

**Board of Finance
Department Budget Hearings
February 23, 2012**

CALL TO ORDER

Chairwoman Elaine Hammers called the meeting to order at 8:44 a.m. at the Town Hall, Trumbull, Connecticut

Present

Elaine Hammers Chairwoman
David Rutigliano
Paul Lavoie
Andrew Palo
Tom Tesoro (arrived at 8:48 a.m.)
Cindy Penkoff (Alternate)

ABSENT

Steve Lupien

01030000 Public Works Director

John Marsilio, Director of Public Works, Alan White Director of Facilities Maintenance, Lisa Lubuono, PT Comptroller, Thomas Baldwin, Highway Department Supervisor and Warren Jacques, Tree Warden.

- 501101- FULL TIME - Two (2) positions included in the Public Works Director's budget, the Director of Public works and the Office Manager.
- 556601 - PRF DV-SEM- Requested an increase to \$3,000. The First Selectman reduced the amount to \$2,000. This line item represents departmental employee training. Quarterly training sessions with an emphasis on safety have been implemented; workers' compensation claims have been reduced. CT Technical Institute offers supervisors' training programs, six (6) month classes. The training would be scheduled into the work day. The programs represent workplace safety, life, violence and drug and alcohol abuse training. The department's scheduled training sessions have come a long way in a short time, there is still more to do. As the Director he will always be looking to find and train all of the staff wherever it may impact their safety in the workplace.
- Mr. Tesoro requested the number of lost time accidents and OSHA reports for the last five (5) years.
- Ms. Pires will notify Ms. Sulik of the Monroe Health District to purchase an AED for the Highway Department. Ms. Sulik oversees the AED program in Town.

01030025 Street Lights

John Marsilio, Director of Public Works

- Mr. Tesoro requested the number of street lights, traffic lights and fire hydrants.

01030100 Public Works Highway

John Marsilio, Director of Public Works

- 501101- FULL TIME- Number of employees is the same. Salary increase by contract. Summer help and OT are the same as last year.
- 501888 - UNIFORM ALLOWANCE - The First Selectman reduced the request by \$5,000. The clothing allowance is by contract. The FS reduction was based on safety equipment having been purchased in this 2012 fiscal year. An assessment of what will be issued is done annually. Safety signage is included in this budget. There can never be enough safety equipment if the department had to get by with this amount they will.
- 578803 - PROGRAM RE- Line-striping takes place in the spring therefore nothing has been expended to date.
- 534402 - PROGRAM SUPPLIES - The maintenance program remains the same. There will be an emphasis on easements this year; they have been impacted by recent weather. There is a crack & seal program which will continue next year. This line item differs from the roadway bond.
- 556601 - PRF DV-SEM - Reduction of \$3,000 by FS due to Flagger certification taking place in the current fiscal year, March 2012 as part of OSHA.
- 589901 - ANNUAL REN - Prior year capital purchases, (i.e. vehicles), journals have not been recorded to date.

- 689902 - OCCASIONAL RENTALS - Specialty equipment that the Town does not have will be required.
- 581888 - CAPITAL OUTLAY - Represents the annual replacement of radios, Verizon communication system, amortization of prior year purchases, and the purchase of the Vacall. (The Vacall cleans out man holes and jet rod pipe and will replace a 1982 vehicle). Public Works will pay half and WPCA will pay half. Public Works will track the usage this year. Public Works has planned usage for this vehicle, WPCA's usage is reactionary. The Mason dump truck with plow will replace a 1998 vehicle. All other major items other than listed in this line item will be included in the Capital Plan.
- SALARY BUDGET REQUEST REPORT - The \$18,000 turnover represents a place holder for any possible retirements and is based upon the difference of a step 1 and step 5 salary of a single retirement. The new contract will be negotiated June 2012, therefore employees' increases are reflected in the contingency account
 - The department is replacing a plumber with an electrician. There is a licensed plumber within WPCA and is willing to help. Currently the Town has an electrician on call but the preference is to have one in-house. The plumber retired two years ago. Mr. Tesoro requested an external plumber usage tracking report for the upcoming year to make sure it is cost effective. Mr. Palo suggested the electrician's cost report would be helpful to compare. The major emphasis is an energy efficiency program. U.I. has funds and financing available. Mr. Marsilio stated that they had joined REEVA, a group of private contractor and public sector people to interface on what new energy savings products. They are developing a comprehensive energy plan for Town Hall, Police Department and Library and will come before the BoF with the plan.

01030100 Snow Removal:

John Marsilio, Director of Public Works

- Snow removal was reduced by \$50,000 due to funds available as a result of this year's mild weather.
 - There were two (2) FEMA claims this year, Irene at \$298,000 and Alfred at \$340,000. The Halloween snow removal response was a large portion of the over time budget for this year and will not receive reimbursement from FEMA. The brush clean up will be paid for by FEMA, this storm event was 5 to 6 times more than the snow removal. Public Works' over-time was \$64,000 and \$50,000 for the two (2) storms, \$260,000 for equipment, \$100,000 for the Tree Warden and \$166,000 for contacted services. The FEMA reimbursement will be 75%, approximately \$500,000.

01030500 HW Construction:

John Marsilio, Director of Public Works

- This is the annual paving account incorporated into the Capital Plan. Included in the Capital Plan is the Spend Plan. The Spend Plan includes \$250,000, LOCIP and appropriated bond funds.
 - Tighe & Bond was paid \$125,000 as the consultant on the Stonehouse Road project and is part of the project cost. Services for consultants, design, engineers, lawyers and accountants are a result of a Quality Based Selection (QBS). The Town's Engineering and architectural services were advertised, two engineers and two architects submitted their rates, and by a panel decision, Tighe & Bond and DTC were selected. Mr. Marsilio met with the Purchasing Agent the Town will go out again and a selection will be made for the next two years. A rate schedule is received from every firm who responds to the request for service there is not a big differential amongst the rates.

01030200 Public Works Building Maintenance

John Marsilio, Director of Public Works

- In this budget are four (4) maintenance tradesmen, the custodians, the prospective electrician and Mr. White who has come on board to supervise all projects. The \$35,000 reduction reflects the retirement of the custodial supervisor for a half a year. The custodial supervisor will stay until the end of this calendar year allowing for the custodial supervisor to oversee subcontract work and custodial work, while others focus on the energy project off the ground and finishing construction project.

01030200 Public Works –Fleet Maintenance

John Marsilio, Director of Public Works

- 501101 - SAL-FT/PER - There is a reduction of one (1) position at the Fleet Maintenance Garage, this position is not currently not filled and has not been for four (4) months. They will try to get by without the position, the fleet is being updated through the capital plan and will hope will have less demand on the

staff. The reduction is contingent upon the capital plan being implemented and working more efficient working conditions.

- 578801 MNTNCE-SV - The new fuel master is installed.
 - Additional money was included for the fluctuation of gasoline prices and was estimated on actual and increased by 10%. Gasoline is purchased 2-3 months in advance.

01030400 Recycling Center

John Marsilio, Director of Public Works

- 501101 FULL TIME - There is a vacancy for the Recycling Coordinator they are awaiting the final five (5) ratings from the Civil Service Board, interviews and selection. This will be a civil service and union position.
 - The Recycling Center will be a profit center for the Town. The operations of salaries and expenditures budget are divided between three (3) towns: Easton 10%, Monroe 30% and Trumbull is at 60%. Trumbull has a minimum residual commitment with CRRA for the past 4 years. They have never delivered the minimum 19,000 tons. As long as the plant is running at full capacity there is no penalty to deliver the minimum. The administrative fee is \$2.50 a ton and is included in the \$93.26 per ton. The contract will expire in 2½ years. The Town of Trumbull will be putting out a bid for recyclables for single stream. Trumbull currently takes in \$5-6,000 per month and with the new recycling program hopes to double that amount. Every ton taken out of the mainstream Trumbull can reduce their minimum commitment. They are saving \$93 for every ton taken out of the main stream and are receiving \$32 per ton. Trumbull had 43,500 tons disposed of in the prior year; 2,800 tons are recycled per year. The recycling containers are small. To replace the bins it will cost \$1,200,000. \$2,500 was in last year's Recycling Commission budget for the blue bins.
- 581888 - Capital Outlay - \$10,000 represents repairs at the Transfer Station. The containers noted are roll offs at the Transfer Station and are no longer used.
- 522204 - Contractual - The risk for this item is if the Transfer Station does not operate at full capacity the Town is responsible to pay the full amount, it is an exposure but has never impacted the bottom line or come out of pocket. The plant was put in 1988. The question is where are the economies with the budget number? The industry is in a period of transition.

01030500 Town Engineer

John Marsilio, Director of Public Works

- 522204 - SVS-CONTRC - GIS website maintenance. This item is expected to change this year with the hosting of the website. Trumbull is contiguous with six (6) other communities which is perfect for regionalization, although has not yet come to fruition. The benefit received will be the layers.

01080800 Tree Warden

Warren Jacques, Tree Warden

Mr. Jacques spoke in favor of GIS and his use of the system in conjunction of the Engineering Department. There has been an administrative change, the Tree Warden reports to the Parks and Recreation Superintendent who in turn reports to the Director of Public Works.

- 522205 - PROGRAM EX- A \$5,000 increase is requested for maintenance for tree removal and safety pruning as a result of the two storms of 2011.
- 578806 - EMERG SERV - A \$5,000 increase is requested due to CT having two 100-year storms within 60 days and carries over to the 2013 budget. They do expect to have the work done by June 30, 2012, which cost approximately \$100,000. The U.I. storm damage work will hopefully be complete by June 2012. U. I. is backed up approximately two (2) years. The Town will have their work done by July 1, 2012 and will be back to the original tree maintenance program and emergency work.
 - During the first storm, Irene, the Town had 200 of the 25,000 Town trees and 200 private trees come down. In response to the board's inquiry into a preventative tree program, Mr. Marsilio suggested that an audit be conducted to develop a more extensive maintenance program, currently it is reactive. This is not done in-house it is outsourced; the program could be developed and included in the budget as a separate line item. Mr. Tesoro suggested: a place holder in this year's budget and an audit is performed and a program to be developed. Mr. Marsilio suggested that the program could be developed at a cost of \$50,000 and perimeters set.

01014800 Inland Wetlands Commission

John Marsilio, Director of Public Works

- No change to the budget.

01015000 Recycling Commission

John Marsilio, Director of Public Works

- The Chair suggested an announcement of the Town moving to single stream recycling be sent with the taxpayer bills.
- There are less than 500 blue bins in stock, last year 218 blue bins were sold. Through January of this year 163 bins at \$7.00 each have been sold.
 - The Chair suggested the funds be set aside for communication of the single stream recycling. Mr. Tesoro stated that this item is appropriate for a one time supplemental.

01080600 Parks

Dimitri Paris and John Marsilio, Director of Public Works

- There are twenty (20) main parks in Town. The largest is Beach's Park which is continuous with Twin Parks at 326 acres and the smallest is Strawberry Hill estate at .75 of an acre. There are 2,000 acres of Park and open space in Town.
- In total two (2) new positions were requested, one (1) was included with the First Selectman's budget. The position of the PT landscape specialist was requested to be placed in a consultant account. There was another retirement of a \$67,000 per year position and was replaced by a Maintainer II at a \$43,000 per year position. Between the two positions there is \$20,000 with the part time landscape specialist and the \$23,000 saved with a higher level position to an entry level position. This is enough to justify the new position, what are not in the budget are the benefits. Mr. Tesoro clarified that the two new positions were: a Park Ranger which was rejected by the First Selectman and a Maintainer II position which was approved and consulting fees have been included in lieu of the landscape specialist position. Mr. Paris agreed. Mr. Paris explained the need for the Park Ranger is based upon the sheer acreage, distance between the parks, the need to provide management and protective security of these areas. The Town relies more and more on the Park Rangers. They monitor all of the recreational facilities. There are currently two (2) full time park rangers that are supplemented by seasonal park rangers. Adding a park ranger would be a benefit.
- 501103 SEASONAL/T - The Parks Commission has tried for two consecutive years to implement a trial stop and check program for Indian Ledge and Twin Brooks Parks with a seasonal parking lot attendants. Mr. Paris stated his preference would be for an additional full time Park Ranger.
- 501102 PART TIME/ - If the full time position is not approved the approval of the \$21,517 part time position is requested, that position has always been. The part time position has been lost entirely in the first selectman budget. The request was for two (2) new positions including the part time position, resulting in an increase of 1 ½ people.
- 501888 - UNIFORM ALLOWANCE - There is an infusion of safety wear that had never been included. The uniform account was in existence primarily for rangers and seasonal uniforms, shoes and rain gear. The addition of safety wear is addressed in this budget.
- 590013 - WATER - The water usage increased due to a water main pipe rupture, this was determined at the time the pool was shut down at Beach's. It has since been repaired. It is not known if that accounts for all of the increase as they were unable to get a final tally.
- 581888 - CAPITAL OUTLAY - The First Selectman reduced 1 truck and 2 mowers, due to the FT ranger position not being approved, the ranger truck was reduced from the budget. The mowers were reduced because several new mowers had been purchased in the current year budget under the capital plan.
 - The Chair requested a list of how many mowers the department has, how old each is and the overall maintenance cost. Mr. Paris agreed. Mr. Tesoro noted that the loss of productivity is one of the factors that can not be tracked.

01010100 The Trumbull Nature Commission

Pam Georgas, Chairman of the Commission

Money generated goes to the special agency account for the 501 3(c). The only items requested are utilities for the building. The Town wanted them to function as a 501 3(c) but right now they are both, eventually the commission would dissolve. Approximately \$19,000 was transferred to the 501 3(c). The future of the Nature

Commission and the Nature Center is a policy decision. Ms. Georgas stated the Nature Center is currently fundraising for a new building.

01010400 First Selectman

First Selectman Timothy M. Herbst

Last year impacted this year. In 2009 there were two (2) FT secretaries. In an effort to save money the number of secretaries was reduced to 1½. Last year the request for two (2) full time secretaries was approved by the BoF, during the budget process the Town Council assumed the BoF powers and did not approve the increase. The office case load does require two (2) secretaries. Currently the .5 secretary is working FT hours at the PT salary and it has made a difference in the operation of the office.

- 567704 - EXPENSE AC - No change.
- 556601 - PRF DV-SEM - Increase of \$1,000 requested for conferences that the first selectman attends. The conferences afford opportunities for grant funding.
- 501101- FULL TIME - Elected officials' pay increases every two years, the departmental request for the first selectman salary is less than the 2007 increase. The only increase requested is 2.5% increase for the Chief of Staff, who works very long hours, is the lead labor negotiator and has recently succeeded in having a resolution pass where all elected, appointed officials and one labor contract will go to a defined contribution plan.
 - The mayor conferences afford the first selectmen attending the ability develop meaningful best practices done in other towns similar to Trumbull and allows them grant opportunities.
 - The Board requested that the Personnel Director give a recommendation on the proper salary for the .5 secretary moving to full time and a study to be performed of what other first selectman's salaries are in other towns of similar size and complexities.

01010000 Town Council

The Chair reviewed no change. The board discussed legal notices briefly, and explained that the noticing of the meetings can not be changed as they are required to publish in the newspaper.

01010800 Elections

William Holden and Jane Aiello, Registrar of Voters

- 501102- Sal-PT/PER - Request to increase the current rate of pay by 6%. Pay scales for elected officials can only change once every two years, the rate of pay was increased 3% two years ago which is in effect 1.5% per year. The increase for 2013 will stay in effect until 2015. The current rate of pay is approximately \$170 per week. In order to have an increase of 3% per year a 6% increase needs to be approved in this budget, the rate can not change during the term.
- The budget was planned with seven (7) districts if there are more districts they will need a supplemental if there are less districts there will be money left over. Nothing was included in this budget for the potential of a referendum, referendums have different requirements. An approximated cost for a referendum is \$10-\$20,000,
- 581888 - CAPITAL OUTLAY - Voting Stations with privacy need to be replaced. The replacement with tables will allow for six (6) stations per table, requesting 7 tables at \$125 each.

01013000 Human Resources

Mary Ann Meier, Human Resource Director

- 522202 PROFESSION & 522203 SVS-ANCLRY - Labor attorneys and arbitrator's fees for grievances. One MATE contract went to arbitration twice.
- Some of the police testing are included in the Police Department budget, some is included in the Human Resource budget, i.e. advertising and the outside testing, and funds come from the application fees (special agency account). Recruitment for other than police department positions is included in the 545501-Legal Notice line item.

01012000 Tax Collector

Mary Moran, Tax Collector

- 534401 - OFFICE SUPPLIES - There is no need for the printer it has been replaced in this fiscal year. It has been reduced from this budget.

- The collection rate is 99.3%. the department has collected over \$1 million in delinquencies and is attributed to working with the Town attorneys.
- 501105 - OVERTIME - Only increase requested, for additional time during collection time August & September.
- 545504 - Postage - Increase reflects increase in accounts and postage rates.
- Tax Collector has 13,000 real estate, 31,000 motor vehicle, 9,600 sewer use, 4,400 sewer assessment, 4,500 supplemental motor vehicle and 1,500 personal property accounts.
- Part time position spends half her time in tax collection and half her time for delinquent sewer use accounts. They have collected \$500,000 in sewer usage delinquencies in three (3) months.
- All checks are scanned daily.
 - Ms. Pires will confirm that they are no longer being charge a per check deposit fee.

01011400 Board of Finance

Maria Pires, Director of Finance

- 501101 - FULL TIME- Salary Accounts is the step increase only, the contract is in negotiations.
- 522201 - Clerical - Fees
- 556602 - PRV DV- PRF - For the Internal Auditor.

01015800 Transit District

Maria Pires, Director of Finance

- The Town's contribution to the Greater Bridgeport Transit District and has stayed the same every year.

0101000 Finance Department

Maria Pires, Director of Finance

- 501101 FULL TIME/ By contract the Civil Service salaries increase by contract. MATHAS contract being negotiated.
- 556601 - PRF DV-SEM - Director would like to do CAFR, a more extensive audit and to move to budget performance measure; additional training would be necessary. This also included in-house Munis Training.

01012200 Purchasing

Maria Pires, Director of Finance

- One person department - MATHAS Contract will be in negotiation - increase included in the contingency.

01012400 Treasurer

Maria Pires, Director of Finance

- 501101 - FULL TIME - Half a year increase in salary, based upon taking office in December.

01010200 Ethics Commission

Maria Pires, Director of Finance

- 522201 - CLERICAL - Only line item.

01013400 Employee Benefits

Maria Pires, Finance Director

- 511150 - FRNGE-FICA- All salaries multiplied by 7.65%
- 511153 - FRNGE-UN - The Town is self insured, when an employee leaves the Town assumes 100% of unemployment. Longer unemployment collection periods are currently allowed.
 - The Chair requested a cost analysis of seasonal employees collecting unemployment v. outsourcing, the amount of hours for the seasonal help and how to limit the minimum number of hours. In addition to that the answer to what causes an individual to qualify for unemployment benefits.
- 511151 - FRINGE- M/D - There are ten (10) vacancies in this budget. The salary schedule reflects how many positions include medical benefits.
- 511152 - FRINGE-WC - Additional safety programs have been implemented to offset. Heart and hypertension police officer claims are driving the increase. Some of the claims from previous years have reached their permanency rating this year and are included in this year's budget.

- Police Pension is funded at 60%, the Town pension is funded at 27%. Actuary evaluation is done every two (2) years. The Town is due for an evaluation in July 2012. The contributions have been increased by \$700,000 for the Town-BoE and \$150,000 for the Police pension.
- Police Retirement Medical Fund-The police officers contribute 3% to the fund. The fund was created many years ago. The Chair indicated that initially retirement pays 70%-30%. The Town was to fund the shortfall the contribution changed to 80%-20%.
 - Ms. Pires will confirm the split. GASB 45 requires the Towns to put in additional funds for projected use although the Town is paying as they go. The actuarial evaluation will determine what the gap is. Ms. Pires can provide the board with that information.
- 522110 - DEFCONTR- Defined Contribution Plan - Ten (10) individuals can currently go into this plan, this was approved by the Town Council last month. The Town contributes 5%, it is a portable plan. Vesting is 5 years.
- 522202 - SVS-PROF – This represents actuarial costs for the Town and BoE. There will be an actuarial report in July 2012; actuarial services for an individual account are represented in the \$2,880 amount. The \$1,000 reflects if there are any consultants needed.

NURSES

Judith Locke, Director of Nurses

Ms. Locke will be retiring in June of this year

01040400 Nursing Sr. /Well Child

- 501101- FULL TIME - Salary changed to Part Time last year.
- 501102 - SAL-PT/PER - Nurse is at Senior Center and has essentially has become a 19.5 hour position and recommends that the position be placed under the Health District. If the position does not move to the Health District there is no reason why the position could not stay under the nursing supervisor. The Well/Child section of the title should have been stricken years ago; the Husky program has taken its place.

01050200 Counseling Center

Judith Locke, Director of Nurses

- 501101- FULL TIME/ MATE employees by contract all other accountings for utility projections are done by the Director of Finance. No other increases have been requested.

01060200 School Nurses

Judith Locke, Director of Nurses

- 501101 FULL TIME/ - A survey was done last year which represents the disparity of the school nurses' pay from other communities. Realistically it would have taken \$100,000 to bring them in line. A request of an increase of \$1.00 per hour has been requested. Ms. Pires will try to get a copy of the survey for the board.
- Temporary School Nurses should be per diem.

01060400 Non Public School Nurses

Judith Locke, Director of Nurses

Ms. Locke strongly recommended keeping the nurses under the Town's budget; this will give the students the best medical care. In the state there is a 50/50% split some come under the BoE other are under the towns' budgets.

01050000 Social Services

Jean Ferreira, Director of Social Services

- 501102 -PART TIME - One part timer handles the food pantry and fuel assistance. The role of the Social Services Director is to authorize requisitions for fuel fill-up, checking legislation, makes sure the money is distributed where it is supposed to be, budget preparation and on-call for emergencies.
- 501101 - FULL TIME – This represents one Caseworker who handles approximately 200 cases. There are approximately an additional 100-150 who are not considered part of the regular case load – they involve only a phone call or contact approximately one time per month. The break down is approximately 60% seniors to 40% other.
- The food pantry does have more consistent donations throughout the year.

01050600 Sr. Citizen Services

Jean Ferreira, Director of Senior Citizen Services

There are 900 seniors registered at the Senior Center. The annual membership is \$5.00 for Trumbull residents and \$10.00 for non-residents. There are 256 residents and 755 non residents. Age 60 or older qualifies an individual or the spouse of a person age 60 or older.

- 522205 - Program Ex - Classes are being split in two classes due to large class sizes. The seniors would like additional classes, (i.e. Hoola-hooping, finer crafts, stained glass and drawing and painting, exercise classes). The seniors have requested gym equipment but that is a liability and space issue. Classes added last year: Jazzercise, an advanced Art class, Zumba, Latin Line Dance, and Advanced Ball Room Dance. Enrollment data for each class could be forwarded to the board. The newsletter is available on the website and distributed to different Town agencies as well as networking amongst other centers. The board suggested an insert to the tax bills sent out to all residents. The fees collected are in a special agency account that the Commission oversees and approves the appropriations. There is approximately \$25,000 in the special agency account. The commission regularly pays for four (4) of the classes listed in the \$10,000 Program Ex line item, special activities, open house(s), beautification items, and purchases of equipment. Examples of special events charged for: Dinner Dance with a DJ would be charged for, no profit is made.
 - The Chair noted that other towns charge for classes.
- 522203 SVS-ANCLRY - Request for \$9,100 for snack bar supplies and stipend for snack bar worker. The kitchen is not designed to cook food. The snack bar is an important social center. Ms. Ferreira stated that she was planning on asking the commission to take over the snack bar. It had been represented by the administration to the commission that this line item would be included in the budget if the revenue generated offset the \$9,100 cost. A cost estimate is necessary for the kitchen upgrade and is not included in this budget.

The Chair requested a list of special agency accounts and the activity thereof.

01040200 Health District

Patrice Sulik, Trumbull Monroe Health District Director

- Percentage is based on per capita. The per capita rate is \$7.258.
- Ms. Sulik runs the Public Access Defibrillator Program for the Town as a service - AED's. The Town Hall account includes the service contract. There are three locations in Town that do not have AED's: the Highway Dept., Fairchild Nichols Library Branch and the Helen Plumb Building. There is a battery replacement schedule, currently there are 22 units in Town. The replacement cost is approximately \$2,000. The projected life of the unit is twenty years, the pads and batteries have a 5-year life. This program is not a Health District function.
- All revenues taken in are kept by the district - Daycares are not licensed by the district, daycares are inspected every other year. The Cosmetology salons should be inspected every year but are not due to staffing constraints. Public pools are inspected every year.
- The IT budget had increased due to the district going with an outside contractor; at first there was not a sense of how much the district would use the service now.
- The district employs five (5) FT positions: Two (2) PT positions, two (2) very part contractors (not on payroll), and a vacant part time sanitarian position currently filled with a contractor. By population the district should have five (5) sanitarians.
- The auditor recommends the outside payroll processing. Health insurance is priced every year: the district is able to insure a family for less than both of the towns. Pension costs are included in that number. They have the Municipal Employment Retirement System as a pension which is the driving cost and is burdensome to leave it. There is a 457 plan that would work with the district to move new employees over to a different type of plan. Ms. Sulik will forward the consultant's report on how to get out of the current system to the board.
- QFO (Quality Food Classes) classes are administered occasionally and hope to offer the class late in March.

20100000 WPCA

Joe Solemene, Assistant Sewer Administrator

- Mr. Tesoro requested the current balances on the 59 and the 20 account. The Commission is currently working on the audit financing. The commission discussed the audit at their last meeting but was tabled due to the length of the meeting. Mr. Tesoro requested that in the future a commission member be present at the budget meetings.
- The 20 account is the basic operations of the WPCA, salaries, maintenance of the pump stations, the payment to the Bridgeport WPCA. The 59 account is the construction of the sewer project and the billing, the assessment to the taxpayer. The accounts are both revenue and expense accounts. The 20 account is funded by sewer usage fees, the 59 account is initially funded by bond proceeds/issuance, 75% from the sewer assessments and 25% by the general fund. An additional \$500 unit charge is paid by the taxpayer with the intent to pay for any upkeep in the future.
- A firm had been hired to do the audit, but the audit but was too extensive, it was to go back to 1995, and the suggestion is to go back to 2004 or 2005. The WPCA commission will need to discuss changing the scope.
- 522202 & 522204 - SVS-PROF & SVS CONTRC - Issues with a construction contractor, regionalization, and Bridgeport contract about to expire. \$80,000 represents an estimate for expertise regarding regionalization.
- 589901 - RNTLS-A/LS - \$32,500 for Jet Vactor Truck should be moved to the same account as Public Works so it is in the correct place of the budget for the next five (5) years.
 - The Chair noted that if an award is resulted with regard to litigation some of it should go back to the sewer user fee account as well as the construction account.
- 522210 - Reimbursement to the general fund of the items budgeted for on the Town side such as: benefits paid for the WPCA employees, personnel time, audit, professional service for legal, tax collector, director of public works.

21100000 Tashua Knolls Golf

Ron Drey, Chairman of the Golf Commission, Jonathon Turk, Finance Chairman, Bobby Brown, Golf Director

- Monday thru Thursday residents pay \$25 for greens fee, Friday, Saturday & Sunday the rates are \$27. Non residents rates are as follows: Monday thru Thursday \$42 and Friday, Saturday & Sunday \$46
- Revenue from the Golf Shop goes to ATK Golf Services.
- Residents ID cards are \$35.00 per card and allow the resident the resident rate. A resident can get a card at any time
- The golf course is open 15 months, from March to the following May 15th.
- Rates were not raised for two (2) years, this year they will have to raise rates due to rising costs. It will be a dollar increase, not across the board though. This year's budget is \$4,000 less without cutting a single service, they actually added a service.
- There were 18,000 rounds played on the Glenn, the 9-hole course and 40,000 rounds played on the Knoll. This is significantly lower, 100 % impacted by weather.
- The goal is to increase the retained earnings; money was taken out to build the Glenn. The account is at \$500,000, it was at a \$1 million prior to building the Glenn. Their goal is to perform maintenance on the Maintenance Barn which has been neglected for a number of years.
- 590013 - UTIL-WATER - Requested to allocate a total of \$5,000 split between phone and overtime: \$3,000 to phone-utility and \$2,000 to overtime. This will not change the bottom line. With the DSL line installed they have the capability to turn the water off remotely if necessary, therefore they expect to use less water this year.
- The course is opening three (3) weeks earlier this year on March 2, 2012.
- Each commissioner is assigned a job at the golf course.

01080000 Public Events

Maria Pires, Director of Finance

- 522205 - PROGRAM EX- The Memorial Day Parade is \$10-12,000. The Barnum Parade Float, Town Hall Green Lights Ceremony, Town Employees Picnic, Holiday Lunch, Scouts in Government Day, Annual Boards and Commissions Dinner and Miscellaneous state and civic celebrations are also included in this line item.

01080300 Trumbull Day Commission

Maria Pires, Director of Finance

- 522201 - SVS-CLRC - The commission has not met in two (2) years, clerical is a place holder.

01013800 Town Hall

Maria Pires, Director of Finance

- Part Time floater clerical position added to assist all departments. This position would assist in the interim period between filling vacancies, when not utilized in that fashion they would assist departments' daily tasks.
- 501106 - Contingency- The MATE contract is the only contract still in effect for 2013. The Public Works, Supervisors and other Public Works workers will go into negotiations in July of 2012, the Police Department's contract expired last year, there is two years budgeted in the Contingency for the police. The MATHAS will also be negotiated in July 2012. FICA is also included in the Contingency.
- 511160 - P&L INS - Liability auto & property no change there is a three (3) lock in rate, this is third year. In 2014 there will be a renewal.
- 522205 - PROGRAM EX - Bank fees was netted against the interest income as it was last year.
- 5222208 - CONTRIBUT - For different organizations RYASAP, Salvation Army the senior lunch program, Fire Recognition, American Red Cross (Heroes Breakfast) and SW Conservation Health District.
- 534401 - OFFICE SUP - The entire Town Hall and the Town Hall annex across the street. Postage is expected to increase.
- 578801 - SERVICE CON - \$2,000 for the AED Service contract. There is nothing in this line item for purchase which would be in the 581888. Ms. Pires requested Ms. Sulik to give her an estimate for the purchase of the AED's.
- 581888-CAPITAL OUTLAY - The Tax Assessor requested an office with a door for private meetings.
- 581889- Fund 47 - The Town funds this account for one-time purchases. The yearly Town contribution is \$10-20,000. BoF approval is required. The fund has a balance of \$63,800 as of 12-31-11. Ms. Pires is aware of the Town using this fund only once. Nothing was contributed in 2011.

01090000 Debt Service

Maria Pires, Director of Finance

Mr. Tesoro requested a list of bonds, what the Town is paying, what is in, what is going out and where they are in their life cycle.

Ms. Pires distributed the Debt Service Projections report which includes everything except the BoE. In September 2012, two (2) bonds will be issued. The portion of interest incurred is reflected in the report.

- The total affected this fiscal year is \$12,138,513, \$4 million of which is budgeted in the 0900 budget and the remainder is in the 0600 BoE budget.
- The Town is going through a refunding of prior years 2005, 2006 and 2007 resulting in a savings of the long term interest. The savings, \$850,000, will be applied to this year's interest expense. It is based on the payments the Town will be making. The bond package is \$32.8 million.
- The paving is a note; it has not been bonded yet.
- The General Fund Balance is approximately \$15 million, 11.5% of the expenditures, a healthy fund balance.

Various Accounts - Revenues

Maria Pires, Director of Finance

The state figures have not been received to date.

- The first page of the summary includes property taxes, education program grants, state programs, state revenues, permits and enter-fund transfers (WPCA and Golf reimbursements).
- A surplus of \$1.2 million this year (2011). The First Selectman wants the taxpayers to benefit from the surplus this year.
- The revenues are based upon the Tax Assessor's calculations.
 - The board agreed it is too early in the year to review this item and would have more detail at the time the mill rate is set.
 - First Selectman Herbst reported that the ECS numbers will be increasing by \$500,000.
- Based upon the new sales tax program created last year, the Town is not getting back the amount as presented by the state for the Trumbull Mall. The funds are being reallocated to all towns. They had proposed the Town would get back 1/10th and is not happening.
- The Town's permits and fees are analyzed, based on discussions and projects coming the Building Department and Fire Marshal will be increased. EMS was increased by \$100,000 based upon more

personnel. The Senior Center \$9,100 would need to be removed. The Senior Center has indicated they will not be able to generate that amount.

There being no further business to discuss the Board of Finance adjourned by unanimous consent at 5:24 p.m.

Respectfully submitted

Margaret D. Mastroni
Board of Finance - Acting Clerk