

**BOARD OF FINANCE
MINUTES
August 9, 2012**

CALL TO ORDER

Chairman Elaine Hammers called the Board of Finance meeting to order at 7:04 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
Andrew Palo
Tom Tesoro
Dave Rutigliano
Susan LaFrance, Alternate

ABSENT

Vincent DeGennaro, Alternate
Cindy Penkoff, Alternate
Paul Lavoie
Steven Lupien

Also present: Maria Pires, Finance Director; John Ponzio, Treasurer; Michael Harry, Deputy Police Chief, Timothy M. Herbst, First Selectman.

The Chair noted that Ms. LaFrance would be voting in place of Mr. Lavoie.

YEAR END 2011-2012 CONTINGENCY TRANSFERS

8-12-01	Maria Pires Director of Finance		Year End 2011-2012 Contingency Transfers – See Attached Schedule
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Item 8-12-01 Contingency Transfers \$64,134

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from the Town Hall-Contingency 01013800-501116 \$64,134 to Finance-Salaries FT 01011000-501101 \$1,933.00; Purchasing-Salaries FT 01012200-501101 \$273.00; Treasurer-Salaries FT 01012400-501101 \$76.00; Town Clerk - Salaries FT 01013600-501101 \$627.00; Fire Marshal - Salaries FT 01022800-501101 \$930.00 Emergency Management - Salaries-PT 01023400-501101 \$1,088.00; Fire Marshal - Salaries FT 01022800-501101 \$930.00; PW Dir - Salaries FT 01030000-501101 \$391.00; Social Services - Salaries OT 01050000-501105 \$1,045.00; Non Public School Nurses-Salaries-FT 01060400-501101 \$5,643.00; Public School Nurses-Salaries-FT 01060200-501101 \$10,032.00; Recreation - Salaries FT 01080400-501101 \$434.00; Arts Commission - Salaries PT 01080900-501102 \$220.00; Sewer-Salaries FT 20100000-501101 \$40,512.00.

Mr. Palo requested additional information regarding the last item; the Chair informed him that this would require going into executive session.

Mr. Rutigliano moved, seconded by Mr. Tesoro, to go into executive session at 7:04 p.m.

Vote: 5-0-0 Motion carries to move into executive session

Mr. Tesoro moved, seconded by Mr. Palo, to come out of executive session at 7:12 p.m.

Vote: 5-0-0 Motion carries to come out of executive session

Vote: 5-0-0- Motion carries to approve Item 8-12-01 transfers

Mr. Rutigliano moved, seconded by Mr. Tesoro, to take the Town Treasurer's Report out of order.

Vote: 5-0-0 Motion carries

TOWN TREASURER'S REPORT – John Ponzio

Mr. Ponzio presented the Town Treasurer's Report, as follows:

- He indicated that for the month of July realized \$30,000 in interest income; year at this time we realized \$21,000.
- Our budget for this year is \$300,000; last year it was \$275,000. We had a good start with the first month of the fiscal year.
- July is typically a good month; because of the tax collections coming in. This year tax collections were \$39 million, up from last year by \$3.6 million, a 9% increase.
- Lately, there have been issues in tax departments in other towns and we are aware of it. We have spoken with our Tax Collector, Mary Moran, and staff members and they are also aware of what has been happening; we are aware that problems can exist and we are working to make sure we won't have any issues.
- We have bonding coming up in September; we are conferencing with 3 rating agencies next week. We feel confident we can at least sustain our AA bond rating; we anticipate our Fund Balance being healthy in the eyes of our agencies and we have done significant work on our Pension Fund. We would like to see our rating go to AAA but our problem is our Pension Fund.
- When we ended the second quarter, we were nearly back to where we were at the end of March.
- We are going out for \$21 million in bonding and \$19 million in notes. Most of the bonding is the rollover of notes from last year from the school and the sewers. The 19 million in notes represents 7.5 million for the Phase IV sewer project and 5 million for new CAPX (Capital Plan) approved by this Board and the Town Council this year. There is 7 million for the CAPX (Capital Plan) from last year that we are keeping as notes since those projects are not complete. The 7.5 million in new financing is the lowest in a number of years, and certainly the lowest in my 3 years as Treasurer.
- Rates are awful but competitive; we are maintaining our investment level and reinvesting our principal and interest returns, which is boosting the percentage of our investment to approximately 12%. We don't have too many options for places to invest our money.
- Mr. Palo asked when the Henderson property would be removed from the tax rolls. In addition, he requested an explanation of Pilot Payment. Mr. Ponzio indicated that the property would remain on the tax rolls until the zoning changes were complete and it becomes tax exempt. A pilot payment. i.e., "Payments in Lieu of Taxes" (or PILT) are Federal payments to local governments that help offset losses in property taxes due to non-taxable Federal lands within their boundaries.
- There is a formula set by the state to use to calculate this amount. The percentage of actual payment to pilot payment is between 25% and 50%, and if property is improved this could increase the pilot amount.

YEAR END 2011-2012 SUPPLEMENTAL APPROPRIATIONS

8-12-02	Maria Pires Director of Finance		See Attached Schedule	
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Item 8-12-02 General Fund Transfers \$853,300

Mr. Rutigliano moved, seconded by Mr. Palo, to transfer from the General Fund \$853,300 to Town Council - Legal Notices 01010000-545501 \$5,729.00; Purchasing-Legal Notices 01012200-545501 \$4,215.00;

Employee Benefits - Workers Comp 01013400-511152 \$535,325.00; Town Hall - Liability, Auto & property
Ins 01013800-511160 \$118,236.00; Zoning Board of Appeals-Legal Notices

01014400-545501 \$4,830.00; Police – OT 01022000-501105 \$89,297.00; PW - Building Mtce - Gas/Oil
01030200-567701 \$76,281.00; Recycling Center – Contractual 01030500-522204 \$17,938.00; Public
Events-Program Expenses 01080000-522205 \$1,449.00.

Vote: 5-0-0 Motion carries

The Chair indicated that not all departments were present due to the small amounts being requested;
however, Ms. Pires would be able to answer questions and the Deputy Police Chief was available to speak
on the Police – OT.

Deputy Police Chief Michael Harry indicated that there were several unusual events that occurred, which
the police department was not able to include in their Police-OT budget. These included the two storms,
and a rash of burglaries. In addition, there were officers out on long term disability that also needed to be
covered. These all required police resources in addition to those contractual obligations for minimal
staffing that the Town has to fill for each shift.

The Chair indicated the Workers Compensation account is identified on the schedule with a balance of
\$535,325. One schedule indicates the amount per actual claim paid; the other schedule identifies the
payments made by type. She asked Ms. Pires if we carried any stop loss or excess coverage.

Ms. Pires indicated that the Town is self insured to \$500,000, which includes lost time, surgery, doctor
bills, etc. Once we have exceed that limit, the insurance company will pick-up. The Claims Paid Report
shows all the claims including those that have not been fully settled. We are still responsible for these
individuals and they can come back to us. The report does not indicate which ones have been closed out.
We actually did settle quite a few this year.

The Chair asked how we could tell which ones are settled. Ms.Pires indicated that one listed as 0049595
for \$26,000 on the report actually settled for \$125,000. The Chair then went on to ask if each number
represented a different claim paid during the year. Ms. Pires indicated that this was the case, and 0039135
for \$114,000 was also settled.

Mr. Tesoro asked if we track these injuries to see if there are any patterns. Ms. Pires indicated that
CIRMA reviews for patterns, in order to provide training/safety meetings, etc. Mr. Tesoro asked where we
stand with other similar Towns. Ms. Pires indicated that according to CIRMA we are in the same range as
other towns. Mr. Tesoro went on to ask if CIRMA makes any recommendations for training or preventative
measures. Ms. Pires indicated that they offer safety meetings that are attended by the Public Works
Director, and they do come out to conduct safety meetings or we hire people to come out and do some of
the training, especially at the highway department. Mr. Tesoro asked if we have light duty. Ms. Pires
indicated that we do have some in different departments if the doctor will release them. Mr. Tesoro asked
if we have ever conducted any ergonomic studies in the Town Hall or other office related space. Ms. Pires
indicated that we have not done this as of yet. Mr. Tesoro asked if we have any individuals with these
types of injuries. Ms. Pires indicated that we do have individuals with carpal tunnel syndrome.

The Chair mentioned that we also cover the Board of Education and do not charge back to them. Ms.
Pires indicated that we do charge part of this back to the Enterprise Fund and that we have thought about
fully insuring. The Chair indicated that based on using the Board of Education and the Town employees,
the rate to fully insure might be a less expensive way to go instead of self-insuring to \$500,000. The Chair
also went on to discuss the different departments and the pattern of injuries. Obviously, nothing can be
done about the heart and hypertension; however, as Mr. Tesoro pointed out, ergonomic studies can help.

Ms. Pires indicated that we now carry our liability insurance with Trident with a deductible of \$10,000;
when we were insured with CIRMA the deductible was \$50,000 per claim. The Chair indicated that we
increased workers compensation for last year and we can possibly explore lowering our liability prior to the

next budget. This liability coverage covers anything that the Town is sued for. Mr. Tesoro asked if we have certain claims that are recurring, i.e., police car accidents.

The Chair asked if Ms. Pires had a supplement for FEMA Reimbursements. Ms. Pires referred everyone to page 5 of the Memo, which listed each FEMA Claim along with the FEMA reimbursement of 75% of the cost and the Town share of 25%. The portion for gas and oil could not be offset, since FEMA reimbursed us for that in the cost of equipment usage. Each account was credited separately.

Ms. Pires noted that Mr. Marsilio would not be able to speak this evening on the Recycling and Transfer Station, since he is on vacation. There was no comment regarding the Events.

Mr. Rutigliano moved, seconded by Mr. Tesoro, to take the Auditor’s Report out of order.

Vote: 5-0-0 Motion carries

AUDITOR’S REPORT – Jim Henderson

Mr. Henderson presented the Auditor’s Report, as follows:

- He spoke about the data base spreadsheet, which covered the audits he performed over the last two years, the recommendations he made and the follow-up, indicating that implementation would not be possible in several areas without adding additional personnel; however, his goal is to get these suggestions implemented.
- He mentioned that he is looking into the possible consolidation of services that may occur, i.e., Trumbull Day and the Concert.
- He spoke about the Time Sheet audit, indicating that no changes have been made yet; he hopes to go back and look for repeated errors to see if these errors are input errors or individual errors.

YEAR END 2011-2012 TRANSFERS

8-12-03 To 8-12-22	Maria Pires Director of Finance		Year End Transfers – See Attached Schedule	
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Item 8-12-03 Elections Transfers \$5937.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Elections - Professional-Ancillary 01010800-522203 \$5,505.00 and Elections - Program Supplies 01010800-534402 \$432.00 to Elections - Salaries FT 01010800-501101 \$5,071.00; Elections - Salaries PT 01010800-501102 \$69.00; Elections – OT 01010800-501105 \$797.00. Additional time due to Primary and Redistricting.

Vote: 5-0-0 Motion carries

Item 8-12-04 Tax Assessor Transfers \$8,285.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Tax Assessor - Salaries PT 01011600-501102 \$136.00; Tax Assessor - Salaries OT 01011600-501105 \$1,630.00; Tax Assessor - Services- Contractual 01011600-522204 \$675.00; Tax Assessor - Program Supplies 01011600-534402 \$482.00; Tax Assessor - Prof Dev-Seminars 01011600-556601 \$44.00; Tax Assessor - Capital Outlay 01011600-581888 \$5,318.00 to Tax Assessor - Salaries FT 01011600-501101 \$8,285.00. Upgrade to 2 positions, due to retirement and not filling position.

Vote: 5-0-0 Motion carries

Item 8-12-05 Tax Collector Transfers \$10,868.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Tax Collector - Capital Outlay 01012000-581888 \$8,000.00; Tax Collector - Office Supplies 01012000-534401 \$2,084.00; Tax Collector - Salaries – PT 01012000-501102 \$784.00 to Tax Collector – FT 01012000-501101 \$7,095.00;

Tax Collector – Overtime 01012000-501105 \$3,673.00; Tax Collector – Services Ancillary 01012000-522203 \$100.00. Upgrade to 1 position due to added responsibilities.

Vote: 5-0-0 Motion carries

Item 8-12-06 Employee Benefits Transfer \$82,457.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Fringe Benefits-FICA 01013400-511150 \$81,062.00; Employee Benefits – Medical 01013400-511151 \$66,677.00; Deferred Compensation 01013400-522110 \$15,780.00 to Employee Benefits – Unemployment 01013400-511153 \$82,457.00. Additional employees on unemployment due to lay-offs and extended benefits approved by the Federal Govt.

The Chair noted that although 99 weeks has been lowered, she wants to know that any unemployment connected to the Enterprise Funds be borne by the Enterprise Funds. Any unemployment that is connected to the Town must have a good explanation of why and that it is not seasonal or summer hire because she does not want to see it as a line item. She would like a more detailed explanation for Parks, Recreation, and the Senior Center, why they were there. These are expenses borne by the General Fund of the Town and not the department.

The Chair indicated that there was an error made in the transfer, and the motion needs to be amended, eliminating the FICA.

Mr. Rutigliano moved, seconded by Mr. Tesoro, to amend the motion to not include the Fringe Benefits-FICA 01013400-511150 transfer of \$81,062.00 but only Employee Benefits – Medical 01013400-511151 \$66,677.00 and Deferred Compensation 01013400-522110 \$15,780.00. Additional employees on unemployment due to lay-offs and extended benefits approved by the Federal Govt.

Vote: 5-0-0 Motion carries to amend the motion.

Vote: 5-0-0 Motion carries to approve the amended motion.

Item 8-12-07 Technology Transfer \$1,405.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Technology - Salaries PT 01012600-581888 \$715.00 and Technology - Contractual Services 01012600-522204 \$690.00 to Technology – FT 01012600-501101 \$1,405.00. Additional day in fiscal year, budgeted in contingency was able to transfer within department.

Vote: 5-0-0 Motion carries

Item 8-12-08 Town Hall Transfers \$20,978.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Town Hall - Program Expenses 1013800-522205 \$6,490.00; Town Hall – Heat 01013800-590011 \$3,683.00; Town Hall – Electricity 01013800-590012 \$10,805.00 to Town Hall - Office Supplies 01013800-534401 \$182.00; Town Hall – Postage 01013800-545504 \$4,211.00; Town Hall - Refuse removal 01013800-578804 \$73.00; Town Hall – Telephone 01013800-590014 \$16,512.00.

Vote: 5-0-0 Motion carries

Item 8-12-09 Police Transfers \$88,559.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Police - Salaries-FT 01022000-501101 \$2,591.00; Police - Salaries-PT 01022000-501102 \$24,076.00; Police - Relief/Vac 01022000-501104 \$15,739.00; Police - Salaries-Holiday 01022000-501113 \$8,311.00; Police - Uniform Cleaning 01022000-501887 \$3,768.00; Police – Uniforms 01022000-501888 \$6,748.00; Police - Program Supplies 01022000-534402 \$5,880.00; Police - Prof Dev-Inservice 01022000-556603 \$2,909.00; Police - Service Contracts 01022000-578801 \$10,948.00; Police - Utilities –Electricity 01022000-590012 \$7,589.00 to

Police - Salaries-Seasonal 01022000-501103 \$14,573.00; Police - Salaries OT 01022000-501105 \$63,124.00; Police - Salaries-Shift Diff 01022000-501112 \$2,999.00; Police - Salaries-Training 01022000-501114 \$5,218.00; Police - Office Supplies 01022000-534401 \$513.00; Police - Cleaning materials 01022000-534403 \$63.00; Police - Public relations 01022000-545503 \$40.00 Police - Prof Development – Dues 01022000-556602 \$115.00 Police - Expense Account 01022000-567704 \$643.00 Police - Program Related 01022000-578803 \$66.00 Police - Utilities –Telephone 01022000-590014 \$46.00; Police - Utilities - Traffic Lights 01022000-590015 \$1,159.00. The additional deficit in OT see supplemental request.

Vote: 5-0-0 Motion carries

Mr. Palo asked how there can be such a large discrepancy in the electricity account in some departments. The Chair indicated that these figures are supplied to each department by the Town Hall. Ms. Pires indicated that these are estimates, and we are trying to project the figures for the next year when only 6 months into the current fiscal year.

Item 8-12-10 Animal Control Transfers \$2,340.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Animal Control - Maintenance – Equipment 01022400-578802 \$2,113.00; Animal Control - Ancillary Services 01022400-522203 \$227.00 to Animal Control - Salaries FT 01022400-501101 \$205.00; Animal Control - Salaries PT 01022400-501102 \$366.00; Animal Control - Salaries OT 01022400-501105 \$278.00; Animal Control - Professional Services 01022400-522202 \$323.00; Animal Control - Utilities – electricity 022400-590012 \$1,168.00.

Vote: 5-0-0 Motion carries

Item 8-12-11 Emergency Medical Services Transfers \$568.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Emergency Medical Services - Public Relations 01022600-545503 \$568.00 to Emerg. Med Services – Salaries - FT 01022600-501101 \$190.00; Emerg. Med Services - Salaries-OT 01022600-501105 \$116.00; Emerg. Med Services - Uniform Allowance 01022600-501888 \$22.00; Emerg. Med Services - Professional Services 01022600-522202 \$240.00.

Vote: 5-0-0 Motion carries

Item 8-12-12 Emergency Management Transfers \$6,369.00

Mr. Rutigliano moved, seconded by Ms. LaFrance, to transfer from Emergency Mgmt - Salaries OT 01023400-501105 \$2,575.00; Emergency Mgmt – Telephone 01023400-590014 \$2,414.00; Emergency Mgmt - Program Supplies 01023400-534402 \$474.00 01023400-578801 \$600.00 Emergency Mgmt - Maintenance Equip 01023400-578802 306.0 to Emergency Mgmt - Salaries PT 01023400-501102 \$5,503.00; Emergency Mgmt - Uniform Allowance 01023400-501888 \$866.00.

Vote: 5-0-0 Motion carries

Item 8-12-13 Public Works – Highway Transfers \$12,291.00

Mr. Rutigliano moved, seconded by Ms. LaFrance, to transfer from Public Works - Highway - Salaries FT 01030100-501101 \$11,224.00; PW - Highway - Service contracts 01030100-578801 \$1,067.00 to PW - Highway - Salaries PT 01030100-501102 \$1,954.00; PW - Highway - Salaries seasonal 01030100-501103 \$9,270.00; PW - Highway - Prog Supp. 01030100-534402 \$178.00; PW - Highway - cleaning materials 01030100-534403 \$ 11.00; PW - Highway - Prof Dev –Seminars 01030100-556601 \$43.00; PW - Highway - Annual rentals 01030100-589901 \$596.00; PW - Highway - Utilities – Water 01030100-590013 \$239.00. Storm related, reviewing for additional explanation.

Vote: 5-0-0 Motion carries

Item 8-12-14 Public Works - Bldg Mtce Transfers \$33,842.00

Mr. Rutigliano moved, seconded by Mr. Tesoro, to transfer from Public Works - Bldg Mtce - Salaries FT 01030200-501101 \$33,842.00 to Public Works - Bldg Mtce - Salaries OT 01030200-501105 \$9,724.00

Public Works - Bldg Mtce - Building Maintenance 01030200-578802 \$10,373.00 Public Works - Bldg Mtce - Sewer Fees 01030200-590017 \$13,745.00. Storms related, reviewing for additional explanation.

Vote: 5-0-0 Motion carries

The Chair questioned the large Sewer Fee of \$13,745.00 and asked that a more detailed explanation be provided.

Item 8-12-15 Fleet Maintenance Transfers \$69,977.00

Mr. Rutigliano moved, seconded by Mr. Tesoro to transfer from Fleet Maintenance - Salaries-FT 01030300-501101 \$51,799.00; Fleet Maintenance - Salaries-OT 01030300-501105 \$1,212.00; Fleet Maintenance - Uniform Allowance 01030300-501888 \$3,085.00; Fleet Maintenance - Vehicle Repair 01030300-567702 \$11,916.00; Fleet Maintenance - Service Contract 01030300-578801 \$1,965.00; to Fleet Maintenance - Gas and Oil 01030300-567701 \$69,977.00. More fuel expended due to storms, reimbursement not offset to account in FEMA revenue.

Vote: 5-0-0 Motion carries

Item 8-12-16 Recycling Transfers \$61,428.00

Mr. Rutigliano moved, seconded by Mr. Palo to transfer from Recycling - Salaries FT 01030400-501101 \$44,909.00; Recycling - Salaries-OT01030400-501105 \$6,531.00; Recycling - Hazardous waste 01030400-581886 \$4,303.00; Recycling - Capital Outlay 01030400-581888 \$5,685.00 to Recycling – Contractual 01030400-522204 \$59,595.00; Recycling - Special Contract 01030400-522207 \$1,833.00. Storms related, reviewing for additional explanation.

Vote: 5-0-0 Motion carries

Item 8-12-17 Social Services Transfers \$2,747.00

Mr. Rutigliano moved, seconded by Ms. LaFrance to transfer from Social Services - Salaries PT 01050000-501102 \$815.00; Social Services - Travel Reimb 01050000-567703 \$532.00; Social Services - Capital Outlay 01050000-581888 \$800.00; Social Services - Annual rental 01050000-589901 \$600.00 to Social Services - Salaries FT01050000-501101 \$407.00 Social Services - Salaries Seasonal 01050000-501103 \$1,475.00 Social Services - Salaries OT01050000-501105 \$865.00. Storms related, additional employees used for the shelter.

Vote: 5-0-0 Motion carries

Item 8-12-18 Counseling Ctr Transfers \$1,513.00

Mr. Rutigliano moved, seconded by Mr. Tesoro to transfer from Counseling Ctr - Professional Services 01050200-522202 \$1,513.00 to Counseling Ctr - Salaries – FT 01050200-501101 \$755.00 Counseling Ctr - Salaries – OT 01050200-501105 \$ 500.00 Counseling Ctr - Office materials 01050200-534401 \$117.00 Counseling Ctr - Utilities-Heat 01050200-590011 \$141.00.

Vote: 5-0-0 Motion carries

Item 8-12-19 Sr. Citizens Services Transfers \$4,508.00

Mr. Rutigliano moved, seconded by Ms. LaFrance to transfer from Sr. Citizens Services - Salaries FT 01050600-501101 \$4,508.00 to Sr. Citizens Services - Salaries PT 01050600-501102 \$2,490.00; Sr. Citizens Services - Salaries OT 01050600-501105 \$350.00; Sr. Citizens Services - Public Reports 01050600-545502 \$339.00; Sr. Citizens Services - Refuse Removal 01050600-578804 \$1,329.00. Storms related, additional employees used for the shelter.

Vote: 5-0-0 Motion carries

Item 8-12-20 Libraries Transfers \$2,297.00

Mr. Rutigliano moved, seconded by Ms. LaFrance to transfer from Libraries - Salaries FT 01070000-501101 \$61.00; Libraries - Maintenance-Program Related 01070000-578803 \$715.00; Libraries - Maintenance-Annual Rentals 01070000-589901 \$436.00); Libraries - Utilities – Electricity 01070000-590012 \$1,085.00 to Libraries - Salaries PT 01070000-501102 \$61.00; Libraries - Office supplies 01070000-534401 \$29.00; Libraries - service Contracts 01070000-578801 \$174.00; Libraries - Equipment Maintenance 01070000-578802 \$948.00; Libraries - Utilities – Telephone 01070000-590014 \$1,085.00.

Vote: 5-0-0 Motion carries

Item 8-12-21 Recreation Transfers \$3,415.00

Mr. Rutigliano moved, seconded by Ms. LaFrance to transfer from Recreation - Clerical Fees 01080400-522201 \$300.00; Recreation - Prof Development – Seminars 01080400-556601 \$400.00; Recreation - Prof Development - Prof Dues 01080400-556602 \$250.00; Recreation - Maintenance-service Contracts 01080400-578801 \$198.00; Recreation - Salaries PT 01080400-501102 \$2,267.00 to Recreation - Salaries – Seasonal 01080400-501103 \$468.00; Recreation - Salaries – OT 01080400-501105 \$396.00; Recreation - Program Supplies 01080400-534402 \$2,267.00; Recreation – Travel 01080400-567703 \$284.00.

Vote: 5-0-0 Motion carries

Item 8-12-22 Parks Transfers \$3,415.00

Mr. Rutigliano moved, seconded by Ms. LaFrance to transfer from Parks - Salaries FT01080600-501101 \$4,125.00; Parks - Cleaning materials 01080600-534403 \$59.00; Parks - Service contracts 01080600-578801 \$2,111.00; Parks – Electricity 01080600-590012 \$14,746.00 to Parks - Salaries – Seasonal 01080600-501103 \$4,125.00; Parks - Program Supplies 01080600-534402 \$59.00; Parks - Equipment Mtce 01080600-578802 \$764.00; Parks - Maintenance Program 01080600-578803 \$1,347.00; Parks – Water 01080600-590013 \$13,736.00; Parks – Telephone 01080600-590014 \$1,010.00

Vote: 5-0-0 Motion carries

YEAR END 2011-2012 DIRECTOR TRANSFERS

8-12-23 To 8-12-30	Maria Pires Director of Finance		Director of Finance Transfers – See Attached Schedule	
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Items 8-12-23 through 8-12-30

Mr. Rutigliano moved, seconded by Mr. Tesoro, to approve all the transfers previously made by the Finance Director, Items 8-12-23 through 8-12-30, that were below the \$1,000 threshold, as noted in the schedule which is attached herewith and made a part hereof.

Vote: 5-0-0 Motion carries

The Chair asked for an explanation regarding the phone bill for the Nature Center and was informed by Ms. Pires that this was due to their monthly internet connection, which is being billed through their phone bill. She went on to explain that they were told to pay the bill directly since the internet connection is not in their budget.

AMENDMENT – BOARD OF FINANCE RULES OF PROCEDURE

Mr. Rutigliano moved, seconded by Mr. Tesoro, to change item 12 of the Board of Finance Rules of Procedure to read: The agenda and available backup will be placed on the official Town website three (3) days prior to the meeting date.

Vote: 5-0-0 Motion carries

Mr. Rutigliano moved, seconded by Mr. Tesoro, to add item 13 as follows: Minutes shall be posted in accordance with the time requirements of FOI (Freedom of Information Act) and Town Charter noted as **DRAFT – Subject to Modification and Approval**. After minutes are approved at a subsequent meeting, they will be updated and posted as final in place of the draft.

Vote: 5-0-0 Motion carries

DISCUSSION ITEMS

Fund Balance Report FY 2012 and FY 2013

The Chair noted that The fund balance is currently \$1,000,000 higher than the end of the last fiscal year, or 12% higher.

Year to Date Budget to Actual Report – Expenditures FY 2012

There were no questions.

APPROVAL OF MINUTES

Mr. Rutigliano moved, seconded by Ms. LaFrance, to approve the July 12, 2012 minutes of the regular meeting, as presented.

Vote: 4-0-1 (Abstained: Tesoro) Motion carries

Mr. Tesoro moved, seconded by Mr. Rutigliano, to approve the July 24, 2012 minutes of the regular meeting, as presented.

Vote: 5-0-0 Motion carries

The minutes of the July 12, 2012 special meeting were tabled until the next Board of Finance meeting.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 9:05 p.m.

Respectfully submitted,

Phyllis C. Collier, Board of Finance Clerk

		TOWN OF TRUMBULL DIRECTOR OF FINANCE YEAR END TRANSFERS					
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER		
08-12-21	FROM Town Council-Professional	01010000-502203	248.00	(248.00)	0.00		
	TO						
	Town Council-Chief of Police Redistributing clerk	01010000-502201	(248.00)	248.00	-		
08-12-24	FROM Nature Commission - Litter-Heat	01010100-500011	1,088.79	(84.00)	1,004.79		
	TO						
	Nature Commission - Phone Internet service	01010100-500004	(984.79)	84.00	0.00		
08-12-25	FROM Human Resources - Professional Fees	01010000-502202	1,800.00	(400.00)	1,400.00		
	TO						
	Human Resources - Salaries-PT Additional day in fiscal year, budgeted in contingency was able to transfer within dept	01010000-501101	(400.00)	400.00	0.00		
08-12-26	FROM Recycling Commission Expenses	01010000-502205	214.08	(10.00)	204.08		
	TO						
	Recycling Commission Materials	01010000-504402	(8.27)	18.27	0.00		
08-12-27	FROM School Nurses - Maintenance Service	01080000-500801	664.89	(13.89)	651.00		
	TO						
	School Nurses - Travel Reimbursement	01080000-501703	(17.26)	31.09	0.00		

