

**BOARD OF FINANCE  
MINUTES  
January 13, 2011**

**CALL TO ORDER**

Chairman William A. Crooks called the Board of Finance meeting to order at 7:04 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in a moment of silence and the Pledge of Allegiance. The Chair requested that all present remember the victims of Tuscon, Arizona.

Members present and absent were as follows:

**PRESENT**

Chairman William A. Crooks  
Vice-Chairman Mark E. Smith  
Andrew Palo  
Tom Tesoro  
Alex Remson, Alternate  
Perry Molinoff, Alternate

**ABSENT**

Ken Martin, Jr.  
Steven C. Lupien

**Also Present:** Director of Finance Maria Pires, Town Treasurer Mr. Ponzio, Town Internal Auditor Mr. James Henderson and Town Attorney Kokenos.

**Public Comment:** There was no one present from the public to speak.

**Approval of Minutes – December 9, 2010:**

The Chair stated that the request (noted in the December 9, 2010 meeting minutes) of bond counsel's recommendation would be placed on the February 2011 meeting agenda. Mr. Tesoro stated that a letter outlining bond counsel's recommendations would be acceptable as reflected in the December 9, 2010 meeting minutes.

Motion made by Mr. Tesoro, seconded by Mr. Smith to amend the December 9, 2010 minutes to read as on page 4, first paragraph:

“Ms. Pires clarified that this item was approved at **\$15,000** last year; they were unable to finish the work last year; that is why the \$3,000 is being requested this year”, (changing the amount from \$12,000 to \$15,000);

Page 5, second sentence to read as, “VOTE: Motion to **amend** carried unanimously 6-0”, (adding the word amend to the sentence);

Page 4, the account # to read as, “To: Professional Services 3,000  
01013800-522202”

(changing the last account number to the number (2) two).

VOTE: Motion to amend carried 4-0-2 (Abstention: Remson and Molinoff)

VOTE: Motion as amended carried 4-0-2 (Abstention: Remson and Molinoff).

**TOWN TREASURER'S REPORT (12/31/2010)**

Mr. Ponzio reported that the town is fully invested, \$50,028,205. December is the slowest tax month of the year, January increases. \$2.7 million was paid on an interest payment for a bond on January 12, 2011 and on January 13, 2011 the BOE was funded with \$4.8 million for payroll; \$8 million has been

absorbed in the last two days, although funds will be forthcoming during the month of January. The town is fully invested with the exception of a small amount of cash in Fairfield County Bank, which will be invested in CD's in the near future. The Merrill Lynch cash line item has been invested in Frannies and Freddie's. Rates have been stable; the QE2 has not had an effect on rates; they have held up very well. South Korea increased its rate yesterday; that is the first uptake seen in a quite awhile, possibly other countries will follow suit in the future. The Cash Flow Forecast and the Interest Income Projection has been completed. It is not a linear equation as indicated at a previous meeting. There was a budget amount of \$350,000 (interest income); based on the analysis it is projected to be \$225,000; it is short of the \$350,000 but not as much as anticipated a couple of months ago.

INTERNAL AUDITOR'S REPORT (VERBAL)

Mr. Henderson reported that last Friday the BoE Business Manager, Mr. Sirico, the Superintendent of Schools, Mr. Iassogna, the Town Broker, the BoE Broker, Mr. Ponzio the Town Treasurer, First Selectman Timothy M. Herbst and himself had met and are working hand in hand together on Dependent Eligibility. As a result of that meeting came discussions of the possibility of pooling together the town and the BoE; possibly achieving even better health care savings. A request had been made at this meeting to put the health insurance out to bid; there was some reluctance. This would be the first year with the present BoE health insurance carrier. The Chair noted that the BoE historically prefers to work with a particular carrier for two (2) years. Mr. Henderson reported that testing has been done on the town side and now that discussions have taken place with the BoE. Testing on the BoE side is forthcoming. The final report is anticipated to be completed in June 2011; the written report will come before this board in July 2011. Mr. Henderson has dedicated his whole work week to the dependent eligibility audit. The Board of Finance can expect verbal and/or written monthly reports moving forward. The next phase will be the amnesty period report. Mr. Tesoro spoke in favor of this audit noting the potential for significant savings.

**FISCAL YEAR 2010-11 SUPPLEMENTALS:**

1-11-01	APPROPRIATION FROM:	RETAINED EARNINGS	10,000
	WPCA	20-315200	
	2010-2011 BUDGET TO:	PROFESSIONAL SERVICES	10,000
		20100000-522202	
		Legal Services Relating to litigation on the Jog Hill Project	

Moved by Mr. Smith, seconded by Mr. Palo.

Town Atty. Kokenos reported that this item came to be when the question arose as to whether to return the \$100,000 retained earnings to the contractor. Performance Bond issues are a very specialized legal niche. After further research it became more than a performance bond issue, Atty. Moscow reviewed the forensic audit and the Tighe & Bond preliminary reports; significant defects have been identified and the performance bond issue became a negligence issue. This is different from what Atty. Kokenos' office is working on; the contract 4 arbitration. The potential litigation involves negligence which is why this particular firm was retained. This item represents the retainer; the WPCA wanted the BoF involved in the decision process.

The Chair requested the 20 account balance. Ms. Pires confirmed that the WPCA 20 account balance is

approximately \$2 million, although she did not have the exact balance available at this meeting. The Chair asked for clarification on the Professional Services' account balance; its balance at this time is \$59,000. Ms. Pires stated that the \$59,000 is committed; at the October 14, 2010 BoF meeting \$57,500 was approved from the Professional Services account for Tighe & Bond on call engineering; \$2,500 was approved at that same meeting for the forensic audit and \$1,175 for the DEP Clean Water Fund, therefore there is a need to adjust the balance by \$10,000.

VOTE: Motion carried unanimously 6-0

**FISCAL YEAR 2010-11 TRANSFERS**

1-11-02	APPROPRIATION TECNOLOGY	FROM:	01012600-501102 SALARIES-PT/PERMANENT	12,000
		TO:	01012600-522204 SERVICES AND FEES- CONTRACTUAL Professional Services for the Webmaster	12,000

Moved by Mr. Smith, seconded by Mr. Molinoff.

The Chair noted that the new webmaster had confirmed that the BoF agenda packet was posted in a timely manner; moving forward they will be posted preferably a week in advance; but definitely six (6) days in advance of the BoF meeting. Ms. Pires explained that previous to hiring the webmaster there had been a part time employee who had been handling posting the agendas on the website; this individual had been one of the bidders but was not the awarded the bid and is no longer performing the function of the webmaster. The Chair explained that the back-up accounting sheet provided indicates a balance of \$12,105 in the Part Time account and that is where the transfer will be coming from.

VOTE: Motion carried unanimously 6-0.

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1.11.3 2011-2012 Budget Hearings Schedule

The BoF agreed that this item would be a discussion item.

The BoF discussed possible changes to the Budget Hearing Schedule; due to the fact that February 21, 2011 is a holiday. Mr. Tesoro requested that a change be made to the second meeting day due to a conflict in schedule. All present agreed.

By unanimous consent the Board of Finance amended the 2011-2012 Budget Hearing Schedule to Tuesday February 22, 2011 (from Monday, February 21, 2011; President's Day is observed on that Monday) and the second meeting moved to Wednesday March 2, 2011.

The Chair requested that Senator Musto, State Representatives Mr. Hang, T. R. Rowe, Mr. J. Annick and Mr. Ralph Pasquel receive copies of the Budget Hearing Schedule. Ms. Pires agreed.

The Chair noted that the BoF 2011 calendar year schedule has been distributed the board members and has been placed on the town website.

## **DISCUSSION ITEMS:**

- Year to Date Budget to Actual Expenditure Report for FYE 06/30/2011

Ms. Pires stated that the Police Department shift differential report will be researched and sent to the BoF via e-mail.

Snow Removal:

Ms. Pires stated that \$45,000 in salaries and \$139,000 in Program Supplies (sand and salt) has been spent to date; a total of \$297,000 is available to date in the Snow Removal account, although the January 12, 2011 snow storm would not be included in these amounts.

- Five Year Capital Improvement Plan

The Chair noted that Mr. Marsilio had just finished working 48 hours due to the latest snow emergency. The Five Year Capital Improvement Plan will be presented to the BoF at the February 2011 meeting. All present agreed.

## **ADJOURNMENT**

There being no further business to discuss upon motion made by Mr. Smith, seconded by Ms. Remson the Board of Finance adjourned by unanimous consent at 7:45 p.m.

Respectfully submitted,

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Margaret Mastroni  
Acting Clerk, Board of Finance