

Approved

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

CALL TO ORDER

Chairman 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.

ATTENDANCE

Present

Elaine Hammers, Chairman
Andrew Palo
Steve Lupien
Paul Lavoie
Tom Tesoro (arrived at 7:20)
Cindy Penkoff, Alternate
Susan LaFrance, Alternate
Vincent DeGennaro, Alternate
Dave Rutigliano

Absent

Also present:

First Selectman, Timothy M. Herbst; Maria Pires, Finance Director; Jim Henderson, Internal Auditor; Joseph Laucella, EMS Director; John Ponzio, Treasurer; Chief Thomas Kiely; Deputy Chief Michael Harry; Deputy Chief Jack Burns; Jack Testani, Chairman – Police Commission; Joseph Laucella – Chief Trumbull EMS; Michael DelVecchio – Trumbull EMS Commission; John Plotkin, Jr., Chief – Nichols Fire Dept.; Doug Bogen, Chief – Long Hill Fire Dept.; Eric Levine, Chief – Trumbull Center Fire Dept.

The Chair indicated that Mr. DeGennaro would be voting for Mr. Tesoro in his absence.

TOWN TREASURER'S REPORT – John Ponzio

Mr. Ponzio presented his report and noted the following:

- Cash balance of 64.5 million; nice growth; October was a good collection month.
- Interest year to date is \$107,000 an increase of 3% from last year this time.
- \$39,000 interest payment coming up on Bond in the first week of December and a 1.7 million dollar payment of principal and interest coming up in the middle of January.
- TD Bank – we realized a 5 bp increase from 25 to 30 that represents \$20,000 on an annual basis.
- Purchased a CD at 50 bps last month.
- On advice of Bond Counsel, we segregated all interest and proceeds from Bonds and Notes into a STIF (Short Term Investment Fund) – \$3.7 million from last Bond sale, leaving us no exposure to the IRS rule that we cannot earn more than the cost of borrowing.
- Contributions made to Pension Fund: \$1.1 million to the Town and \$440,000 to the Police.
- We are currently pursuing \$1.7 to \$2.3 million in THS reimbursement. These are funds that are in dispute with the state and not the last of what we will be pursuing.

BONDING RESOLUTION

11-13-01	To consider and act upon a resolution entitled: RESOLUTION APPROPRIATING \$4,550,000 FOR TRUMBULL POLICE DEPARTMENT IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$4,550,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATIONS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE
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Mr. Lavoie moved, seconded by Mr. Lupien to read the title and Section 1 of the \$4,550,000 Trumbull Police Department Improvements (2013) Bond Resolution in its entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of this meeting.

RESOLUTION APPROPRIATING \$4,550,000 FOR TRUMBULL POLICE DEPARTMENT IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$4,550,000 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 \$4,550,000 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, work stations, and a new telephone system; (iii) technology and computer hardware, 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.

Vote: 6 – 0 motion carries

First Selectman Timothy M. Herbst spoke to the Board of Finance regarding the Bond Resolution that he feels is of paramount importance for the public safety of the residents of Trumbull.

- This is a significant amount of money being requested. We all have a good idea of what it is needed for our emergency services and we know that these needs are not being met effectively
- Our 911 calls need to be met effectively and in a timely fashion. What we learned from the tragedy at Sandy Hook is that minutes do count.
- The Fire District outsources dispatching, which costs them approximately \$600,000 per year. We need to look at how these funds that are not used for outsourcing will be reallocated towards the consolidation of our emergency dispatch system and the ensuing debt reduction.
- A commission within the State of Connecticut has been developed to study the process of consolidation within each town and hopes to implement it over the next five (5) years. Therefore, if we invest in our town now by consolidating our dispatching system for our three emergency services, we will be in the position to be a host community, generating income from surrounding towns, once the State mandates that all towns consolidate their dispatching services.
- We need to look at the technical aspects of upgrading the radio system along with the need to make capital improvements to the building to assist in implementing a more effective emergency dispatch system as well as meeting the requirements for an effective Emergency Operations Center.

Chief Kiely spoke, reiterating the need for a radio system upgrade and building renovations, and referenced the following during a slide presentation:

- We are requesting an upgrade to our existing radio system, not a new system. We have not looked into purchasing a new system; most of the upgrade will be new and Motorola is state-of-the-art.
- Our communication center was established in 1981.
- We currently have a 16 year old analog radio system with one tower.
- We only have 2 places for dispatchers to sit and we have no expansion capability in the communication center. We are grandfathered in at present; however, if we make renovations we need to meet current statutes.
- We are looking to increase the area coverage available by going to digital radio signal. Currently we do not have good coverage and the new system will have better coverage.
- Our system is obsolete and replacement parts are no longer being made; we rely on used parts and their availability. We are upgrading an existing Motorola system.
- With only 2 seats available, it is very difficult to cover a major emergency.
- The Emergency Center has had no improvements in 33 years and is going to need a rebuild, as follows:
 - 4 stations and wrap-around screens for easier monitoring and work stations.
 - New telephone system with direct dial capability.
 - Updated computers and records management.
 - Monitoring video feeds, i.e., we will be able pick up the THS Admin building at the BOE and be able to scan the rooms as police are searching for an intruder.
 - New furniture-desks, chairs, file cabinets, cubicles.
 - Heating/air conditioning HVAC.
 - Must be able to lock down the Communications area; need a communications supervisor.
 - Need a break room.
 - Sergeant's office and evidence office in use 24/7.
 - Accessible restrooms; unisex and handicap
 - Records room and storage.
 - New fingerprinting area. The finger printing room will be moved and the area reallocated.
 - Kitchen area – stove, refrigerator, table and chairs.
 - Interview room – must have new one by January 1, 2014; need to video all interviews and confessions; grant funds are paying for all video equipment.
 - Fire dispatch is moving out during the renovations to temporary location and will move back once completed.
 - EMS System can be brought in to the dispatch center.
 - The Fire Department can't be out until February 2014 and there is no guarantee that they will be coming back; there is no firm agreement in place.

Mr. Lavoie indicated that the improvements are absolutely necessary for the safety of the residents but how do we want to pay for it, since some of the items cannot be put in to a 20 year bond, i.e., technology. What he is going to be looking for is the most effective way to pay for this.

The Chair expressed concern with the \$1.5 million for the renovations and the stability of the costs we have been given.

Mr. Lavoie asked if the \$2.68 million proposal "was not to exceed cost" and was told yes, the \$2.68 million is firm.

Mrs. Penkoff indicated that \$525,000 in soft costs should not be in a bond, and went on to add that she felt that some of the costs were very inflated.

Mr. Lavoie indicated that we are not being given 3 bids to review; we are being asked to approve the bond and then go out for bids.

The Chair added that once we do that the estimates will come in at what we approved. She went on to add that we want to approve the bond and amend it once we have the costs.

Recess called at 8:45 p.m. Meeting reconvened at 9:07 p.m.

Mr. Lavoie moved, seconded by Mr. Palo, to amend our motion to the following language:

RESOLUTION APPROPRIATING \$2,900,000 FOR TRUMBULL POLICE DEPARTMENT IMPROVEMENTS (2013) AND AUTHORIZING THE ISSUE OF \$2,900,000 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 \$2,900,000 is appropriated for the planning, design and preparation of bid specifications for the Town of Trumbull Police Department Improvements (2013), consisting of: (i) building renovation, including a new dispatch center, space realignment and reuse, work stations, and a new telephone system; and (ii) the purchase of radio system upgrade and enhancements including a new radio system, consoles, antennas, and mobile radios, technology and computer hardware, 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.

Vote: 4 – 2 motion carries (against: Tesoro – Lupien)

The Chair asked that the Police Department get started with the \$2.9 million and then come back to the Board after the following occur:

- Get plans formalized; we need blueprints so you can go out to bid.
- We will have a special meeting if needed.
- We need solid numbers when you come back to us.

All those in favor of the Bond Resolution of \$2,900,000 as follows:

	AYES	NAYS
Mr. Tesoro	x	
Mr. Lupien	x	
Mr. Palo	x	
Mrs. Hammers	x	
Mr. Rutigliano	x	
Mr. Lavoie	x	

VOTE: 6-0 motion carries

Mr. Lavoie asked that when Chief Kiely comes back to us once the estimates are received that the Fire Department also return with their commitment to a combined dispatch center and how we will fund all of this.

FISCAL YEAR 2013-2014 SUPPLEMENTAL APPROPRIATION

11-13-02	William Chin Director of Information Technology	FROM: General Fund TO: Capital Outlay #01012600-581888 Information Technology upgrades	\$ 199,950 199,950
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Mr. Lavoie moved, seconded by Mr. Tesoro, to transfer \$199,950 from the General Fund to Capital Outlay #01012600-581888 for Information Technology upgrades.

Mr. Chin indicated that these items were initially put into the budget and moved to a bond and he is now seeking a supplemental:

- Core switch
- Switch upgrade
- Exchange server upgrade
- UPS
- Cogent systems live scan

Mr. Chin indicated that he arrived at the \$199,000 using MSRP,

Mr. Tesoro moved, seconded by Mr. Palo, to table the motion until we get the discounted prices.

Vote: 6-0 motion carries

The Chair indicated that he should come back to the Board with hard prices, but he is really in need.

The Chair suggested that we reconsider due the urgency.

Mr. Palo moved, seconded by Mr. Tesoro, to reconsider the motion.

Vote: 5-1 motion carries (against: Lupien)

Mr. Rutigliano indicated that we were being inconsistent by asking the Police Department to come back with better figures, and now we are going to reconsider for Mr. Chin.

Mr. Tesoro went on to add that if we had done this originally at budget time when Mr. Chin presented the hard figures we would be finished by now.

The Chair indicated that we can deduct a percentage of the cost from the items that were quoted at MSRP and \$4,00 was the agreed upon figure.

Mr. Palo moved, seconded by Mr. Tesoro, to amend the amount to \$195,000.

Vote: 6-0 motion carries

Vote to approve \$195,000: 3-3 motion fails (against: Lupien, Tesoro, Rutigliano)

FISCAL YEAR END 2013-2014 TRANSFER

11-13-03	Michael Harry Deputy Chief	FROM: Full Time Salary 01022000-501101 TO: Part Time Salary 01022000-501102 Salary for part time Fleet Manager/Mechanic	\$ 3,132 3,132
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Mr. Lavoie moved, seconded by Mr. Lupien, to transfer \$3,132 from Full Time Salary 01022000-501101 to Part Time Salary 01022000-501102 to cover salary for part time Fleet Manager/Mechanic. Deputy Chief Harry indicated that the turnaround time for police vehicles by the town garage is slow given the amount of work at the town garage. The position would include the following duties:

- Take car off the road
- Prepare ticket
- Perform preventive maintenance, and if out of range, send out to a third party.

He went on to add that the rest of the funding was coming from the salary budget for an officer that is out on leave.

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

INTERNAL AUDITORS REPORT – Jim Henderson

Report tabled; waiting for BOE input.

DISCUSSION ITEMS

- Year-to-Date Budget to Actual Report – Mrs. Pires indicated that the encumbered amounts were to cover the terms of contracts.
- Fund Balance Report FY 2013 – There were no questions.
- Trumbull Day – Mrs. Pires indicated that the bills are paid and the vendors are paid. She went on to add that we needed to use an outside agency in clean up since the field needed to be repaired.

APPROVAL OF MINUTES – September 12, 2013

Mr. Lavoie moved, seconded by Mr. Tesoro, to approve the minutes from the September 12, 2013 meeting as presented.

Chairman Hammers moved, seconded by Mr. Palo, to approve the minutes as amended, indicating Mr. DeGennaro was absent.

Chairman Hammers indicated that Mrs. LaFrance and Mrs. Penkoff would be voting on the Approval of the Amended minutes.

Vote: 6-0

ADJOURNMENT

By unanimous consent, the meeting was adjourned at 9:40 p.m.

Respectfully submitted

Phyllis C. Collier – Board of Finance Clerk