

**BOARD OF FINANCE  
MINUTES  
May 10, 2012**

**CALL TO ORDER**

Chairman Elaine Hammers 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 were as follows:

**PRESENT**

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

**ABSENT**

**Also present:** Maria Pires, Finance Director; Mary Moran, Tax Collector; Jim Henderson, Auditor; Al Barbarotto, AFB Construction Management; James Nugent, Chairman -THS Building Committee; John Marsilio, Finance Director; William Chin, Technology Director; William Holden, Republican Registrar.

**TOWN TREASURER'S REPORT**

The Chair indicated that according to Mr. Ponzio's report, we will exceed the budget.

**FISCAL YEAR 2011-12 SUPPLEMENTAL APPROPRIATION**

04-12-02	Town Council Item Tabled 4-11-2012	FROM:	Undesignated Fund Balance	\$ 790
		TO:	01010000-522202 Professional Fees	\$ 790
			Redistricting costs for a stenographer	

Mr. Lavoie moved seconded by Mr. Rutigliano to approve the supplemental appropriation of \$790 from Undesignated Fund Balance to 01010000-522202 Professional Fees.

Mrs. Pires indicated that there were enough funds in the Town Council budget to cover the expense; therefore, a supplemental appropriation would not be necessary.

Mr. Lavoie moved seconded by Mr. Rutigliano to withdraw the motion.

**FISCAL YEAR 2011-2012 TRANSFER**

05-12-01	Public Works – Recycling Center	FROM:	01030400-501101 Full time salaries	\$15,000
		TO:	01030400-534402 Program Supplies  DEEP Permit Violation	\$15,000

Mr. Lavoie moved seconded by Mr. Tesoro to approve the transfer of \$15,000 from 01030400-501101 Full time Salaries to 01030400-534402 Program Supplies.

**VOTE:** 6–0–0 motion passes

Mr. Marsilio indicated that the funds are needed to pay a fine imposed by DEEP, formerly DEP. The first notice of violation was issued in 2008 for \$20,000, and the second notice of violation was issued for \$25,000. We were able to negotiate those fines down to \$15,000; \$7,000 for the first and \$8,000 for the second. In addition to that, we were able to request and be approved to engage in a supplemental environmental program, which permits us to use the \$15,000 in fines to do something that would be environmentally beneficial for the town. We are using the funds to buy receptacles for kitchen waste and organic compost, if approved this evening.

**FISCAL YEAR 2011-2012 TRANSFER**

05-12-02	Technology	FROM:	01012600-501101 Full time salaries	\$73,977
		TO:	01012600-501105 Overtime	\$ 977
			01012600-522202 Professional Fees Q Send – Q Alert System	\$10,000
			01012600-581888 Capital Outlay Server \$25,000; Wireless \$20,000 12 computers @\$1,500 each	\$63,000

Mr. Lavoie moved seconded by Mr. Lupien to approve the transfer of \$73,977 from 01012600-501101 Full-time salaries to 01012600-501105 Overtime \$977; 01012600-522202 Professional Fees \$10,000; 01012600-581888 Capital Outlay \$63,000.

**VOTE:** 4–2–0 (Against: Lupien, Tesoro) motion passes

Mr. Chin indicated that the \$977 request represented overtime incurred during the web page revision. He also noted that we currently have the Q-Send – Q-Alert System and the \$10,000 will provide for us to upgrade. In addition, he added, that the \$25,000 increase in capital outlay is not for one server; rather it is an addition to the funds that were already budgeted for the server virtualization project. He indicated that he will forward a breakdown to the Board members and went on to add that the \$20,000 expense for the wireless is an estimate and has not yet gone out to bid.

It was suggested that we wait to transfer the funds until we have more specificity. However, it was also pointed out that since this is a transfer, not a supplemental appropriation, there is no need to wait for the bids.

**FISCAL YEAR 2011-2012 TRANSFERS**

05-12-03	Elections	FROM:	01010800-578801 Maintenance Service	\$ 4,000
		TO:	01010800-522205 Program Expense	\$ 4,000
			Primary not planned for; maintenance will be paid by the State.	

Mr. Lavoie moved seconded by Mr. Palo approve the transfer of \$4,000 from 01010800-578801 Maintenance Service to 01010800-522205 Program Expense.

**VOTE:** 6–0–0 motion passes

Mr. Holden spoke regarding the primary that was not budgeted for last year in September. The total cost was \$3920 as follows: poll workers - \$2,635; ballots - \$214; memory cards - \$769; food for the poll workers - \$202; programming expense - \$100.

**FISCAL YEAR 2011-2012 TRANSFERS**

05-12-04	Finance	FROM:	01011000-501105 Overtime	\$ 550
		TO:	01011000-556601 Professional Dev. Seminar	\$ 1,400
			01011000-556603 Professional Dev. Ins.	\$ 1,950
			MUNIS TRAINING	

Mr. Lavoie moved seconded by Mr. Tesoro to approve the transfer of \$550 from 01011000-501105 Overtime and \$1,400 from 01011000-556601 Professional Dev. Seminar to 01011000-556603 Professional Dev. Ins. \$ 1,950.

**VOTE:** 6–0–0 motion passes

Mrs. Pires indicated that the Munis Training for employees went over budget.

**EMS UPDATE – Barbara Crandall**

Mrs. Crandall introduced Mr. Dennis Viera from Northeastern Communication to assist with any questions regarding the EMS update to narrowband compliance deadline. Mrs. Crandall indicated that we will need to access the funds budgeted for this after July 1. She went on to discuss the problems encountered with

APCO when requesting a certain frequency, which was rejected by New York. Trumbull does not agree with the reason for rejection. Mrs. Crandall indicated that they are hoping to hear from APCO by next week.

The Chair indicated that this must be under contract by July 2012, since you cannot roll the funds over. If necessary, the EMS will have to come back to the Board of Finance for a Supplemental Appropriation. She cautioned on making bad decisions to rush this through.

**SUSPENSE UPDATE – Mary Moran**

Mr. Lavoie moved seconded by Mr. Lupien to approve the Tax Collector’s Suspense List in the amount of \$115,817.22.

**VOTE:** 6–0–0 motion passes

Mrs. Moran presented the Tax Collector’s Suspense list, which was approved by the Board and signed by Mrs. Hammers.

**INTERNAL AUDITOR’S REPORT – Jim Henderson**

Mr. Henderson presented his proposed plan of audits:

- Carryover from last year
- Proposed new for this year
- Addition of Special Agency Funds

He indicated that he would get back to the Board of Finance in June with the finalized project plan. It was suggested that Mr. Henderson update the Time & Attendance Audit progress on a tracking report for the Board of Finance.

**RESOLUTION – 05-12-05**

Mr. Lupien moved seconded by Mr. Tesoro to waive in its entirety the reading of the amending high school bond resolution, which increases the High School appropriation, and bond authorization \$4 million to a total of \$68.672 million and to incorporate its full text into the minutes of this meeting. The full resolution is attached hereto.

**VOTE:** 6–0–0 motion passes

Mr. Lupien moved seconded by Mr. Palo that the amending high school bond resolution be adopted as introduced.

The ayes and nays were as follows:

<b>AYES</b>	<b>NAYS</b>
	Elaine Hammers
Andrew Palo	
	Dave Rutigliano
Tom Tesoro	
Steven Lupien	
	Paul Lavoie

**VOTE:** 3-3–0 (Against: Hammers, Rutigliano, Lavoie)  
Motion fails

Mr. James Nugent and Mr. Al Barbarotto presented the information regarding the increase in the Bonding Resolution. It was indicated that you cannot sign contracts without bonding based on the outstanding contingency. Additional requests and change orders cannot be accommodated with the contingency of \$789,060.

It was pointed out that this request would bring the bonding up to the original amount. At the time the bonding was first done, it was advised to lower the bond amount and, when necessary, go back for the remainder of the original request. As it stands now, we cannot move ahead. The Board agreed that there are items that come up that cannot be helped. Mr. Barbarotto indicated that he did not think all of the additional funds requested would be spent.

**YEAR TO DATE BUDGET TO ACTUAL REPORT – Expenditures – Marie Pires**

Mrs. Pires indicated the following:

- Workman's Comp. is still a problem. We have several claims for settlement.
- Unemployment – 3 dropped off in March; still a deficit, but less.
- We need to hire temps from an agency and overruns charged back to the departments so we do not have to pay 90 weeks of unemployment.
- Part time employees with the golf course should be charged against the Enterprise Fund.
- Liability insurance is overbudget. We need to pay the deductible before coverage comes in.
- Storm damage reimbursement. There were 2 storms in 2011 and we received funds in December. For Irene, we were awarded \$53,000, and its receipt is still pending. We are not sure when we will be reimbursed.
- We received \$20,000 more than we expected for snow damage, since we were reimbursed for equipment usage.

**APPROVAL OF MINUTES – March 14, 2012**

By unanimous consent, the Board approved the minutes of the March 14, 2012 meeting.

**APPROVAL OF MINUTES – April 11, 2012**

By unanimous consent, the Board approved the minutes of the April 11, 2012 meeting.

**APPROVAL OF MINUTES – April 25, 2012**

Mr. Lupien moved seconded by Mr. Tesoro to table the minutes pending verification of the exact wording of the Resolution, as read at the meeting.

BE IT FURTHER RESOLVED: That effective July 1, 2012, the unexpended amount for fiscal year 2011-2012 ~~shall~~ may be deposited, in accordance with section 10-248a of the general statutes, into a non-lapsing account, account #01-315400, and shall be assigned to the Board of Education for their exclusive use.

**ADJOURNMENT**

By unanimous consent, the meeting adjourned at 9:55 pm.

Respectfully submitted

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Phyllis Collier  
Board of Finance Clerk