report:

- We are on target for the YTD budget.
- We received 3.5 million towards the THS renovations. That brings us to 10 million over the last 6 months.
- The Feds indicated that they will continue to hold rates low through 2015, which will influence budgeting for next year.
- We are at 12% right now with government backed securities; we are currently earning 2-3%.
- Pension Fund balance is currently in excess of \$22 million as of February 15, which represents an increase of \$1.5 million since December 31.

- During the 4th quarter, we had over \$263,000 positive cash flow in our Pension Fund. The Pension Board is not recommending any changes at this time.
- The First Selectman recommended that the town pension be funded at its ARC -- actuarially recommended contribution of \$4,576,000; an increase of \$800,000 for the next fiscal year.
- We may want to look at funding the Police Pension next.
- Benefit will come when we let the bond rating agencies know we have met our ARC and we are serious about correcting the problem.
- We made \$2.5 million in bond payments this month.
- Town pension is funded at 27% and the Police are funded at 56%.

Internal Auditor's Report – Jim Henderson

Mr. Henderson presented his report:

- He will have the Special Funds Audit completed by the end of the month for next month.
- Blum Shapiro wants us to close all agency funds that we do not use; asking us to close as many as we can.
- In connection with the Time and Attendance Audit, he has been reviewing time sheets, and it all depends on the accuracy of the input person. There are addition mistakes, transpositions and wrong code errors.
- Audit Plan for next fiscal year: Remaining projects from this year will be rolled forward and can vote on final plan in June.

The Chair asked Mr. Henderson to submit the status on the outstanding items and e-mail to the Board of Finance members.

Mr. Palo asked if the managers are signing off on the time sheets. Mr. Henderson indicated that they are, but there are still errors; they should be proofed before they input and he has been assisting with the timesheets. The Chair asked if we are looking into an automated system, and if not, was it a question of money. Mrs. Pires indicated that we are looking into it; however, we have not been able to automate the system since it needs to be integrated with Munis or we will be duplicating efforts.

Meeting recessed at 7:35 pm and reconvened at 7:45 pm

WPCA – North Nichols Sewer Project – First Selectman Timothy Herbst;
John Marsilio, Director of Public Works; Frank Smeriglio, Town Engineer

First Selectman Timothy M. Herbst spoke regarding the **North Nichols Sewer Project**, introducing members of the W/PCA—Chairman Karen Egri, Laura Prulile and Tim Hampford—as well as employees John Marsilio, Director of Public Works and Frank Smeriglio, Town Engineer; Attorney Dennis Kokenos.

He wants everyone to:

- Understand what is going on with this project.
- Become fully aware of all issues and history before and after.
- Be aware of the costs associated with the project and previous project.

The Contract IV project began in 2009 in North Nichols by soliciting bids, which almost immediately followed the Contract III project. The Contract III project affected 735 homes in the Jog Hill area whereas the Contract IV project affects 960 homes in the North Nichols area.

In the spring of 2009 when Contact III project was complete, several residents attended town meetings and expressed concerns over the assessments and quality control issues, since there road that were cracking and sinking. The assessments were not set in 2009, and at the same time Contract IV was bid and was set into motion in the fall of 2009. The members of the WPCA that First Selectman Herbst appointed were required to come into a situation where they had to set assessments for a project not under their supervision and assume control of a project where they and not been previously involved in the planning.

First Selectman Herbst indicated that he wanted to discuss what constitutes a sewer cost and what constitutes a capital cost and which costs should be borne by the rate payer and which should be borne by the town.

First Selectman Herbst went on to discuss that he has heard the roads paved under Contract IV are inconsistent with the previous sewer practices. He indicated that the town's position is that we should pave once, pave it correctly, and thereby ensure that it will have a 25 year useful life.

The power point presentation illustrated the difference in quality control with Contract III and Contract IV

- Coral Drive – depicts a storm drain that has been paved over.
- Country Club Road - area has significant sinking and road is less than 5 years old.
- Heatherfield Drive – road is not yet 5 years old and looks as if it has passed its 25 year useful life
- Daniels Farm Road – heavily traveled by residents and has 3 schools on it; it has considerable sinking and settlement.
- Shelton Road, contract IV – this articulates the difference from Contract III; curbs have been rehabilitated and there are new storm drains and catch basins, ensuring the road will have a 25 year life consistent with the paving practices that we have used when we have paved roads through the operating budget, complete reclamation of the roads with the use of proper compaction to keep roads from settling.
- Booth Hill Road - complete reclamation and curb rehabilitation; you can clearly see the difference in the quality of the paving.
- Both Contract III and Contract IV were the largest sewer expansion projects that the town has ever undertaken--735 homes in the Jog Hill area and 960 homes in the North Nichols area.
- Do you want to repeat the same mistakes of the past or do you want to make sure when you pave these roads that they have a 25 year useful life so you can address some of the other capital needs of the town.
- Stonehouse Road was paved as in the past and now needs to be redone at the tax payers' expense once again.

Mr. Smeriglio, Town Engineer and Sewer Administrator spoke on the following:

- Currently 99% of the sewer mains have been installed
- We started to restore some of the easement areas that were completed last year
- In the spring, we need to evaluate all of the storm drainage and roadways
- We paved the main roadways this year: Shelton Road, Huntington Turnpike, and Booth Hill Road.
- When evaluating roads, there are 3 different solutions :
 - Remove 2" of asphalt and install new asphalt (Huntington Turnpike)
 - Reclaim the road by grinding asphalt and process and then grade the road to match the finished portion. (Booth Hill Road)
 - If completely destroyed, dig out the asphalt along with 8" underneath to remove all the material and bring in another 8" of process and then 3-5 inches of asphalt. (Shelton Road)
- We also need to evaluate the drainage and recommend upgrades or replacements. You can't upgrade all of them but you have to at least look at them and make recommendations.
- The biggest hurdle is the roadwork and you can't use just one solution for the roads or you will have a problem in 5-6 years.

Table 1—(See Attachment 1, attached hereto and made a part hereof)

- This is a snap-shot of where we stand as of 2/26/2012.
- Column 1 – Total Anticipated costs \$36,981,678, recommendation he has made --includes sewer work, drainage upgrades
- Column 2 – Total paid as of 12/31/2013—\$29,566,364
- Column 3 – Unpaid retainage – funds we hold back on a contractor
- Column 4 – Anticipated remaining unpaid balance —\$7,475,314
- Column 5 & 6 – WPCA portion and Town portion of costs

You must separate sewer and street upgrades that are unrelated to the sewer project. You must also consider what constitutes a property benefit for residents.

First Selectman Herbst addressed the following:

Under what authority does the WPCA have to in their judgment segregate the sewer costs from capital costs?

He asked that Sec. 7-249 of the Connecticut General Statute, which discusses the Assessment of Benefits, be made a part of the record. (See Attachment 2, attached hereto and made a part hereof). He read into the record:

“At any time after a municipality, by its water pollution control authority, has acquired or constructed, a sewerage system or portion thereof, the water pollution control authority may levy benefit assessments upon the lands and buildings in the municipality which, in its judgment, are especially benefited thereby, whether they abut the sewerage system or not ...”

The First Selectman went on to point out that the statute by these words "At any time after a municipality, by its water pollution control authority" does not separate the municipality from its water pollution control authority, but rather it can be interpreted as the WPCA acts on behalf of the municipality.

He went on to add that the statute is very clear when it says "may levy benefit assessments upon lands and buildings in the municipality which, in its judgment...". That language is very clear. It provides the WPCA, and only the WPCA, with the statutory authority to determine what is a proper assessment based upon the sewer benefit being provided to the homeowner.

Selectman Herbst indicated that when we talk about transparency, and honoring statutory obligations and following the letter of the law, and despite the fact that the statutes are very clear as to the WPCA's discretion, a legal opinion from our Bond Counsel, Attorney Joseph Fasi, which provided further clarification, was sought before the WPCA set any assessments

He asked that the letter from Attorney Joseph Fasi, Bond Counsel for the Town of Trumbull, dated October 16, 2012, be made a part of the record. He then read the entire letter into the record. (See Attachment 3, attached hereto and made a part hereof).

The First Selectman then went on to explain that every sewer project from the inception of the installation of sanitary sewers in the town of Trumbull was financed by the Town of Trumbull through General Obligation Bonds that required the approval of the Board of Finance and the Town Council.

The WPCA cannot borrow money on its own and then determine how to pay it back. They use the full faith and credit of the Town as a municipal corporation to borrow the money and they in turn by their statutory authority determine how much revenue they are going to collect to pay for the sewer benefit to offset the cost incurred by the municipality in borrowing the money and approving the Bond Resolutions.

Therefore, when people ask "where is the authority derived", it is codified in the Connecticut General Statutes and if there was any question about it, despite that statutory authority, the Board and the Town Council with that authority when they approved the General Obligation Bonds.

First Selectman Herbst then entered into the record a copy of the August 13, 2009 Board of Finance Minutes (See Attachment 4, attached hereto and made a part hereof).

He went on to note that the Board met on August 13, 2009 to act on the bond resolution and bond counsel was present. On page 2 of those minutes, there was a very brief discussion regarding the initial bond authorization for Contract IV. As indicated in the minutes that were approved by the Board of Finance, Mr. Crooks who was on the Board at the time asked a series of questions as they related to the bid because there were concerns raised with the previous bid on Contract III. That project was initially bid at \$15,000,000 on Contract III and concluded at \$21,000,000. The First Selectman noted that there is a pattern of cost over runs with these projects. After the questions were answered the Board of Finance then approved the bond resolution.

First Selectman Herbst then entered into the record a copy of the September 9, 2009 Town Council Minutes (See Attachment 5, attached hereto and made a part hereof).

He went on to note that the Town Council met September 9, 2009. At that meeting, Resolution TC22-222 was presented and the Town Council approved an additional \$25,540,000 for the completion of the Contract IV project. In addition, they also voted to make this emergency legislation, which expedited the approval which in turn expedited the construction.

First Selectman Herbst indicated that he was entering this on the record so that when people question – *What authority the WPCA had to act on this* – it is significant to point out that a previous WPCA brought this request for a Bond resolution forward and there were bodies of the Town that acted on it.

At the time, there was no discussion in the minutes about contract documents or design specifications, or whether or not there was oversight on the project adequate to address the problems that had already been identified in Contract III.

This was all finalized in the meeting of September 9, 2009; shortly thereafter, newly appointed members of the WPCA had to step-in and assume their roles in the largest capital project involving the expansion of sewers on a contract that they did not have a role in drafting, did not help review or implement and put on the street, and did not have the opportunity to review the dig documents and assess the design documents for to see if the problems connected with Contract III were addressed in Contract IV.

This is why there are so many questions being raised about what can be extracted as capital costs benefitting the entire town and sewer costs paid for through an assessment.

First Selectman Herbst entered into the minutes a letter dated March 13, 2013 from Frank Smeriglio, PE -Town Engineer regarding the Stonehouse Road Project as an example of what should be included. (See Attachment 6, attached hereto and made a part hereof).

Mr. Smeriglio indicated that in 1993, 1999 and 2003 three sewer projects occurred on Stonehouse Road as part of larger projects. The cost to install sanitary sewers was \$927,000 and included asphalt in the sanitary sewer trench and asphalt overlay over the entire road. In 2011, the Town implemented a roadway reconstruction project on Stonehouse Road, due to infrastructure deficiencies. The project included sanitary sewer repairs, storm drainage repairs and full depth roadway reclamation/paving. The cost for the sanitary sewer improvement was \$300,000 and for storm and roadway improvements \$1,100,000.

First Selectman Herbst indicated that this was germane to the discussion because as a matter of policy we are committed to the principal that if we pave a road we should pave it once, pave it correctly, and thereby ensure that it will have a 25 year useful life.

This is why the taxpayers of Trumbull were required to pay for the paving of Stonehouse Road twice. Under the 75% / 25% formula, which has never been made part of any municipal ordinance and is considered an unwritten rule, the taxpayers covered 25% of the \$927,000 and 100% of the \$1,100,000 incurred 10 years later.

With respect to Contract III, we are currently involved in litigation with the contractor and if we do not prevail or get the \$9 million should we reassess the residents of Jog Hill and give them a second assessment to fix the roads in Contract III or should this expense be borne by the entire town?

First Selectman Herbst indicated that there are currently 5 members on the WPCA. Mr. Palo asked if the town side \$10.7 million was approved by the Board of Finance or the Town Council.

First Selectman Herbst indicated that the bond funding was approved by the Board of Finance and the Town Council. You need to approve the bond resolution before you can to out to bid; the funding must be in place. He went on to add that this will not happen again since the Charter has been changed. Now, if a capital project is in excess of \$15,000,000 it must go before the people.

Mr. Lavoie asked how long will the litigation for Contract III will take. First Selectman Herbst indicated that we are trying to work within the legal system to see if the Town can be made whole and get the defects fixed. If there is no settlement we will then have to decide how we will pay for this.

Mr. Lavoie asked why we went ahead with Contract IV using the same contractor as Contract III based on all the problems we were having with the Contract III work. First Selectman Herbst indicated that the first thing he did when he took office in 2009 was to have the attorneys review Contract IV. There was no way to break the contract without exposing the town to damages and breach of contract and the costs that would be associated with that.

The town already knew that there were problems with Contact III. The Jog Hill Road residents were complaining and were very dissatisfied with the work and assessments; however, despite the complaints and problems, the decision makers at the time decided to proceed with the same design team, the same contractor and same level of oversight. So, we needed to make a decision, since it was too late to back out of Contract IV. Either we repeat what happened in Contract III or make the necessary changes to insure that the same problems would not occur on Contract IV. Therefore, we commissioned a forensic audit on Contract III and the following was determined:

- We did not have the proper oversight.
- Contracts were not properly designed or bid.
- As a result of the above-mentioned, there were a lot of change orders and cost overruns.

Therefore, based upon the results and recommendations of the audit, and the observations of the Public Works Director and the new WPCA, it was determined that a project of over \$30 million needed the same type of quality of oversight as the project of \$66 million at 72 Strobel Road–Trumbull High School–and that is why we brought in Tighe and Bond.

Mr. Tesoro addressed the following WPCA members who were present: Mrs. Egri, Chairman, Mrs. Pulie, and Mr. Hampford. He asked if they were aware that the bonded resolution was \$34 million, and if so, how could they spend an additional \$2.5 million without coming back to the Board for authorization. He asked for an explanation as to why they did not come back to the Board of Finance.

Mr. Hampford indicated that when they came onto the project they looked at what needed to be done and realized that additional road work was going to be needed on Contract III and IV. Mr. Marsilio and the First Selectman came up with a plan to address that. The discussion was let's do it right and let's do it together.

Mr. Hampford added that his concern was that we were not going to put in a dime more than we told the folks on the assessments. In my mind the money was coming from the town. Frankly, I was worried about the WPCA budget and wanted to stick to what we told the folks. Mr. Marsilio came up with a sound plan that made sense on how to use the money; we knew the town was going to put in some money and I look at it as we are spending the money.

Mr. Tesoro went on to add that he does not believe that any Board or Commission has the authority to spend money without coming to the Board of Finance or the Town Council. Mr. Hampford indicated that the WPCA is an Enterprise Fund and operates under a different set of rules. Mr. Tesoro indicated that his issue is that they have gone over budget and now you are going to come back to us after the fact and ask us to fund it. We have the authority to refuse to pay it, but realistically do we have that choice? If so, what are we are going to tell you – to do a lousy job – not to do it – to do it correctly.

The Chair asked if all the funds have been expended and was told no. She is looking at \$36 million of which \$34 million the Board has already approved. So the WPCA has not exceeded the approved amount yet. They are telling us that this is what we need and we are going to have to come back to us. This isn't the first time that something has gone over budget.

Once again, Mr. Tesoro indicated that they should have come to us when they knew they were going to need the additional funds. By doing it this way, we have no choice in the matter.

Mr. Marsilio indicated that this was a moving target; the original bond was for \$27 million and we came back and asked for an increase to \$30 million when we got into the project and realized we needed oversight. Then we found all the sins; we had to fix the chimney for \$1.5 million and then we found a problem with Shelton Road and we came back for \$34.5 million. So now here we are with accumulated costs; currently we have \$1 million in extras that we are negotiating; we are giving you our best estimate of what this project is going to be and hopefully it won't be this high. We are probably going to ask you to go up to the \$2.5 million. This project had an amalgamation of problems; this was the first project in the Town of Trumbull that had proper permits from the Army Corps of Engineers that cost nearly \$100,000. As we knew about the expenses the WPCA came back to the Board each time. We have not yet spent the \$2.5 million.

Mr. Tesoro indicated that the original concept of sewers came about when the septic systems in town began to leach into the water supply. So they came up with a plan and because all citizens would benefit from clean water the town came up with the 75/25 system.

He went on to add that when you make a large change, the Board of Finance should have been advised. You had an obligation to advise us once you had the knowledge that there was going to be such a large material change.

Mr. Marsilio asked what he should advise him of if the project is finished at \$34 million. Mr. Tesoro indicated that the 75/25 should then be changed to reflect this.

Mr. Marsilio went on to add that when he made the decision to assume the project, the paving line item changed by \$1.8 million in savings, which is very close to the \$2.5 million. He indicated that he imposed this overage on the WPCA.

Mr. Tesoro went on to indicate that the residents should have been made aware once this decision was made.

The Chair indicated that we pay the bond at 25/75 and that at some point we did not actually pay 25%. That is because we provided in-kind services. It was finally formalized and the bond debt was split in the budget. The in-kind services were charged back to the project and then the 25/75 was applied.

The Chair then pointed out that all of this was done without coming back to the Board of Finance. The point is, she stated, that policy changes do not always come back to the Board of Finance. She went on to add that she does not feel that the WPCA overspent their budget yet; however, they will have to come back to the Board of Finance if they have a projection that it will exceed their budget.

The Chair continued that it would have been nice if they had clarified to us the policy was changing and why. If we are going to do a road for the benefit of everyone it isn't fair to charge those who are having the sewers put in.

Mrs. Penkoff indicated that she cannot believe Contract IV was approved given the mess with Contract III. She does not believe that they are over budget as yet and that they will have to come back to the Board. Mrs. Penkoff added that she believes that roads benefit everyone and is agreement with the policy change. She also asked if Tighe and Bond is included in the bonding or was approved separately. Mr. Marsilio indicated that it is in the bonding.

Mr. Marsilio went on to add that the overage is comprised of a multitude of items. This project from the very beginning was never a \$27 million project, and yet it was accepted and it went forward. In his 5 year Cap X plan that has been approved, you will see all the roads in Contract IV and he is asking for enough bonding authorization for all of the roads to be funded. He knows that he won't need bonding for all of the roads, that a portion of it will still be a part of the initial funding. He can't tell us what portion is going to be over and above the \$34 million.

Attorney Kokenos indicated that he needed to clarify the 25/75, by reading from the statute. A follow-up question to the ***What authority the WPCA had to act on this is What obligation does this statute incur on these people*** because it also restricts their ability for what they can get regardless of what the Board of Finance or the Town Council says, since they can only do and assess a certain way and the revenue from the assessment can only be used for construction of a sewer system. They have an obligation to make sure that all of the costs that are going toward the assessment are only for the construction of the sewer system.

This is not just a sewer project and it is important to know that the statute imposes restrictions. If you spend 50% on the sewers and 50% on the road, then the split is 50/50.

The Chair indicated that the sewers and road work were split 50-50; when the town goes to pay the bond and the cost of that sewer, we split it 75% to the people getting the sewer and 25% to the general obligation bond.

Mr. Tesoro indicated that based upon what Attorney Kokenos said, the WPCA can do whatever it pleases, as long as they follow the rules. Attorney Kokenos indicated that this was incorrect.

First Selectman Herbst indicated that he previously referenced statute 7-249 and he would like to reference another part, and read the following into the record:

“Revenue from the assessment of benefits shall be used solely for the acquisition or construction of the sewerage system providing such benefits or for the payment of principal of and interest on bonds or notes issued to finance such acquisition or construction. No assessment shall be made against any property in excess of the special benefit to accrue to such property.”

The First Selectman paraphrased Mr. Tesoro's concern, as follows:

“The WPCA went ahead and completed a sewer project and made a decision to pave roads in conjunction with that sewer project and in your opinion exceeded their authority because the funding was not in place.” Mr. Tesoro indicated that is correct, up to the last part.

The First Selectman then continued: “The WPCA should have come back to the Board of Finance and told them it was going to cost \$36,000,000 instead of \$34,000,000 or given the Board of Finance a “guestimate” before they made the decision to do that. Mr. Tesoro replied, “That’s part 1 of 2, yes, but I will let you finish.”

First Selectman Herbst continued, indicating that this is where they disagree, because his reading of that statute tells him that they have already come to Board of Finance and asked then for the money that directly relates to the installation and construction of the sanitary sewer. He went on to add that when you say to the WPCA that they should come back to the Board of Finance to get authority for the additional road repaving, his position is that under the statute that is not their job; that is Frank's job. And they are coming back to Board of Finance, with the Capital Plan, and telling them that the roads are in the Capital Plan. The roads are not their responsibility and, to a point that Commissioner Hampford just made, this 25/75 unwritten rule emanated many years ago when the projects were much smaller and it was easier to determine those costs.

Mr. Tesoro indicated that we were handed this and we had no choice in this matter, no logical sensible choice. The Chair then asked if that option would have changed if they had asked us 6 or 8 months ago, if it was logical and the thing we would need to do in order to do the roads the right way, to do this. Mr. Tesoro indicated that it was the process; that the representatives of the people should have had the chance to speak with us.

The Chair indicated that the Board of Finance needs to set-up regular updates with the WPCA, and First Selectman Herbst indicated that the scope of any projects will be held to \$15,000,000 or less.

DRAFT 2– Subject to Modification and Approval

**BOARD OF FINANCE AND TOWN COUNCIL JOINT MEETING
BOARD OF FINANCE MINUTES**

**Town Council Minutes filed separately
April 11, 2013**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:05 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

PUBLIC COMMENT

Chief Kiely spoke regarding the purchase of vehicles. He indicated that he had been leaning toward the Chevy Caprice. The difference between the Caprice and the Ford Utility is \$3000, not \$1000 as originally thought, and he wants to go with the Ford instead of the Caprice, which is less expensive. In addition, it is 20% more fuel efficient.

ATTENDANCE

Board of Finance members:

PRESENT

Paul Lavoie
Andrew Palo
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Tom Tesoro
Vincent DeGennaro, Alternate
Elaine Hammers
Dave Rutigliano

ABSENT

Steve Lupien

Town Council members:

PRESENT

Suzanne S. Testani
Ann Marie Evangelista
Jane Deyoe
Tony J. Scinto
Debra A. Lamberti
Thomas Whitmoyer
John A. DeVecchio, Jr.
Vicki Tesoro
Kristy Waizenegger
Martha A. Jankovic-Mark
Michael J. London
Fred Palmieri, Jr.
Carl A. Massaro, Jr.
James F. Meisner
Mark LeClair
Jeffrey Donofrio
Chadwick Ciocci
Gregg Basbagill

ABSENT

David R. Pia
Jeff S. Jenkins
Thomas Whitmoyer
James Blose

Also present: First Selectman Timothy M. Herbst, Maria Pires, Finance Director; John Ponzio, Treasurer; Ralph Iassogna, Superintendent of Schools; Al Barbarotta, BOE Plant Coordinator; John Marsilio, Public Works Director; Attorney Joseph Fasi, Bond Counsel; Gary Cialfi, Assistant Superintendent of Schools; Shawn O'Keefe Business Manager; Deborah Herbst, Board of Education; Loretta Chory, Board of Education; Michael Herbst, THS Athletic Director; Steve Kennedy, BOE Facilities Director; Jeff Hackett, BOE Technology Director.

Chairman Hammers indicated that Mr. DeGennaro would be voting for Mr. Lupien in his absence.

TOWN TREASURER'S REPORT – John Ponzio

Mr. Ponzio presented his report:

- Cash balances are lower than last month, since this is a slower time for collections.
- Cash flow is good.
- Returns are not as high as we would like, since the Feds are keeping the rates artificially low; however, we are on target for the YTD budget.
- Invested excess balance of cash in Janney Funds of \$330,000 into Freddie Mac mortgage backed securities at 1.65% for about 4 years duration.
- Fourth quarter pension payment of \$880,000 for the Town, for a total of \$3.7 million for the year, which is the closest to the ARC as it has ever been. We also funded \$400,000 for the Police Pension, a total of \$1.6 million for the year.
- Pension Board does not meet again in May; however, our interests are doing well at the present interest rates; currently, there is \$22 million in the fund, a considerable increase since 2009.

F/Y/E 2013 SUPPLEMENTAL APPROPRIATION

4-13-01	Jean Ferreira Senior Center Director	FROM: General Fund	\$ 3,420
		TO: 01050600-581888 Capital Outlay	\$ 3,420
		To finance town portion of new bus purchase, net of grant funding, over 5 years. Cost inadvertently left out of budget.	

Mr. Lavoie moved, seconded by Mr. Rutigliano, to appropriate \$3,420 from the General Fund to account 01050600-581888 Capital Outlay to finance the town portion of new bus purchase, net of grant funding, over 5 years. Cost inadvertently left out of budget.

Mrs. Pires indicated that the State had given us a grant of \$40,000 leaving a balance due of \$17,100 to be funded over 5 years. This request of \$3,420 is for one year. It was left out of budget, since we were not aware of the grant funding and we might lose grant money if we wait until July.

Mr. Tesoro asked that Mrs. Pires update him at the next meeting with the number of supplemental requests made this year, since he has lost track.

Vote: 6-0 motion carries

F/Y/E 2013 TRANSFER

04-13-02	Joseph Laucella Director of EMS	FROM: 01022600-501102 Part time salaries	\$ 105,000
		TO: 01022600-522202 Professional Fees	\$ 105,000
		Transfer funds from part time positions to professional fees for outsourcing EMT staffing	

Mr. Lavoie moved, seconded by Mr. Tesoro, to transfer \$105,000 from account 01022600-501102 Part-time salaries to account 01022600-522202 Professional Fees for outsourcing EMT staffing.

Vote: 6-0

Mr. Laucella indicated that they are currently understaffed in a couple of areas and need to add more hours to the schedule. Last month alone we passed over 20% of our call to other services. Since we are so close to July, and we do not want to continue to miss calls due to an increase in our volume, he brought in a temporary staffing company for 90 days. He is not sure if they going to continue to use a staffing company or if they will continue to hire their own personnel. At this time, he is going out with an RFP to look at a future staffing agency.

Mr. Tesoro asked if the fee is included in the rate. Mr. Laucella indicated that the fee is a flat rate to the agency. He also indicated that this would in fact pay for itself since we would be able to pick up the calls that we are currently passing to other services.

Mr. Tesoro asked that going forward a background of vendors be provided. Mr. Palo asked if this is in addition to existing staff. Mr. Laucella indicated that they are down 2 regular staff and need temporary help to assist.

Mr. Tesoro asked if the most recent revenue projections will be available when we set the mill rate; Mr. Laucella indicated that he will need at least 3 months to properly evaluate.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to take item 4-13-06 out of order.

Vote: 6-0

F/Y/E 2013 TRANSFER

04-13-06	Maria Pires Finance Director	FROM: 01-315400 FB Committed for Sect 10-248a	\$ 874,000
		TO: 06120100-581888-S0600 BOE-Projects Sect 10-248a	\$ 874,000
		Transfer unexpended funds FY 2011-2012 BOE surplus per Section 10-248a of the General Statutes of Connecticut	

Mr. Lavoie moved, seconded by Mr. Tesoro, to transfer \$874,000 from account 01-315400 FB Committed for Sect 10-248a to 06120100-581888-S0600 BOE-Projects Sect 10-248a, for the unexpended funds FY 2011-2012 BOE surplus per Section 10-248a of the General Statutes of Connecticut.

Vote: 6-0

Mrs. Pires indicated that an outside audit confirmed the surplus of \$874,000. In addition, the auditors were very specific that we set-up a Capital Project Fund account that would carry forward, so the 06120100 account was set-up and the funds moved into that account to be used for the purpose intended.

Vote: 6-0 motion carries

The Board of Finance moved into joint session with the Town Council, as follows:

DISCUSSION ITEM

Snow removal – Board of Education

First Selectman Timothy Herbst spoke to the joint session regarding the snow removal efforts during 2011 and 2013. He indicated that in the last 2.5 years, we experienced 5 FEMA, which is unprecedented. In addition, we learned that the requirements of FEMA for emergency clean-up reimbursement are very detailed and labor intense.

In early March, while working with Public Works and the Finance Department to prepare a cost summary for Storm Nemo-2013, he was briefed by our attorney that there was a pending mediation with Judge Freedman regarding 2011 storm costs. In reviewing these costs, there were areas of concern:

- Cost to clean the entire Town of Trumbull, which included police and public works overtime and equipment costs vs. Cost incurred by the Board of Education.

They determined that between 2011 and 2013 the Town spent \$300,000- \$375,000 and the Board of Education spent over \$900,000 – \$750,000 in 2011 and \$163,000 in 2013. We are trying to drill-down to more specific numbers on these items for our meeting with Judge Freedman, as well as our insurance company, so we can properly defend these costs, and because we have a moral legal and ethical obligation to let the Board of Finance and the Town Council know what is being done to justify these costs and to answer your questions. A further breakdown was provided, at the request of Mrs. Penkoff:

- 2013 Board of Education \$163,000 – majority to clean roofs of schools
- 2013 Town \$158,000 – every road in town; includes overtime and equipment costs
- 2011 Board of Education \$750,000 – contracted out
- 2011 Town \$300-350,000 – town employees able to handle

The First Selectman indicated that the Board of Education paid an average of \$65 per hour in 2011 and \$55 per hour in 2013.

Mr. Iassogna indicated that 11 schools could not be opened until the roof load was lessened, along with constraints imposed under state statute regarding the length of the school year and contractual problems with teachers. In times of crisis, you are at the beck and call of the service people and the going rate, which at that time was \$55-65 / per hour. He indicated that going forward they will have an open-ended bid in place coordinated by Al Barbarotta the BOE Plant Coordinator.

Mr. Kennedy, BOE Facilities Director indicated that you can't compare shoveling with plowing, since it is more labor intense to shovel and you cannot put a plow on the roof. They would prefer not to have people on the roof; however, with all the attention being given to roofs collapsing, they have to shovel the

snow in order to reduce the load. We have added snow guards to the roofs, to keep snow from sliding, and we are looking to make additional changes to alleviate this problem. We will need to hire an engineer to assist with making those decisions.

Mr. Iassogna indicated that they were initially told to get local vendors and to check with the National Guard for assistance. There were no vendors available, and the Guard could not assist, so we did what was necessary.

Mr. Kennedy indicated that when John Barbarotta started contacting people he was quoted \$35 - \$75 an hour; roofing companies wanted upwards of \$125 per hour, so we capped our rate at \$55 per hour. Since the load bearing capacity rate on the roofs is about 12", and there was another storm on the way, they needed to bring it down to 6", and therefore did what they had to do to insure the integrity of the roofs.

First Selectman Herbst added that in 2011 there was more of a demand for help. Since we took more of a hit than Newtown, there were able to assist us with mutual aid on the town side. Mr. Marsilio indicated that he also needed to outsource one truck during 2011.

Mrs. Penkoff indicated that with regard to the time constraints mentioned, we still had April vacation to use and there other days available at the end of the year. In addition, since our charter has a \$10,000 threshold for contracts why didn't we get a signed bid waiver for amount over? Had these contractors done work for us in the past? What are their qualifications and what did we get for insurance verification.

Mr. Iassogna indicated the following:

- He takes full responsibility for not doing a Bid Waiver. It was a case of just get it done any way you can.
- There are many monetary logistical problems going into the April vacation or at the end of the year. People have vacations planned for April; and at the end of the year it can jeopardize going into the next school year on July 1, causing a double payment with some staff and teachers. It was a board decision not to cancel April vacation.
- The contractors were all qualified, screened by John Barbarotta, and worked for us in 2011. We have no proof which contractors damaged the roof in 2011. Mr. Kennedy indicated that we used the same contractors in 2011, and given the conditions in 2011, we cannot hold them negligent for the roof damage. The roof is white, made of plastic, and extremely slippery and you had individuals shoveling in the dark. If you want proof, they didn't damage the roofs in 2013.
- All the detailed information needed for FEMA is now being coordinated by Mr. O'Keefe and being forwarded to Attorney Dennis Kokenos.

Mr. Al Barbarotta indicated that there were several hundred people over that period of time, and they were working on all of the school roofs doing something they had never done before. Mr. Barbarotta indicated that since he had never done this he reached out in different directions making sure that anyone we considered using could provide workman's compensation and insurance and individuals that had worked for them for a long period of time. In addition, getting down to 6" given the layers of ice and snow was very difficult. In 2013, we only needed to get down within 15". It seemed logical to use the same contractors, since they were experienced, and they completed the job the second time in 1/3 of the time.

Mrs. Penkoff indicated that the Board of Finance represents 6,000 households and they want these questions answered; this is not a personal affront.

Mr. Al Barbarotta indicated that he is now putting together a bid to see if we can get a fixed rate from people that can provide us with that type of labor at a rate better than \$55 per hour. We are asking them to commit to a storm that we don't know is coming, at an hourly rate, and guarantee us a labor force of 100 at the drop of a hat. We reached out to at least 20 companies that we have used previously and we need to see what comes back.

First Selectman Herbst indicated that if you do not have an RFP in place, you are subject to price gauging during emergencies. An RFP needs to be put out there before an emergency. We currently have an invoice for 912 hours for 2 days at Frenchtown, indicating that additional man hours were needed due to the shape and configuration of the roof. We are looking to recoup these funds from FEMA and our insurance company. In addition, he added that if we can actually determine who damaged the roofs we will also go after them.

Mr. Lavoie indicated that a series of decisions was made in the middle of an emergency, which may not have been in the best interests of the tax payers.

He went on to add that we can continue to discuss and justify what was done; however, what did we learn from going through this and what are we going to do to make sure that we do not expend money like we did during these storms. We had an open checkbook, approved invoices and sent money out, which was clearly not in the best interest of the taxpayers of this town.

Mr. Lavoie then asked how we are going to put controls and procedures in place before this happens again, making sure we keep the best interests of our taxpayer in mind.

First Selectman Herbst indicated the following:

- Need to have on call RFP for these services where we have the bid and the rate is locked.
- If we do not have an RFP, we will get a Bid Waiver, and it will be reviewed by several people before we hire the contractor.
- We need a policy change regarding when a bill is received and when it is paid so there is enough time to review the bill and require additional back-up if necessary prior to paying the bill.

Mr. O'Keefe indicated that bill coming in to the Board of Education in excess of \$10,000 will get much more scrutiny than those less than \$10,000. We should be able to have the Board of Education to verify the number of people on the roof shoveling for a set period of time.

First Selectman Herbst indicated that we are also going to be asking for references and checking them.

Mr. Tesoro indicated that we are probably still going to have to pay excessive fees because that is the reality during an emergency.

First Selectman Herbst indicated that in response to Mr. Tesoro he would like to introduce for the record Bid 5896 - Town Bid issued May 26, 2011 for on call equipment rental. Rental rate with operator, per day and per hour – we have 11 contractors that responded.

First Selectman Herbst indicated that we are in the process of putting the FEMA documents. Mr. O'Keefe contacted the contractors for 2011 and 2013 to get the names of the employees and number of hours worked and where. The insurance company will contact neighboring municipalities for their numbers and if not in sync with ours it will hurt our claim. After our attorneys go through these documents, if there is the slightest doubt as to the accuracy of the claim, I am not sending them in to defend something that they are uncertain about, as it compromises the integrity of the Town.

Mrs. LaFrance asked about the turn-around time on the invoices. First Selectman Herbst indicated that the invoice was generated by the contractor and approved for payment the same day. Mr. O'Keefe indicated that the invoice was received on 2/13, approved and sent to the Board of Education- Plant Operations on 2/15 for review by Mr. Kennedy and paid on 2/22. The total time was 9 days.

04-13-03 – BONDING RESOLUTION

Mr. Lavoie moved, seconded by Mr. Rutigliano, to read the title and Section 1 of the 2013-2014 CIP bond resolution in their entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of the meeting.

Vote: 6-0 motion carries

RESOLUTION APPROPRIATING \$1,360,000 FOR THE TRUMBULL BOARD OF EDUCATION TECHNOLOGY CAPITAL IMPROVEMENT PLAN 2013-2014 AND AUTHORIZING THE ISSUE OF \$1,360,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$1,360,000 is appropriated for the planning, acquisition and construction of the Town of Trumbull Board of Education Technology Capital Improvement Plan 2013-2014, as adopted and amended by the Town Council from time to time, and including, appurtenances, equipment and services related thereto, or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom, said appropriation to be in addition to all prior appropriations for said purpose. The Town Council may by resolution transfer funding herein authorized among projects within the 2013-2014 Board of Education Technology CIP.

Mr. DeGennaro moved, seconded by Mr. Palo, to reduce the Bond to \$785,150.

The Chair indicated that based upon Mr. DeGennaro's background and expertise, she asked him to meet with Mr. Hackett, BOE Technology Director to see what they had in place and then to share his findings with the Board as to what could be bonded and what should be put in the operating budget. Mr., Hackett indicated that the majority of the bond is for replacement equipment.

Mr. DeGennaro spoke about his background as the Vice President for the Price Line Group, managing the global Infrastructure; having been in the business for 30 years; and his involvement working with education in surrounding town.

He then went on to talk about the list of questions he prepared for the Board of Education to complete. Once this was done, he met with Jeff and Linda to discuss the proposed technology, how they wanted to deploy it, why they wanted to deploy it and where they were going to use it.

Mr. DeGennaro then prepared a list of observations (see Exhibit A attached hereto and made a part here of) and then did his own research with the CT Board of Education Plan and looked again at the Catapult and the Gibson Report. It is certainly the right thing to upgrade the technology; we are woefully behind. We are consistent with the Gibson Report and the CT Board of Education Plan. There is also an element of operational efficiency that will come about by upgrading technology. There should be an annual line item in the budget for technology replacement. He does not know if Jeff and his team can complete this in a year; if he has enough resources. There is an additional \$802,000 in years 2 and 3 that needs to be addressed. The long term aspects need to be addressed, and how you are going to manage this going forward. The town should be treating this as a business would. He indicated the buying the IPAD 2 was suggested; however, the IPAD 3 is out and IPAD 4 is in process. He doesn't recommend buying outdated; you cannot keep up and there is no sense bonding it. However, he added, you can bond the wireless.

Mr. Tesoro indicated that funding for this started in the Operating Budget and then moved; we can't put it back into the operating budget; this is backwards.

First Selectman Herbst indicated that it was very clear when this was put into a bond package that he could not justify an upward 5% increase in taxes for the people of this town due to the current economic times. In the last 8 years, technology was not a priority, He remembers hearing that we needed a budget increase for full day kindergarten and it is in the operating budget and the \$874,000 was not used. He went on to add that the Gibson Report was very clear; this did not happen overnight; salaries and benefits were given at the Board of Education and technology was neglected. The high school renovation was a priority and other capital projects. An increase of 4.5% in this economy cannot be justified. There are other funds that can and should be used for non-recurring expenses so we do not create funding cliffs and we are finally making technology a priority which is why we are here tonight. It is up to the Board of Finance and the Town Council.

Mr. Tesoro indicated that he agreed with the first selectman; however, he wanted to know what he would do. First Selectman Herbst indicated that he would be proactive and go with Mr. DeGennaro's recommendations and if there are any surplus funds they can be used for towards IPADS.

Mr. Tesoro moved, seconded by Mr. Palo, to table this item.

Vote: 3-3 motion fails (Against: Lavoie, Rutigliano, Hammers)

Mr. Rutigliano moved, seconded by Mr. Lavoie, to call the question.

Vote 6-0 motion carries

All those in favor of the reduction to \$785,150, as follows:

AYES	NAYS
Hammers	Tesoro
Lavoie	
Rutigliano	
Palo	
DeGennaro	

VOTE: 5-1 motion carries (Against: Tesoro)

All those in favor of the Bond Resolution of \$785,150, as follows:

AYES	NAYS
Hammers	
Lavoie	
Rutigliano	
Palo	
DeGennaro	
Tesoro	

VOTE: 6-0 motion carries

(See Town Council Motions and Votes filed separately for additional information)

Meeting recessed at 9:31 pm; reconvened at 9:50 pm

04-13-04 – BONDING RESOLUTION

Mr. Lavoie moved, seconded by Mr. Palo, to read the title and Section 1 of the 2013-2014 CIP bond resolution in their entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of the meeting.

Vote: 6-0 motion carries

RESOLUTION APPROPRIATING \$740,000 FOR THE TRUMBULL BOARD OF EDUCATION McDOUGALL STADIUM AND TRACK CAPITAL IMPROVEMENT PLAN 2013-2014 AND AUTHORIZING THE ISSUE OF \$740,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$740,000 is appropriated for the planning, acquisition and construction of the Town of Trumbull Board of Education McDougall Stadium and Track Capital Improvement Plan 2013-2014, as adopted and amended by the Town Council from time to time, including appurtenances, equipment and services related thereto, or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom, said appropriation to be in addition to all prior appropriations for said purpose. The Town Council may by resolution transfer funding herein authorized among projects within the 2013-2014 Board of Education McDougall Stadium and Track CIP.

The Board of Finance moved and seconded that said resolution be adopted as introduced.

In answer to Mr. Rutigliano's questions, Mr. Michael Herbst, THS Athletic Director indicated that the football field was last done 11 years ago and the life span for the turf was 8-10 years. The only maintenance expense associated with the turf is the actual grooming.

Mr. Palo asked why the original request included the tennis courts, and it is not in the bonding.

First Selectman Herbst indicated that he took the tennis courts out of the bond since they are not used as much as the fields. We treated the tennis courts 10 years ago and they serve a limited purpose - tennis. The field is used by many groups, including the band, and given the use of the field, and lack of use of the tennis courts, it was more imperative to replace the field. In addition, the cost to stage and replace the field and then have to come back and stage and replace the track later at a later time was prohibitive; it is more cost effective to stage and replace both the field and track at the same time. Mr. Herbst indicated that the football field needs to be done immediately and the tennis courts can be fixed.

Mr. Tesoro asked why the soccer field was left out of the bonding, since it has the same turf. The First Selectman indicated that they are trying to finish the high school project and if there are funds left over they will use consider using it towards the soccer field. It will need work; however, it is not a priority at this time. Mr. Tesoro asked if we would know by the time we do the football field and the First Selectman indicated that he did not think so.

Mr. Herbst indicated that they needed to wait until after graduation before doing the work, and it still needs to go out to bid. He indicated that they are looking for a way to encourage donations, i.e. a brick walk. The First Selectman indicated that he is looking to increase the Golf Classic this year possibly \$80,000 to \$100,000.

All those in favor of the Bond Resolution of \$740,000, as follows:

AYES

Hammers
Lavoie
Rutigliano
Palo
DeGennaro
Tesoro

NAYS

VOTE: 6-0 motion carries

(See Town Council Motions and Votes filed separately for additional information)

04-13-05 – BONDING RESOLUTION

Mr. Rutigliano moved, seconded by Mr. Tesoro, to read the title and Section 1 of the 2013-2014 CIP bond resolution in their entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of the meeting.

Vote: 6-0 motion carries

RESOLUTION APPROPRIATING \$840,000 FOR THE TRUMBULL BOARD OF EDUCATION SECURITY CAPITAL IMPROVEMENT PLAN 2013-2014 AND AUTHORIZING THE ISSUE OF \$840,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$840,000 is appropriated for the planning, acquisition and construction of the Town of Trumbull Board of Education Security Capital Improvement Plan 2013-2014, as adopted and amended by the Town Council from time to time, including appurtenances, equipment and services related thereto, or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom, said appropriation to be in addition to all prior appropriations for said purpose. The Town Council may by resolution transfer funding herein authorized among projects within the 2013-2014 Board of Education Security CIP.

Mr. Rutigliano moved, seconded by Mr. Lavoie, to go into executive session at 10:15 pm.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Rutigliano, to come out of executive session at 10:48 pm.

Vote: 6-0

Mr. Rutigliano moved seconded by Mr. Tesoro to extend the meeting to 11:00 pm.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to reduce the Bond to \$780,000.

All those in favor of the Bond Resolution of \$780,000 as follows:

AYES

- Hammers
- Lavoie
- Rutigliano
- Palo
- DeGennaro
- Tesoro

NAYS

VOTE: 6-0 motion carries

(See Town Council Motions and Votes filed separately for additional information)

Mr. Rutigliano moved, seconded by Mr. Palo, to table the rest of the Agenda for the next meeting to be held on May 9, 2013.

Vote: 6-0 motion carries

ADJOURNMENT

By unanimous consent the meeting adjourned at 11:00 pm.

Respectfully submitted,

Phyllis C. Collier
Board of Finance Clerk

Exhibit A

B of E Budget Summary (April 11, 2013):

Observations:

- Actions being proposed are consistent with submitted Connecticut State Department of Education Plan (CSDE) Goals submitted in May, 2012
- Actions being proposed are consistent with the recent Gibson Study and will reduce the number of "older" devices in current use
- Overall operational efficiency should improve for the technology support team with the implementation of new equipment
- Consideration should be given to an annual budget item for "Technology Refresh"
- Additional support (outsourced resources) may be required to complete the implementation of these services within the budget timeframe
- All requests exclude Trumbull HS which has already been addressed
- Years 2 and 3 Technology Plan Cost (\$802,200) needs to be considered

Suggested Changes for Funding (Year1):

For Operating Budget:

145,000 - Computer Lab Replacement - (290)
8,500 - Computer Lab Printer Replacement (10)
37,000 - Server Consolidation (Virtual - 4 Licenses)
9,350 - Main Office Laser Printers (11)
210,000 - Middle School and Elementary IPADS (300 IPAD2's)
165,000 - Laptop or Netbook Replacements (330)

Total - \$ 574,850

For Bond (Assumes at least a 5 Year Life)

332,000 - Full Wireless Access (Steps 1 and 2 - 3 year license)
242,550 - Smart Board Packages (63)
124,800 - Network Infrastructure (POE Switches to support 1GB) (26)
36,000 - Add Document Cameras (MS/EL)- (20)
36,000 - Document Cameras (ELMO) - (20)

Total - \$771,350

Combined Total - \$\$1,346,200

**Subject to Modification and Approval
BOARD OF FINANCE
REVISED MINUTES
MAY 9, 2013**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:07 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

PUBLIC COMMENT

Steve Castro
Bull Frog Lane

Mr. Castro indicated that repairs, maintenance and interest expense should not be in the bonding for capital projects but a part of the operating budget.

ATTENDANCE

Board of Finance members:

PRESENT

Andrew Palo
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Tom Tesoro (arrived at 8:35 p.m.)
Vincent DeGennaro, Alternate
Elaine Hammers

ABSENT

Paul Lavoie
Dave Rutigliano
Steve Lupien

Also present: Maria Pires, Finance Director; John Ponzio, Treasurer; John Marsilio, Public Works Director; Attorney Joseph Fasi, Bond Counsel; Ralph Iassogna, Superintendent of Schools; Attorney Floyd Dugas; Jim Henderson, Internal Auditor; Mary Moran, Tax Collector

Chairman Hammers indicated that Mr. DeGennaro would be voting for Mr. Tesoro; Mrs. LaFrance for Mr. Lavoie and Mrs. Penkoff for Mr. Rutigliano

TOWN TREASURER'S REPORT – John Ponzio

Mr. Ponzio presented his report, as follows:

- We are still on track for the budgeted ROI of \$300,000 for the year.
- April is one of our lowest months for cash balances.
- \$10m transfer on 5/2/2013 into an interest bearing account for the next 2 months.
- We picked up \$11m in cash March for tax collections; \$3.5m above last April.
- Bonding and interest payment coming due 6/1/2013 for \$977,000.
- Met with TD Bank – over the next year we are looking at a lock box for Tax Collections – not sure of cost since Munis will need to be updated; will streamline the tax collection process.
- The stock market is doing very well over the last few months; the Pension Board is meeting 5/21 and he expects to see our fund grow significantly.
- Pension contributions made in the first week of April as follows: \$880,000 to the Town plan and \$400,000 into the Police plan, the entire amount for each. Will report on pension fund activity at next Board of Finance meeting.
- No rate movements with our investment firms or on the Fed level; none are expected over next several years. Unemployment applications at 5 year low.
- Rate of Return of 2.09 with Morgan Stanley is better than the 1.93 Merrill Lynch rate of return.

Mr. Ponzio indicated, in answer to Mr. Palo's question, that the credit rating agencies look at a town's performance over the last several years, which includes their Fund Balance and is probably the most important indicator. Ours is considered very healthy at nearly 13%, up from 11.5 -12% last year, and is probably the most important indicator.

They also look at our Tax Collection rate and our bonded debt. In addition, they check our capital plan projections looking to make sure there are no significant increases in the future. Once the sewer and high school projects are done, there won't be more than \$6-8 million in capital projects per year going forward. The Pension funding is a problem area with the Rating Agency; however, since we have increased our pension funding over the last few years, they have seemed pleased.

Mr. Palo asked how the 7.5% return on the Pension is determined. Mr. Ponzio indicated that 7.5% is a growth rate number that the Pension Board provides to the Actuaries.

The Chair indicated that this percentage is then used to make the assumptions regarding how much we need to put into the Plan. The Chair went on to add that at one point the rate was 8%. The Pension Board is very conservative and they do not have the liberties of the Board of Finance. These are funds they are dealing with, not stocks, and there are between 6-7 managers.

BOARD OF EDUCATION – Ralph lassogna and Attorney Floyd Dugas regarding negotiations with the Trumbull Education Association

Mr. lassogna indicated that they were here tonight under state statues which required them to come before the Board of Finance to discuss the upcoming teacher negotiations in June and to find out if one of the members of the Board of Finance wanted to be a part of the Board of Education negotiating team headed by Attorney Dugas.

Mrs. La France moved, seconded by Mr. DeGennaro, to have the Board enter into a non-meeting.

By unanimous consent, the Board entered into a non-meeting at 7:36 p.m. with Ralph lassogna and Attorney Floyd Dugas; the meeting reconvened at 8:06.

The Chair indicated that Mrs. LaFrance would be the Board of Finance representative on the Board of Education negotiating team.

TAX COLLECTOR SUSPENSION REPORT – Mary C. Moran

Mrs. Moran presented the Suspension Report. She indicated that the \$50,000 on the 2009 list she submitted has been reduced to \$37,000. Of the \$37,000, \$23,000 was part of a bankruptcy for a company called OLM. The Motor Vehicles has increased from \$65,000 in 2008 to \$76,000 in 2009. The grand total has dropped from \$115,000 to \$113,000. They will continue to try to collect and once it is put into the suspense book the accounts will be turned over to a collection agency.

Mrs. LaFrance moved, seconded by Mr. DeGennaro, to approve the Tax Collector's Suspense List in the amount of \$113,691.47.

Mrs. Moran presented the Board approved Tax Collector's Suspense list to the Chair for signature.

Vote: 5-0

BONDING RESOLUTION

Mrs. La France moved, seconded by the Board of Finance, to read the title only of the 2013-2014 CIP bond resolution and to waive the reading of the full resolution, incorporating its full text into the minutes of the meeting.

Vote: 5-0

RESOLUTION APPROPRIATING \$6,070,000 FOR THE TRUMBULL (TOWN) CAPITAL IMPROVEMENT PLAN 2013-2014 AND AUTHORIZING THE ISSUE OF \$6,070,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$6,070,000 is appropriated for the planning, acquisition and construction of the Town of Trumbull (Town) Capital Improvement Plan 2013-2014, as adopted and amended by the Town Council from time to time, and consisting of: (i) roadways; (ii) work on Public Facilities including the Trumbull Library, Town Hall, Police Headquarters, the Senior Center, the Public Works Yard and the EMS Building; (iii) Fleet and equipment; (iv) other projects, consisting of recreation, roads, and environment projects; and (v) enterprise (WPCA), and for appurtenances, equipment and services related thereto, or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom. Said appropriation shall be in addition to grant funding and all prior appropriations for said purpose. The Town Council may by resolution transfer funding herein authorized among projects within the 2013-2014 Town CIP.

Mrs. Penkoff moved, seconded by Mrs. LaFrance, to adopt the resolution as presented.

Discussion: Mr. Marsilio addressed the following areas:

Roadways – The total bonding amount is \$2,158,782.

- The list of roadways includes paving for contract IV roads less the funding available in the WPCA funding package of \$2 million.
- He feels the work can be completed by Thanksgiving.
- The funding for roads last year approved by the Board of Finance was not done. This is in addition to those funds. When you get the bonding portion for the WPCA there is money in the package for the WPCA to do their remedial work.
- The WPCA portion has not been spent yet.
- The bid package needs to go out and the remedial work can be done.
- It is an ambitious project to get done by the end of the paving season.
- We do have a schedule in place for getting this done.

Mr. Palo indicated that since the North Nichols paving has been pulled out of the project and is now part of the capital plan it is going to be paid for by all the tax payers through bonding, not just the residents getting the sewer work done. The underlying question is should this have been part of an assessment or bonding. Mr. Marsilio indicated that the roads are used by everyone in town and the WPCA is paying for that portion of the roads they disturbed. We can do it right now, or we can come back in 10 years in order to repair these same roads.

The Chair indicated that we have an obligation to maintain the town and the roads and we have been remiss over the last 20-30 because we never put in a paving plan. We can pay for it all at once or we can bond it over what we feel will be the life of the road - hopefully 20 years. We need to start looking at all the roads. Once we finish all that we have in the capital plan and the roads where sewers were put in 10 years ago and we will be faced with how to deal with the rest of the roads.

Mr. Marsilio indicated that the budget number was originally in the WPCA budget was close to \$7million. The reason the town is doing this is to be able to avail ourselves of the state municipal bid, so we are saving a few million dollars by taking this portion of the work out of the contract and doing this drainage work on the town side. The original \$7million was a curb to curb and mill overlay and we are doing this to deliver a 20- 25 year road.

Mrs. Penkoff indicated that the WPCA is not required to pave roads, only to fix what they disturb. If we are going to do this, we should do it correctly, and by doing it this way we are in agreement with state statute.

Public Facilities – The bonding amount is \$876,000

The Chair noted that there are areas which are not receiving grant funds for sustainable/energy conservation for lighting.

Mr. Marsilio indicated that we apply to the UI for grants but unless they meet a threshold for energy saving they do not become eligible. We will continue to try for eligibility. He went on to address the following:

Police Station:

- Request for new carpeting \$47,500. Original carpeting is over 30 years old. Once the lighting was upgraded (\$10,000) it became obvious that the carpet needed to be replaced and the walls need painting. The carpeting was in the 5 year capital plan.
- There is a request for \$100,000 for a server room that he is not able to discuss since it is not his area. The Chair indicated that the \$100,000 for the server room item in the Police Department related to technology should be placed in the technology portion of the bond.
- Total: \$157,500

Attorney Fasi addressed the concerns expressed regarding a 20 year bond. He indicated that the average maturity is 8 years. He went on to add that you can pay the lesser items off in the beginning years. The Chair indicated that every year interest is paid only on the outstanding balance. She went on to add that you can have separate resolutions for a bond.

The Chair called for a recess at 8:55 pm. The meeting reconvened at 9:05 pm.

Once the meeting reconvened, the Chair indicated that discussion would continue on public facilities; however, they were only going to direct attention to those issues that were directly related to Public Works that Mr. Marsilio could address for this discussion. The remaining issues would be backed out of the bond and addressed at a later time.

Mr. Marsilio indicated that he has no knowledge of the server room request for the Police. He went on to add that the remaining items will be overseen by our Facilities department, as follows:

Library

- New boiler installation \$54,000

Town Hall:

- Security system and camera of \$150,000
- \$10,000 for a portion of the HVAC system.
- Total \$ 160,000

Public Works Yard

- A 30 year roof and insulation over the administrative section \$135,000.
- Flooring \$12,000.
- Locker room renovation \$20,000 is for the design only. They need a place for 10-15 guys to sleep, shower and get a hot meal during an emergency.
- Interior lighting \$29,500.
- New wash bay \$280,000.
 - The existing wash bay is coming down. There will be a total reconfiguration of the yard.
 - A new garage will be built, since the new equipment doesn't fit properly and can be damaged. In addition, the workers can sustain injuries.
 - There will be funds left over from the salt shed, which we can then use for additional sand and salt storage.
- Total: \$476,500

EMS Building

- New electrical panel \$28,000

Fleet and Equipment – The bonding amount is \$953,000.

Highway:

- Truck for junk pick-up needs to be replaced \$204,000
- John Deere mower – mower used to move over the guard rail \$165,000
- Snowplow sander replacement of 20 year old plow \$170,000
- Truck lifts in the mechanics bay \$5,000
- Loader – Payloader/backhoe used to pull plows when stuck \$170,000
- Total for Highway: \$754,000

Parks:

- John Deere Backhoe \$124,000
- Toro – ground mower \$75,000
- Total for Parks: \$199,000

Other – The bonding amount is \$593,000

Economic Development:

- Long Hill Green – business district enhancement; studies done to put in sidewalks and connect to Indian Ledge and enhance Long Hill Green so corner property can be improved. Need commitment to get a grant. \$100,000. Not sure if surveys are involved.
- Merritt Blvd – traffic safety needed. \$20,000. Need to do something – lights or speed bumps.
- Quality Street micro-grid can be removed from the list \$100,000. Collaboration with Town Hall. Library and surrounding businesses to get a generator. Grant application will probably not go through.
- Nature Center renovations \$50,000 for light and safety issues as well as cosmetic renovations. It will possibly be moving in a few years. Some renovations need to be made for safety issues, but not all. The Chair indicated the Nature Center is a non-profit and therefore should pay this. There is no back-up to support this project.
- Rails-to-trails grant money; to take it down to Beardsley Park.
- Reservoir Avenue \$40,000 for design of existing Henderson property. Mrs. LaFrance indicated that she would like to see more information on this. Mr. Tesoro indicated that he would like to see all of Economic Development removed. He feels that Economic Development should be here to discuss their request.
- Total: \$310,000

Park Improvement:

- Ranger Station – Relocation to Quarry Road \$100,000
- Tennis Court resurfacing – maintenance for the warranty \$36,000
- Twin Brooks – WPCA budget
- Abraham Nichols Barn - \$20,000 to restore the greenhouse on the property; otherwise, demolish. It can be used once it is restored for perennial and plant storage. Possible to use for growing plants for town use. As is stands, it is a possible liability. The cost can be justified through use.
- Tashua Knolls – Basketball court – maintenance of existing court \$40,000.
- Total: \$196,000

Mrs. Penkoff indicated that these items do not appear to be bondable. The Chair indicated that she agreed with the exception of the \$100,000 for the ranger station renovation. It is currently on White Plains road in a prime commercial location which was once a nursery.

Other Projects – The Bonding amount \$87,000

These include the following:

- Moose Hill Road – 10% contribution by the town; not in bond.
- Old Town Road – \$15,000 in bond; this is our match money. Project has now expanded into 4 towns and is complex.
- Brock Street Bridge – design money \$12,000 in bond to determine what is wrong and what needs to be repaired. If there is no grant money available we will need to come back.
- Old Mine Park – continuation from last year \$70,000 not in the bond.
- Horse Tavern Brook – Flood plain analysis \$20,000.
- Mary Bill Property – Barn repair or demolition. We can make it structurally safe by adding wall \$15,000 in bond. This is town property and it is our obligation to make it safe.
- Canoe Brook Road – leak off \$15,000.

Mrs. Penkoff indicated that she did not agree with putting the Brock Street Bridge repair design funds into the bond. The Chair indicated that the expense for the repair would follow. Mr. Marsilio indicated that we don't have funds for the bridge design work or the barn repair in the budget. Structurally the barn is fine but he doesn't know what it will be used for. He indicated that there should be a liability account set up to accommodate these types of things.

WPCA – The Bonding amount is \$1,424,886

- Mr. Tesoro asked why the WPCA wasn't here. Mr. Marsilio indicated that the Engineer reports to him and he reviewed these numbers. The Chair indicated that these are projects that the WPCA wants to maintain the current system and these costs and debt service will be passed onto the users.
- Mr. Marsilio indicated that streets indicated with an asterisk were repairs from last year of \$300,000. We made a policy after Strobel Road not to pave without camera testing and these roads did not pass testing.
- Wright Pierce Phase II – defects – \$308,300.
- Wright Pierce Phase II – recommended repairs (leaks) \$252,556.
- Sanitary Video Inspection – additional roads that need video testing \$21,000
- Strobel Road Repairs - \$350,000 – video tested and a number of repairs need to be made.
- 2014 road paving sanitary system video inspection \$13,000.
- Pump Stations – Analysis to centralize pump station monitoring system - \$120,000.
- Park Avenue Pump Station – Generator - \$60,000.

Mrs. LaFrance questioned the monitoring system. Mr. Marsilio indicated that without the analysis you cannot centralize the system. It is necessary to centralize; only one man is needed on duty; system is monitored electronically and if there is a problem it can shut down. We have no comprehensive way to monitor our pump stations. Currently when the alarm goes off, someone needs to physically "look" for the reason why. It is necessary to fix these problems in a timely manner for the safety and liability of the Town.

Mr. Palo moved, seconded by Mrs. La France, to extend the Board of Finance meeting past 10:00 p.m.

Vote: 5-1-0 (against: Tesoro)

The Chair indicated that we needed to decide what changes we wanted to make. The following was decided:

Proposed deductions:

- \$157,500 – Police Department request – remove for now. They can come back to us.
- 100,000 – Micro-grid
- 50,000 – Nature Center – need more information
- 40,000 – Reservoir Avenue design analysis – need more information
- 36,000 – Tennis Court – should have been in budget; will need a supplemental
- 40,000 – Basketball Court – should have been in budget; will need a supplemental

Total Reduction: \$423,500

Attorney Fasi indicated that \$5,646,500 is not a bondable amount. The proposed amended bond amount should be divisible by 5,000.

Mrs. LaFrance moved, seconded by Mrs. Penkoff, to reduce the bond amount by \$420,000 to \$5,650,000.

Vote: 5-0-1 (Abstained: Palo)

All those in favor of the Bond Resolution of \$5,650,000, as follows:

	AYES	NAYS
Cindy Penkoff	x	
Susan LaFrance	x	
Tom Tesoro		x
Andrew Palo		x
Vincent DeGennaro	x	
Elaine Hammers	x	

VOTE: 6-2-0 (Against: Tesoro; Palo)

TRANSFERS

5-13-03

Mrs. LaFrance moved, seconded by Mr. Palo, to amend the Agenda by adding the transfer of \$26,430 from 01030101-534402 Program Supplies to 01030101-522203 Ancillary Services, to contract street sweeping.

By unanimous consent the Board of Finance voted to amend the Agenda and to transfer funds as requested.

Mr. Marsilio indicated that the amount of sand that needs to be swept up is quite extensive and need three weeks additional outside labor.

5-13-01

Mrs. LaFrance moved, seconded by Mr. Tesoro to transfer from 01014200-522202 Serv & Fees– Professional \$2000; 01014200-522205 Program Expenses \$2000; 01014200-545501 Comm–Legal Notices to 01014200-501102 Part time Salaries \$6000 to cover the shortfall in the PT account.

Vote: 5-1-0 (Against: Tesoro)

Mrs. Pires spoke for Mrs. Bratt indicating that she will have a shortfall in her part time salary account and would like to transfer funds to cover this shortage.

5-13-02

Mrs. LaFrance moved, seconded by Mr. Tesoro, to transfer from 01011000-556601 Prof. Dev-Seminars \$1000 to 01011000-556603 Prof Dev-Inservice \$1000 to cover in-house Munis training.

Vote: 6-0

Mrs. Pires indicated that this would cover in-house Munis training.

AUDITOR'S REPORT – Jim Henderson

Mr. Henderson indicated that he has additional items that he would like to add to the Plan for next Fiscal Year. He sent information indicating what was going on around the country, and the Chair has a copy of the Plan as it now stands.

The Chair indicated that in the Audit Plan. Mr. Henderson indicated the following:

- Audit of Public Works
 - Spare Parts costs and inventory levels on hand
 - Audit of fuels and consumption costs associated with the usage
 - Follow up of operational review per finding and recommendations of external audit

The Chair indicated that if anyone has an item to be addressed during the next year please forward it so it can be made a part of the schedule and approved at the June meeting.

Mr. Henderson indicated that he and Mrs. Pires met on the Special Agency Funds and he is in the process of putting together a draft report and will meet again on the 29th of May with the expectation that it will also be presented at the June meeting.

Mrs. La France moved, seconded by Mr. Tesoro, to have the Board enter into a non-meeting.

By unanimous consent, the Board entered into a non-meeting at 10:29 pm with Jim Henderson and Maria Pires, the Director of Finance; the meeting reconvened at 10:58.

Vote: 6-0

ADJOURNMENT

Mr. Tesoro moved, seconded by Mrs. LaFrance, to table the remaining items on the Agenda until the next meeting.

Vote: 6-0

By unanimous consent, the meeting adjourned at 11:05 pm.

Respectfully submitted,

Phyllis C. Collier
Board of Finance Clerk

Subject to Modification and Approval

TOWN OF TRUMBULL – SPECIAL MEETING

BOARD OF FINANCE

MINUTES – May 23, 2013

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:07 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

ATTENDANCE

PRESENT

Paul Lavoie
Andrew Palo
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Tom Tesoro (arrived at 8:35 p.m.)
Vincent DeGennaro, Alternate
Elaine Hammers
Steve Lupien

ABSENT

Dave Rutigliano

Also present: Maria Pires, Finance Director

Chairman Hammers indicated that Mrs. Penkoff would be voting for Mr. Rutigliano.

SETTING OF MILL RATE

Mr. Lavoie moved, seconded by Mr. Tesoro, to set the Mill Rate at 31.367, which represents a 2.13% increase.

The Chair asked how the Property Taxes (R-1) were adjusted. Mrs. Pires indicated that since she learned the busing contract with the Board of Education will not part of the taxable Grand List, she removed \$2,700,000 in assessments, reducing the grand list used calculate the mill rate. She went on to add that she then included the \$1,000,000 Fund Balance and the new state revenues supplied by Mr. Rutigliano yesterday, in order to compile the mill rate.

Mrs. Pires indicated that the R-2 information is provided by the Board of Education and represents actual expenditures that we projected. The R-3 information (Education Grants Other) comes from the state. The Code Compliance represents funds from an old school project that was bonded and we get a bonded principal and interest each year. The ECS Grant proposal changed from \$3,346,812 to \$3,251,084. The R-5 (State Revenue Other) changes included the Mashantucket Pequot Grant increase to \$42,273; the State Property Tax Reimbursement increase to \$257,235. The State revenue proposals total \$258,000 and are not guaranteed. In addition, the \$194,292 Hold Harmless Grant should be removed.

Mr. Tesoro indicated that the \$1,000,000 should not be used towards the Mill Rate but returned to the tax payers by giving them a check. He feels that using it toward mill rate would create a funding cliff for next year and would not reflect a transparent budget.

The Chair did not feel that a funding cliff was an issue given the remaining cushion of \$1.5 million in the General Fund. In addition, she wasn't sure how much of a difference a check for \$62 would make to each taxpayer, especially if we then turn around and raise their taxes. Mr. Palo went on to define the term funding cliff for those who would be watching the meeting.

Mrs. Penkoff indicated that given the economy it was time our taxpayers saw some relief and agreed with returning the \$1,000,000 to them; she did not think that a funding cliff would result; however, she did not think giving them a check was the way to go. Mr. Tesoro went on to reiterate that the surplus funds should be returned in a transparent way, and that would involve cutting a check.

Mrs. LaFrance indicated that the surplus reflects good management of the Town as well as the Board of Education and as a tax payer she would not want a check in the mail, but rather the lower tax rate.

Mr. Tesoro went on to add that although Mrs. LaFrance would not want the check it would not be wrong to assume that everyone feels the same way. They should be given a check to do with as they want.

Mr. Lavoie indicated that to refund \$1.5 million, assuming there is a \$500,000 surplus from the Board of Education, would require that each rebate be calculated separately and then 16,000 checks would have to be cut and mailed. He then asked Mrs. Pires if she had any idea what expense would be involved with doing these calculations and then cutting the checks. Would this be an additional expense that we would have to fund or would it mean that something doesn't get done because we are using the resources in the town to calculate these refunds.

She indicated that it would definitely take quite a while to prepare these refunds and the Tax Collector would have to get involved to draw up the list and calculate each refund unless everyone received the same amount.

Mr. Lavoie did not feel that it would be a good idea to rebate the same amount to everyone, since everyone does not pay the same amount.

He went on to add that we are now incurring expenses. We are forecasting a \$1,000,000 surplus and if we don't get the \$500,000 from the Board of Education do we really have a funding cliff. He doesn't like the idea of getting the check and then having to turn around and use it to pay the taxes.

Mr. Tesoro suggested that rather than cut checks we indicate a rebate on their tax bills. This way we have a clean budget. The tax increase would then reflect only the spending.

The Chair reiterated that the rebate would have to be apportioned for each person. The taxes would go up while at the same time they receive a credit on the first tax bill and the funds would be taken from the fund balance.

Mr. Tesoro indicated that by doing it this way, we will have set a precedent and given them immediate relief on their first bill.

Mrs. Penkoff went on to ask if this refund would also apply to the businesses in Town that are also paying into the taxes.

The Chair indicated that the rebate to each taxpayer would be significantly lower than the estimated \$57, since the businesses are contributing more. She went on to add that the State Funding of \$258,058 is also an issue, since it can change; however, the difference of \$11,258 is not going to affect the Mill Rate.

The Chair called a recess at 7:50 p.m. The meeting reconvened at 8:00 p.m.

Mr. Lavoie indicated that he likes the idea of giving the taxpayers a rebate and he thinks a clean budget is the right way to go. However, he wishes that this had been brought up sooner, since he has two issues with our timing: one, that we should have a legal opinion to make sure we can legally give a rebate on the tax bill and two, can this be logistically accomplished.

The Chair added that everything that we do is only what Hartford allows us to do. We only have the powers that they give us. We don't have staff or time to cut a check, and the question is, are we allowed to do this, and we have now waited until the last minute to find out, since our deadline is Saturday.

Mrs. LaFrance indicated that she feels it is too late to do this. Mrs. Pires phoned the First Selectman who indicated that he did not think we would be able to get an answer tonight; it will have to be researched by our attorneys.

The Chair indicated that the \$194,292 Hold Harmless Grant must come out of the R-5 State Revenue Other, and the mill rate increased. We now need to amend the motion or withdraw it.

Mr. Lupien moved, seconded by Mr. Palo, to remove \$194,292 from the R-5 line creating a new total State Revenue of \$822,062, amending the motion to set the Mill Rate to 31.41, which represents an increase of 2.27%.

Vote: 6-0 to amend the motion on the table

Mr. Tesoro indicated that we need to motion the Fund Balance of \$1,000,000 in order to use it. The Chair indicated that they would motion each amount.

Mrs. Pires indicated that we must now change the R-1 Property Tax Total to \$139,619,894.

Mr. Lavoie moved, seconded by Mr. Tesoro, to accept the Property Tax of \$139,619,894.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to accept the Education Program Grant of \$1,243,000.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to accept the Education Grants Other of \$3,767,504.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Lupien, to accept the Property Tax of \$84,981.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to accept the State Revenue Other of \$822,062.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to accept the Town Permits, Fees of \$4,462,260.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Lupien, to accept the Town Revenue Other of \$350,000.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Lupien, to accept the Inter Fund Transfers of \$644,176.

Vote: 6-0

Mr. Lavoie moved, seconded by Mr. Tesoro, to accept the Fund Balance of \$1,000,000.

Mr. Tesoro indicated that he is voting against this with the hope that we will be able to give the rebate back to the taxpayers once we hear from the attorneys.

Vote: 3-3 Motion Fails (against: Palo, Tesoro, Lupien)

The Chair noted that the amended motion to set the Mill Rate to 31.41 was still on the table and needed to be voted on.

Vote: 3-3 Motion Fails (against: Palo, Tesoro, Lupien)

Mrs. Pires indicated by removing the \$1,000,000, the mill rate would be 31.636, an increase of 3.05%.

Mr. Lupien moved, seconded by Mr. Tesoro, to set the Mill Rate to 31.636, which represents an increase of 3.01%.

Vote: 3-3 Motion Fails (against: Hammers, Lavoie, Penkoff)

The Chair indicated that since the vote failed the First Selectman would now set the mill rate.

ADJOURNMENT

By unanimous consent the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Phyllis C. Collier
Board of Finance - Clerk