

**TOWN OF TRUMBULL  
MINUTES  
BOARD OF FINANCE  
October 13, 2016**

**CALL TO ORDER**

Chairman Hammers called the Board of Finance meeting to order at 7:06 pm in the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

**PUBLIC COMMENT**

There was no Public Comment

**ATTENDANCE**

**Present**

Elaine A. Hammers, Chairman  
William S. Haberin  
Roy Molgard  
Andrew Palo  
Scott Zimov  
Ted Chase, Alternate  
Vincent DeGennaro, Alternate  
Vicki Tesoro

**Absent**

Karen A. Egri, Alternate

**Also present:**

Dr. Cialfi; Mark Demming; Sean O'Keefe

**TREASURER'S REPORT – Anthony Musto**

Mr. Musto indicated the October is one of the tax collection months. He went on to add that he would not be moving funds from Morgan Stanley at this time. He sees no problem meeting his budget this year; if rates move there is a possibility that he will exceed his budget.

**INTERNAL AUDITOR – Therese Keegan**

Ms. Keegan presented her report entitled Town Owned Vehicles - Cost and Review Process. She indicated the purpose of the audit is to see how we are doing and how we can make it better or take corrective action; it is not to look for problems or to create anxiety but to improve the process.

A report on Town Owned Vehicles was done in 2007 a second review was presented in 2011, which included basically the same findings, as does this one, although included here, for your review, is also an attempt to address some of these issues.

- **The Town needs a comprehensive vehicle use policy**
  - The Town needs a written policy that once everyone formally agrees, it needs to be distributed, and the Town needs to determine which department is responsible for it.
  - A sample policy is included in the written report.
- **The Town should be completing physical inventories on a regular basis**
  - Currently, there is no actual inventory list and the insurance company does not have an accurate list. The Motor Vehicle Department requires that every 6 months we match our issued plates with their current vehicle, since the plates can move from one vehicle to another; however, we are not doing this.

- It is recommended that the Town perform an annual inventory on their vehicles and assign management of the actual inventory list to the highway department.
- **The number of take home vehicles may be considered excessive**
  - The cost/benefit of take home vehicles is excessive. If we reimbursed for mileage, the average cost would be \$700 per vehicle; however, the cost to the town per take home vehicle is \$11,187. Take home vehicles should be limited to emergency people or those who go to different locations with equipment on board.
  - The town should consider other alternatives, since the cost to the town exceeds the benefit to the employee.
- **Centralization of vehicle maintenance and documentation should be considered**
  - Have the police department and the highway department use the same software.
- **Concern over the aging fleet**
  - The age of the fleet was an area of concern.
  - It is recommended that we do not replace take home vehicles, but use pooled vehicles or reimburse employees for use of personal vehicles.
  - Decrease the number of assigned vehicles.
- **IRS requirements regarding vehicle usage**
  - We need to mark the EMS SUV
  - We need to tax the BOE employees
  - We need to correctly tax First Selectman

**APPROVAL OF MINUTES** – September 8, 2016

Mr. Haberlin moved, seconded by Mr. Palo, to approve the September 8, 2016 minutes, as presented.

Vote: 5-0-1 (abstained: Tesoro)

**ADJOURNMENT**

By unanimous consent, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

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Phyllis C. Collier  
Board of Finance Clerk