

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



AGENDA No. 743

- I CALL TO ORDER
- II MOMENT OF SILENCE
- III PLEDGE OF ALLEGIANCE
- V ROLL CALL
- VI PUBLIC COMMENT
- VII APPROVAL OF MINUTES
- VIII NEW BUSINESS

DATE: August 3, 2015
TIME: 8:00 p.m.
PLACE: Town Hall

NOTICE is hereby given that the Town Council of the Town of Trumbull, Connecticut will hold a regular meeting on Monday, August 3, 2015 at 8:00 p.m. at the Trumbull Town Hall, for the following purpose:

DISCUSSION ITEMS:

- Annual Pension Report
 - Senior/Community Center & Library Study and Building Committee
 - Executive Session Only - Trumbull WPCA Litigation Matters
1. RESOLUTION TC25-182: To consider and act upon a resolution which would appropriate \$20,000 from the Tashua Knolls Golf Enterprise Fund to 21100000-581888 Capital Outlay. (L&A)
 2. RESOLUTION TC25-184: To consider and act upon a resolution which would authorize First Selectman Herbst to sign and execute any documents for the State Department of Education Youth Services Bureau grant for funding to the Mary J. Scherlach Counseling Center. (L&A)
 3. RESOLUTION TC25-187: To consider and act upon a resolution which would approve funding for a labor agreement between the Trumbull Police Union Local 1745 Council #15, AFSCME, AFL-CIO beginning on July 1, 2015 and ending June 30, 2016. (L&A)
 4. RESOLUTION TC 25-188: To consider and act upon a resolution which would establish an ordinance entitled Protection of Private Personal Information. (L&A) (*Public Hearing Town Council*)

IX ADJOURNMENT
COPY OF THE RESOLUTION ATTACHED HERETO
Carl A. Massaro, Jr., Chairman Trumbull Town Council

RESOLUTION

1. RESOLUTION TC25-182: BE IT RESOLVED, That \$20,000 is hereby appropriated from the Tashua Knolls Golf Enterprise Fund to 21100000-581888 Capital Outlay.
2. RESOLUTION TC25-184: BE IT RESOLVED, That First Selectman Herbst is hereby authorized to sign and execute any documents for the State Department of Education Youth Services Bureau grant for funding to the Mary J. Scherlach Counseling Center.
3. RESOLUTION TC25-187: BE IT RESOLVED, That funding for a labor agreement between the Trumbull Police Union Local 1745 Council #15, AFSCME, AFL-CIO beginning on July 1, 2015 and ending June 30, 2016 is hereby approved.
4. RESOLUTION TC 25-188: BE IT RESOLVED AND ORDAINED, That an ordinance entitled Protection of Private Personal Information is hereby established. (Full Ordinance Attached)

Personal Information Privacy Ordinance

Whereas, the Town of Trumbull recognizes the significance of maintaining and protecting the private information of its residents and intends to protect such information to the greatest extent practicable, the Town of Trumbull hereby enacts the following Personal Information Privacy Ordinance.

1. Definitions.

- a. “Disclose” shall mean to reveal, release, transfer, disseminate or otherwise communicate Protected Information orally, in writing or by electronic or any other means other than to the subject of the Protected Information.
- b. “Protected Information” shall mean the Social Security Number, Driver’s License Number, State Identification Card Number, Credit or Debit Card Number, Taxpayer Identification Number, Date of Birth, Financial Account Number, Health Information, Home Address and, in the case of minor children, Name, recorded or maintained by any means, including through physical or electronic records, of any resident of the Town of Trumbull.
- c. “Town” shall mean The Town of Trumbull, including all officials, employees, departments, boards and commissions of the Town, but excluding the Town’s Board of Education and its officials, employees or volunteers while in the performance of their duties to the Board of Education;
- d. “Town-Related Organization” shall mean all organizations which enter into contracts or other agreements with the Town for: (i) the use of Town facilities or properties in order to provide goods, services or programs within the Town; or (ii) the use of Town-provided services to assist in the maintenance or operation of the organization.

2. Collection of Protected Information. The Town and Town-Related Organizations, as the case may be, may only collect Protected Information to the extent reasonably necessary to: (a) comply with legal obligations, or (b) conduct their operations.
3. Maintenance of Protected Information. The Town and Town-Related Organizations, as the case may be, shall implement reasonable safeguards to prevent the unauthorized disclosure of Protected Information.
4. Use and Disclosure of Protected Information. The Town and Town-Related Organizations, as the case may be, shall not disclose Protected Information except: (a) to the extent necessary to comply with legal obligations, or (b) as may be reasonably necessary to carry out the functions of the organization. In all such instances, use or disclosure shall be limited to the greatest extent practicable. Nothing herein shall be construed to prohibit the use or disclosure of such information by or among employees, volunteers or officials of the Town or Town-Related Organization, as the case may be, in the course of performing their regular duties.

5. Disposal of Protected Information. With regard to the disposal of records containing Protected Information, the Town and Town-Related Organizations shall: (1) shred the record before the disposal of the record; or (2) destroy the Protected Information contained in the record; or (3) modify the record to make the Protected Information unreadable; or (4) take actions consistent with commonly accepted industry practices that it reasonably believes will ensure that no unauthorized person will have access to the Protected Information contained in the record.
6. Notice of Breaches. The Town and Town-Related Organizations, as the case may be, shall promptly give written or electronic notice to the affected individual(s) of any unauthorized disclosure of Protected Information to entities or individuals other than as permitted by this ordinance.
7. Policies. Within sixty (60) days following enactment of this ordinance, the Town shall implement a written policy effecting the terms herein. Starting sixty (60) days following enactment of this ordinance, the Town shall require any Town-Related Organization to have a written policy implementing this ordinance as a condition for entering into contracts or other agreements with the Town. Town-Related Organizations that adopt the model policy, attached hereto, by approving the policy in accordance with their by-laws or equivalent internal procedures and having the policy signed by the organization's chief executive officer or his/her equivalent, shall be considered as in compliance with this section.
8. Violations. Violations of this ordinance by Town employees, volunteers or officials will subject the violator to appropriate action. Repeated or willful violations of this ordinance by Town-Related Organizations shall, within the reasonable discretion of the First Selectman, result in the disqualification of the Town-Related Organization from using Town facilities or properties, or the use of Town-provided services to assist in the maintenance or operation of the organization, for a period not to exceed two (2) years.
9. Non-Assumption of Liabilities. Nothing herein is intended nor shall be construed as an assumption by the Town of any obligations or liabilities of any Town-Related Organization, including but not limited to those that may arise by reason of this ordinance.
10. Savings Clause. Nothing in this Ordinance is intended nor shall be construed to abridge or diminish any additional or greater protections afforded to the residents of Trumbull under federal or state law.

MODEL POLICY

In recognition of the importance of maintaining the privacy of certain information that _____ (name of organization) may collect in the course of its operations, _____ (name of organization) implements the following policy for its Board members, executives, employees and volunteers.

We will safeguard Protected Information (i.e., the Social Security Number, Driver's License Number, State Identification Card Number, Credit or Debit Card Number, Taxpayer Identification Number, Date of Birth, Financial Account Numbers, Health Information, Home Address and, in the case of minor children, Name, recorded or maintained by any means, including through physical or electronic records, of any resident of the Town of Trumbull) in the following manner.

1. We will only collect Protected Information to the extent reasonably necessary to: (a) comply with legal obligations, or (b) conduct our operations.
2. We will implement and maintain reasonable safeguards to prevent the unauthorized disclosure of Protected Information.
3. We will not disclose Protected Information except: (a) to the extent necessary to comply with legal obligations, or (b) as may be reasonably necessary to carry out the functions of our organization. In all such instances, use or disclosure shall be limited to the greatest extent practicable.
4. With regard to the disposal of records containing Protected Information, we will: (1) shred the record before the disposal of the record; or (2) destroy the Protected Information contained in the record; or (3) modify the record to make the Protected Information unreadable; or (4) take actions consistent with commonly accepted industry practices that we reasonably believe will ensure that no unauthorized person will have access to the Protected Information contained in the record.
5. We will promptly give written or electronic notice to the affected individuals of any unauthorized disclosure of Protected Information.

Signed:

Chief Executive Officer

Dated: _____

(name of organization)

**PENSION
BOARD**



Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Date: May 20, 2015
To: Timothy M. Herbst, First Selectman
Subject: Pension Board Update

Below is a brief update on the performance, activities and initiatives for calendar year ending 2014.

Executive Summary:

(All numbers calendar year based)

- We continue to make financial and administrative progress.
- Net cash flows for calendar year 2014 were positive, because of large make-up contributions, as they were in 2012 and 2013.
- The fund returned 4.5% for 2014. This compares with the U.S. public pensions reported median returns of 6.8 percent according to Wilshire Associates.
- The funded ratio is 35% for 2014 as compared to 32% for 2013; as of March 31, 2015, the funded ratio is 38.5%.
- Administrative changes now provide for a monthly "flash report" of how investments are performing as well as an annual governance calendar to guide quarterly meeting agendas.
- Development of an Investment Policy Statement continues.

Pension Investments:

Investment returns for 2014 were 4.5%, which was lower than the actuarial return assumption of 7.5%; however, the annualized 3 and 5 year results for this same period were 11.3% and 9.3% respectively, higher than the 7.5% return assumption.

The low annual return can be attributed to the fluctuations in the market. Although the S&P 500 Index gained 13.7% in 2014, smaller names in the U.S. were up less than 5% and international equities posed negative returns (~-4.0%) during the year.

Although the attributes associated with diversified portfolios over the longer term tend to be favorable with a more stable investment return, this did not occur in 2014. However, this trend appears to be changing in 2015, and the benefits of having a globally diversified portfolio such as ours are once again emerging.

Calendar Year	2014	2013	2012	2011	2010
Investment Performance	4.5%	17.2%	12.5%	(0.9%)	14.0%
Plans Assets (millions)	\$27.5	\$24.9	\$20.5	\$17.8	\$18.3
Town Contributions	\$ 4.8	\$ 4.1	\$ 3.3	\$ 2.6	\$ 2.1
a. Current	\$.9	\$ 1.1	\$ 1.1	\$ 1.2	\$ 1.2
b. Make-up	\$ 3.9	\$ 3.0	\$ 2.2	\$ 1.4	\$ 0.9
Employee Contributions	\$.9	\$.9	\$.9	\$.8	\$.8
Less: Payments	\$ 4.3	\$ 4.2	\$ 3.9	\$ 3.7	\$ 3.6
Net Cash Flow (thousands)	\$1,379	\$779	\$264	(\$292)	(\$781)

Investment manager changes made by the Pension Board are shown below:

- Thornburg International Value was sold and replaced by Dodge & Cox Int'l Stock during the second quarter of 2014.
- Pimco Total Return was replaced by two fixed income firms namely Western Asset Core Plus Bond (50%) and Met West Total Return (50%) during the fourth quarter of 2014.

Actuarial Report:

The plan actuary Bryan, Pendleton, Swats, & McAllister, LLC (BPS&M) performed the biennial valuation. A special meeting was held on December 9, 2014, to review results. Key highlights follow:

- The Annual Recommended Contribution on a fiscal year basis (July 1, 2014 – June 30, 2015) is \$4,144,000, comprised of two parts: normal contribution \$885,000 and make-up contribution \$3,259,000.
- Return assumption of 7.5% remains the same and is considered reasonable. If returns miss that target, plan costs will increase.
- The Government Accounting Standards Board has overhauled their reporting requirements for municipal pension plans effective June 30, 2014.
- Mortality Tables used reflect longevity increases for participants thereby increasing plan costs.
- Active participants are declining due to the plan being closed to new hires.
- Salary Increase assumption was changed from 4% to 3.5%. This would decrease plan costs.

See the chart below for valuation results:

	July 1, 2014	July 1, 2012	July 1, 2010	July 1, 2008
Participants				
Active	376	436	453	433
Deferred Vested	68	74	69	79
Receiving Benefits	340	325	320	288
Total	784	835	842	800
Total Liabilities	\$71,162,375	\$67,905,000	\$62,863,043	\$57,704,539
Actuarial Value of Assets	\$24,997,527	\$19,096,003	\$16,807,159	\$19,572,031
Funded Status (unfunded)	(\$46,164,848)	(\$48,808,997)	(\$46,055,884)	(\$38,132,508)
Funded Ratio	35.1%	28.1%	26.7%	33.9%

Operations:

The quarterly schedule of meetings was advanced one month to match quarterly reports in a more timely way. Moreover, the Investment Advisor, Fiduciary Investment Advisors provides a monthly "Flash Report" to provide more timely information on investment performance.

The new governance schedule is below:

1 st Qtr: Fee Focus	2 nd Qtr: Practice & Policy Focus
<ul style="list-style-type: none"> Investment Review Administrative fee review Portfolio expense analysis 	<ul style="list-style-type: none"> Investment Review Investment policy statement review Legislative update
3 rd Qtr: Asset/Liability Focus	4 th Qtr: Pension Landscape
<ul style="list-style-type: none"> Investment review Annual actuarial review* Asset Allocation review 	<ul style="list-style-type: none"> Investment review Pension landscape update Market environment overview

*Timing of actuarial and liability review dependent on client's individual plan and/or fiscal year and actuarial input.

Long Term Improvement Plan:

The following has already taken place this year:

- The Inflation Protection segment was liquidated during the first quarter of 2015. This segment represented a target allocation of 5% and consisted of three funds, Vanguard Short Term Inflation Protected Securities, Credit Suisse Commodity Return and Van Eck Global Hard Assets. Liquidation proceeds were allocated to existing funds and asset class targets were adjusted as follows: Fixed Income allocation from 30.0% to 32.5%; the Domestic Equity allocation from 45.0% to 46.25%, and the International Equity allocation from 20.0% to 21.25%.

The following recommendations are in progress:

- Development of an Investment Policy Statement.
- Discuss procedure and schedule for reviewing 401a and 457b Plan investments.
- Consider annual actuarial valuation reports versus biennial valuation reports.

One personnel change was the addition of Mr. James Meisner to fill the vacancy occurring when Mr. Michael Charland resigned.

The Town of Trumbull's commitment to fund its Pension Plan at the annual required contribution including the make-up contribution will continue the financial improvements we have seen in recent years. The Pension Board understands the need for the administration to weigh all town financial concerns and it appreciates the ongoing support for the Retirement Plan. We welcome the opportunity to meet with you and accept ideas and recommendations for improvement.

Respectfully submitted,

The Pension Board

James Lavin
Chairman

John Ponzio

Maria Pires

Donna Pellitteri

James Daly
Secretary

Michael Knight

James Meisner

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jul-15
AGENDA: 7-15-03
AMOUNT: \$20,000

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NO.
ACCOUNT NAME Tashua Knolls Golf Enterprise Fund \$20,000

(B) TRANSFER [X] TO: ACCOUNT NO. 21100000- 581888
ACCOUNT NAME Capital Outlay \$20,000

(C) SUMMARY OF REQUEST: To fund roof repair not previously budgeted.

(D) REQUESTED BY: Jonathan Turk, Finance Committee Golf Course

(E) SUPPORTING DATA: SEE ATTACHED

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___

TASHUA KNOLLS GOLF COURSE COMMISSION

5866 MAIN STREET
TRUMBULL, CT 06611



June 12, 2015

Town of Trumbull
Board of Finance
Trumbull, CT 06611

Dear Members of the Board of Finance:

The following appropriation of \$20,000.00 is requested to the Tashua Knolls Golf Enterprise Fund from its retained earnings:

Estimated as Follows:

Roof Repairs (capital 21100000581888)	\$20,000.00
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Over this past winter, both the Tashua Knolls Clubhouse and Indoor Training Center experienced water damage from ice damming. Neither roof has roofing ice dam membrane to help prevent water damage. We are requesting a transfer of funds to replace the entire roof on the Training Center and only the portion over the leaking porch in the clubhouse in order to prevent future water damage.

Your favorable consideration of this request will be appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Jonathan Turk".

Jonathan Turk,
Finance Chairman
Tashua Knolls Golf Commission

cc: Tim Herbst, First Selectman
Maria Pires, Director of Finance

7-15-13

**HUMAN RESOURCES
CIVIL SERVICE
DEPARTMENT**

H. JAMES HASELKAMP JR



Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Director of Labor Relations
203.452.5031
Fax: 203.452.3856
jhaselkamp@trumbull-ct.gov

Memorandum

To: Town Council Members
Fr: H. James Haselkamp, Jr., Director of Labor Relations
Re: Tentative Agreement Police Union
Dt: July 23, 2015

We are recommending approval by the Town Council of the financial terms of the agreement as outlined below.

1. Duration: The current contract will be extended one year and will now expire June 30, 2016. The terms and conditions shall continue as contained therein except as is specifically modified by the provisions of this tentative agreement
2. Wages: Effective and retroactive to July 1, 2015, the wages outlined in Article 5 Wage Section 4 shall be increased by two and a half percent (2.5%) (Cost: Increase in base wages, \$142,000)
3. Health Insurance: The current health insurance comp mix plan will be modified as reflected in the attached Appendix A. Changes to the plan will be implemented as quickly as administratively possible from the date of ratification, but no longer than 60 days. (Cost: Negligible)
4. Effective January 1, 2016, the Employee Health Care Contribution in Article 6 Section 1 (c) shall be increased from nine percent (9%) to ten percent (10%). (Savings: \$17,203 annually, \$8600 for six months FY 15/16)
5. Detective Test: Article 4 Section 7 (g) shall be modified to reflect a 24 month duration for all future tests.
6. Animal Control: Appendix C Section 3 amend to reflect new hire would be in the 401a DC plan.
7. Amend defined contribution plan to eliminate waiting period and commence contributions as soon as administratively possible but no later than the first of the month after commencement of employment.
8. Effective July 1, 2015, Article 7 Section 4 a shall be replaced as follows: new hires will be given vacation at time of hire equal to one day for each full month in the calendar year

**HUMAN RESOURCES
CIVIL SERVICE
DEPARTMENT**

H. JAMES HASELKAMP JR

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Director of Labor Relations
203.452.5031
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they are hired. In January of their first year of employment, they will receive twelve vacation days for the upcoming calendar year per.

9. Effective within thirty days of ratification, employees will receive a one-time lump sum signing bonus of two hundred fifty dollars. (Cost approximately \$18,750)
10. Amend Article 5 Section 5 Wages to indicate that upon promotion the employee shall be placed on the Step that grants the employee an increase in pay.