

**APPROVED  
BOARD OF FINANCE  
Minutes  
October 8, 2015**

**CALL TO ORDER**

Chairman Hammers called the Board of Finance meeting to order at 7:00 pm at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance and since this is Breast Cancer Awareness month the Chair requested a moment of silence to remember all those who have battled breast cancer and those who have lost their battle.

**ATTENDANCE**

**Present**

Elaine Hammers, Chairman  
Paul Lavoie  
Roy Molgard  
Bill Haberlin, Alternate  
Lainie McHugh  
Andrew Palo  
Thomas Kelly

**Absent**

Karen Egri, Alternate  
Vincent DeGennaro, Alternate

**Also present:**

Maria Pires, Finance Director; John Ponzio, Treasurer; Therese Keegan, Internal Auditor; Sean O'Keefe, Business Manager; Mark Deming, Facilities Manager.

**TOWN TREASURER'S REPORT** – John Ponzio

Mr. Ponzio presented his monthly report, highlighting the following:

- As of September 30, 2015, monthly interest earned was \$29,000 up from \$24,000 this time last year due to the TD and Farmington interest rates.
- We recognized \$96,000 over the last 3 months this fiscal year compared to \$80,000 this time last year, so we should be able to reach our increased budget.
- We paid between \$13 and \$14 million in debt service in September, which significantly affected our cash balance. Our cash balance is still very healthy and we are where we were last year.
- There is an increase in STIF Funds despite the low interest rate. Bond Counsel advised that we must place unspent bond proceeds in the STIF to avoid arbitrage penalties so we put about \$3-4 million dollars there. We move the money into our regular account as quickly as possible.
- Still have a healthy return from Janney and Morgan Stanley. Averaging about 2%+.
- The stock market has been volatile; last week has been healthy, up 1000 points on the Dow, which is really helping out Pension Fund. We have a Pension Board meeting later this month and he will be reporting on the progress. We made a \$106,000 periodic Pension payment today. We changed the way we fund the Pension so we can take the first payment of the quarter and invest it completely not leave it in the money market to pay the retirees. Those funds are deposited later in the month.
- On-line tax payments total 4,900 transactions, since January 1, 2105, \$2.9 million that did not have to go through the tax office, mitigating the impact of employees retiring earlier in the year. You cannot pay sewer assessments on line and it is being worked on by Quality Data.

**INTERNAL AUDITOR REPORT** – Therese Keegan

**Senior Center**

Ms. Keegan cited her recommendation for the Senior Center, as follows:

- Update and revamp membership form.

- Keep original application for one year, and then destroy.
- Make residents and non-residents aware of services and costs. Give new members a pamphlet; not everyone will access the web site.
- In order to reach seniors who are still working (60 and older) evening classes may be made available.
- Have drivers trained in CPR; EMS has come in to show them how to assist until help arrives.
- Waivers to be signed by residents who use the buses. Counsel would prefer to have them initial when they get on the bus.
- Transportation has been the same as in July and August for the number of people who are using the transportation services. 69 for June and July; 70 for August. Give consideration to cutting the hours of bus drivers, since they are not full for medical rides. **Note:** Monroe charges a fee for each trip and they bill out once a month based on sheets initialed.
- Use an Excel spreadsheet for tracking the receipt and deposit of membership dues, along with the rest of the information.
- Quarterly reports are being filed on time and are in good shape.
- Payments are currently not accounted for in an efficient manner; will be able to eventually tie deposits to payments made.
- Outreach is being done during day events; the number of seniors being reached is not high considering the number of seniors in Town because a large percentage of them still work.
- Monroe is not the only town that charges for rides; there are many towns that do not offer medical transportation. The Chair indicated that the information should be presented to the Senior Commission along with information from the GBTA. The Commission also needs to address how to draw out more people to use the available senior services.

### Tree Warden

Ms. Keegan presented her Report on the Tree Warden, which was sent to the Board members on September 24, 2015.

- Overview of Budget – the budget consists of the following items: Part time salary \$20,000; \$100,000 for anticipated sub-contractors expense and emergency servicing.
- The State Board actually calculates the number of days he can work on the trees.
- In the winter, he does not do maintenance; he only does what has to be done based on storm damage. This is basically a 3 seasons out of the year job.
- He calculates the number of trees that need to be taken care of and the Town pays the sub-contractor a daily rate.
- He receives information from Q Alert. You can go into Q Alert to see what kind of information is in there about trees. He is contacted by the townspeople who leave him messages. He goes in and reviews the issues and follows-up. You can run a report to see who he has contacted and the follow-up information. The report run showed that he was current and what needed follow-up. If we don't take care of it here he passes it over to the UI.
- Planning – there are trees that are old or diseased but not dangerous to anyone, so they will not be his priority; however, they are scheduled over the next few years if diseased and he will push up the priority if necessary.
- Copy of Q Report will be sent to the Board members at Mr. Palo's request.

### Leaf Pickup

Ms. Keegan presented her updated information on the estimated cost of bagging leaves:

- Estimated cost of the compactor \$185,000 over 15 years = \$12,333
- Crew requirements – Per John Marsilio, it would take 2 four men crews 6 weeks, which is 8 people 40 hours 6 weeks for a labor cost of \$48,864. There is no overtime required, since they are in bags and weather is not an issue.
- Third party hauling cannot be lowered: \$144,024.
- Parts etc. \$5110.
- Total Cost: \$210,332. This represents a savings of \$424,044 that will be realized from bagging.
- According to Jim Haselkamp, if you want to subcontract leaf vacuuming you will need to renegotiate contracts because the overtime is long standing and you can't just take it away; however, you can switch to bagging.

- \$196,310 will be spent even if there is no leaf pickup; workers will be doing something else.
- Mr. Palo asked to have Mr. Marsilio check the cost of bags that could be supplied to the residents for leaf pick-up.

**Police Overtime**

Ms. Keegan indicated that she has been in touch with Chief Lombardo and he has the information we are seeking; however, he needs to formalize it on paper.

**Recreation Department**

Ms. Keegan indicated that she received the Audit on Monday and it is at least 135 pages and she is currently looking at it.

**Special Agency Accounts**

Ms. Keegan indicated that she is currently looking at the special agency accounts one by one and checking the source documentation trying to determine if they should be accounted for in that manner and if not we will move them. Some have been inactive for a period of time and we are looking to see what if anything we can do with those funds.

The Chair asked Ms. Keegan to check with the Auditors to see how we should close the dormant accounts and to give us written documentation clarifying how we can use the funds.

**10-15-01 – BOND RESOLUTION**

Mr. Lavoie moved, seconded by Mr. Molgard, to read the title of the following proposed 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.

Vote: 6-0-0

RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE (See Schedule A attached hereto and made a part hereof)

Mr. Lavoie moved, seconded by Mr. Molgard, to adopt the resolution as introduced.

Mr. O’Keefe explained why the figures have changed in connection with the Middlebrook Windows, as stated in his letter dated October 8, 2015 to the Board of Finance.

- Original bonding request was presented as a net number, not the gross amount. This does not allow us to pay the vendor invoices on a timely basis.
- It was assumed that 100% of the expenses would be eligible for a 31% State reimbursement. We have since been advised that the reimbursement rate will be at 34.64%.
- It was discovered that environmental remediation work needed to be done, increasing the costs.
- According to State Statute \$145,000 of the change order will not eligible for State reimbursement; however, we can apply for a Special Legislation in the next session, in which case we have a good chance of success, since the remediation is asbestos related.

Mr. Palo asked what types of costs would not be reimbursable. Mr. Demming indicated that labor to install the windows is one example and when questioned further by Mr. Palo, Mr. Demming indicated that the engineering fees would be reimbursable.

The Chair indicated that we are amending a resolution. She went on to add that she feels the Board of Education needs to have the buildings evaluated ahead of time, and give the Board of Finance a total report of what needs to be done with these schools and not come back to the Board of Finance each time they find a problem. Middlebrook is close to 70 years old and it is safe to assume that there are going to be these types of problems. Mr. Demming assured the Chair that this is the last of the “clean-up projects” and going forward the projects will be his, and he will be fully accountable.

The Chair read the following into the minutes:

Section 1. A Resolution adopted July 2, 2012, entitled "RESOLUTION APPROPRIATING \$2,577,655 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$2,577,655 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" (the "Prior Resolution") is amended to increase the appropriation and bond authorization therein by \$512,345, from \$2,577,655 to \$3,090,000, as follows:

Section 1. The title of the Resolution is amended to read as follows:

RESOLUTION APPROPRIATING \$3,090,000 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2012-2013 AND AUTHORIZING THE ISSUE OF \$3,090,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 2. The amount \$3,090,000 is substituted for the amount \$2,577,655 wherever \$2,577,655 appears in the Prior Resolution.

Mr. Lavoie moved, seconded by Mr. Molgard, to accept the amended Resolution as read.

	<b>AYE</b>	<b>NAY</b>
Lainie McHugh	x	
Roy Molgard	x	
Thomas Kelly	x	
Paul Lavoie	x	
Andrew Palo	x	
Elaine Hammers	x	

Vote: 6-0-0 motion carries

**0-15-02 – FISCAL YEAR 2015-2016 SUPPLEMENTAL APPROPRIATION**

Mr. Lavoie moved, seconded by Mr. Molgard, to appropriate from the Golf Course Enterprise Fund \$20,000 to account number 21100000-522203 Legal Fees and Services Anc. \$20,000 to retain the law firm of Owens, Schine & Nicola, P.C. and arbitration fees.

Mr. Dray explained that the funds are to be used for litigation; there was a lawsuit which was withdrawn and must go to mediation. If the funds are not completely used for mediation, they will be used for arbitration.

Mr. Palo moved, seconded by Ms. McHugh, to move into Executive Session at 8:03 p.m.

Mr. Lavoie moved, seconded by Mr. Molgard, to come out of Executive Session at 8:20 p.m.

Vote: 6-0-0 motion carries

**10-15-03 – ACCOUNT CORRECTIONS**

Mr. Lavoie moved, seconded by Mr. Molgard, to correct the following account numbers from last month's transfers, as listed on Schedule A attached hereto and made a part hereof.

Ms. Pires indicated that these changes do not impact the fund balance. The account numbers are wrong; however, the account names are correct. She then went on to add that the transfer amount for item number 9-15-32, account 01040000-501101 needs to be changed from (\$278) to (\$3,278).

Mr. Lavoie moved, seconded by Mr. Molgard, to amend the account numbers, and to increase the total by \$3,000.

Vote: 6-0-0 motion carries

### **DISCUSSION ITEMS**

- **Year to Date Budget to Actual Report – Expenditures FY 2016**

Ms. Pires indicated that the FY 15 report was included in the package and the FY16 will be sent to them under separate cover. She went on to add the several of the seasonal accounts may be over budget only because they have vacancies and once they fill those vacancies we will transfer from part time or full time salaries.

- **Year to Date Special Agency Funds Report FYE 2016**

The Chair indicated that she would like Ms. Keegan to continue working on Special Agency accounts with the Auditors. Mr. Palo indicated that the report will get a lot smaller. The Chair indicated that she would like to develop with the auditors the criteria for setting up a special agency account. She doesn't want a department to arbitrarily decide to collect a fee and call it a Special Agency account. Ms. Pire's indicated they met with the Auditors today and discussed the Special Agency accounts. These accounts are like trust accounts that are kept separately for a special purpose. Special Detail is supposed to be a special revenue fund. It is still separate but it will not be part of the 72 funds. These accounts may be segregated for different functions but they will not be part of what we call Special Agency accounts, it will be called Special Revenue because there is a purpose for charging the fees and there will be bills associated with these fees. Ms. McHugh indicated that she would like to see more documentation to support the Special Agency accounts especially at budget time. The Chair agreed, and went on to add that she would like to see how the fees collected at the Recreation Department are used. Ms. McHugh went on to add that Ms. Keegan is now available to assist with mentoring the report preparation in the Recreation Department.

### **APPROVAL OF MINUTES**

Mr. Lavoie moved, seconded by Ms. McHugh, to accept the minutes of the September 10, 2015 meeting, as presented.

### **ADJOURNMENT**

Mr. Lavoie moved, seconded by Mr. Molgard, to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

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Phyllis C. Collier  
Board of Finance Clerk