

**APPROVED
MINUTES
BOARD OF FINANCE
FEBRUARY 11, 2021**

CALL TO ORDER

The Chairman called the Board of Finance virtual meeting to order at 7:00 p.m. via Zoom. All joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

ATTENDANCE

Present

Michael Barker
Elaine Hammers
Marty Isaac
Steve Choi
Lainie McHugh
Paul Timpanelli
Vincent DeGennaro – Alternate
Christine El Eris – Alternate
Marc Mascola – Alternate

Absent

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Cynthia Katske, Chief Administrative Officer; Kathleen McGannon, Chief Administrative Officer; Joseph Fasi, Bond Counsel; Anthony Musto, Town Treasurer; Therese Keegan, Auditor; Stefan Lyhne-Nielsen, Library Director; George Estrada, Public Works Director; Dmitri Paris, Park Superintendent; Doug Bogen, Fleet Supervisor; Dayanara Aviles, Public Works Comptroller; William Maurer, Town Engineer; Paul Hendrickson, Business Manager, BOE; Scot Kerr, BOE; Steve Botelho, Garland

TOWN TREASURER'S REPORT – Anthony Musto

Mr. Musto presented his report, indicating that not much has changed from last month. He hasn't been investing as there isn't anything in which to invest, as in the past month. The ending of the current fiscal year will most likely be under budget approximately \$260,000.

Mrs. Hammers moved, seconded by Mr. Timpanelli, to take item 02-21-03 out of order.

Vote: 6-0-0 Motion carries

AUDITOR'S REPORT – Therese Keegan

Ms. Keegan presented her report **Town of Trumbull - Special Revenue Funds – Update**. To access, use the following link: <https://www.trumbull-ct.gov/215/Internal-Audit> then scroll down to access the report under Documents.

02-21-03 - FISCAL YEAR 2020-2021 Transfer

Mr. Timpanelli moved, seconded by Ms. Hammers, to transfer \$15,874 from 1070000-501102 Salaries Part-time to 1070000-581888 Capital Outlay \$15,874 for the purchase and installation of Security Cameras at the Main Library and the Fairchild Branch.

Vote: 6-0-0 Motion carries

Mr. Stefan Lyhne-Nielsen, Library Director, spoke to the Board regarding the need for security cameras at the Main Library and the Fairchild Branch, especially where there is no surveillance in the parking lot. In addition, they need to be able to see the areas where monetary transfers take place and where they keep

the cash.

Vote: 6-0-0

02-21-01 - BONDING RESOLUTION – BOARD OF EDUCATION

Mr. Timpanelli moved, seconded by Mr. Barker, to read the title of the 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

Mr. Timpanelli moved, seconded by Mr. Barker, to adopt the resolution of \$3,650,000 as introduced.

Mr. Hendrickson, Mr. Kerr and Mr. Botelho went through each of the planned projects, as shown below, and answered all questions.

Hillcrest	\$ 132,000	Removal of asbestos and exterior concrete shade panels.
Madison	75,000	Removal of asbestos.
Middlebrook	1,725,000	New roof.
Jane Ryan	90,000	Elevator repair- safety issue
Booth Hill	540,000	Asbestos removal, roof and drainage
Frenchtown	150,000	Replace cooling Tower
Agriscience	275,000	Boilers
THS	212,500	Wellness center; cooling sump pump; Auditorium
LHAdmin	290,000	Parking lot paving; drainage
Bus Garage	0	Paving
Equip & Intra Dist Wide	120,000	Backhoe loader

TOWN OF TRUMBULL
FUNDING REQUEST - CAPITAL IMPROVEMENT PLAN
CALENDAR YEAR 2021
as of January 26, 2021

CY2020 ** Total Approved Funding	CY 2021 Planned (Approved by TC)	CY2021 Funding Request	CY2021 Funding Request REVISED	LOCIP/TAR	GRANT	Other	Bond	Bond Approval
1,190,000	6,647,000	6,647,000	3,609,500	-	-	-	3,609,500	3,609,500
\$ 1,190,000	\$ 6,647,000	\$ 6,647,000	\$ 3,609,500	\$ -	\$ -	\$ -	\$ 3,609,500	\$ 3,609,500

Bonding Costs	\$	40,500
Total	\$	3,650,000
Rounded	\$	3,650,000

The Clerk called the roll call vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Marty Isaac	x	
Elaine Hammers	x	
Steve Choi	x	
Lainie McHugh	x	

The motion passes. The Resolution is adopted.

02-21-02 - BONDING RESOLUTION – TOWN

Mr. Timpanelli moved, seconded by Mr. Barker, to read the title of the 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

Mr. Timpanelli moved, seconded by Mr. Barker, to adopt the resolution of \$8,380,000 as introduced.

Mr. Estrada, Director of Public Works, spoke to the Board indicating that he had cut back on requests due to the pandemic. He outlined the projects, as follows:

TOWN OF TRUMBULL
TOWN FUNDING REQUEST - CAPITAL IMPROVEMENT PLAN
CALENDAR YEAR 2021
as of January 26, 2021

	CY2020 ** Total Approved Funding	CY 2021 Planned (Approved by TC)	CY2021 Funding Request	CY2021 Funding Request REVISED	LOCIP/TAR	GRANT	Other	Bond	Bond Approval
Roadways	3,566,941	3,958,967	3,958,967	3,163,150	-	-	-	3,163,150	\$ 3,163,150
Public Facilities	735,500	829,000	829,000	204,000	-	-	-	204,000	\$ 204,000
Parks Improvements	1,825,700	2,956,000	2,956,000	2,171,000	-	-	-	2,171,000	\$ 2,171,000
Fleet & Equipment	556,000	875,600	875,600	665,600	-	-	-	665,600	\$ 665,600
Other	772,334	4,330,000	4,330,000	3,250,000	-	1,400,000	-	1,850,000	\$ 1,850,000
Enterprise	-	1,799,679	1,799,679	1,741,000	-	-	1,500,000	241,000	\$ 241,000
TOTAL*	\$ 7,456,475	\$ 14,749,246	\$ 14,749,246	\$ 11,194,750	\$ -	\$ 1,400,000	\$ 1,500,000	\$ 8,294,750	\$ 8,294,750

Bond Finance	
Costs	\$ 84,948
Total	\$ 8,380,000

Roadway Paving
Assessed annually.

Public Facilities

- \$30,000 added by the Town Council for an evaluation of the Long Hill Building in order to decide whether to move forward with a design.
- Ramp replacement at the Senior Center.
- EMS – renovate the restrooms for the staff. Existing facilities are not adequate.
- Town wide – sidewalk repair.

Parks -- Mr. Paris, Superintendent of Parks

- Looking to restroom upgrades and restorations in the park system.
- Guard rails in Parks for safety.
- Small pond remediation.

Katz Pond

- Mr. Maurer, Town Engineer, is having a preliminary study prepared as to what work needs to be done to Katz Pond. There is not a lot of grant opportunity for dredging.

Twin Brooks

- Mr. Maurer, Town Engineer, indicated that Twin Brooks is a combination of 6 ponds fed by a brook and there is occasional flooding. Trying to stabilize the park and relocate the roadway to mitigate the flooding. This plan also continues across the street to Unity Park. It has been very well thought out by Mr. Maurer and Mr. Parks, per Mr. Estrada. Without work being done, the park would flood and the road would erode away.

Abraham Nichols

- Barn has a repair cost; we are not using it for anything due to its condition. Would like to stabilize the structure and then it will be useable; there are not many park outbuildings that can be used.

Tashua Pool

- We are making some repairs this year. We will need to continue repairs next year.

Tennis Courts

- There were put in 20 years ago and there is currently an overlay on the court now. We need to replace them and it will take several years and it will be costly.

Fleet and Equipment

- Mr. Estrada indicated that he needs back-up plows. Currently, there are 24 plows and there are no extras if one goes down. There is no way to repair equipment or order parts during a storm and if one goes down there is no way to fix until the following day. There are several that are not in very good condition and we should replace at least one a year. We also need a catch basin cleaner, a roll off truck and a new Toro 5900 mower to replace the one we have that needs to be replaced.

Engineering

- Mr. Maurer reviewed the projects that are in the plan for this year.

The Clerk called the roll call vote:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Marty Isaac	x	
Elaine Hammers	x	
Steve Choi	x	
Lainie McHugh	x	

The motion passes. The Resolution is adopted.

DISCUSSION ITEMS

- **YTD Budget to Actual Report**
Ms. Pires indicated the overtime was over budget due to retirements. Other overages were discussed previously.
- **Revenue Report**
Ms. Pires indicated that the EMS, the largest revenue producer, is down due to COVID and the stay at home orders.
- **Update Covid-19 Expenses**
Ms. Pires indicated there were no changes from last month.

It was requested that those individuals involved in the Veterans Project update the Board at the next meeting.

Mr. Barker moved, seconded by Mr. Timpanelli to add an item to the Agenda regarding a draft communication to the Board of Education from the Board of Finance to come before this group for consideration.

Vote: 6-0-0

Mr. Barker indicated that it has been discussed in caucus that we try to be as clear as possible with the Board of Education in rebuilding some of the trust issues.

It was suggested that a MOU be prepared with a comprehensive plan be put together by the BOE , consisting of a list of issues that need to be addressed. This would also include that they provide a procedure to be implement along with a time line with follow-up as they proceed. It was also suggested that someone from the Town assist them.

By unanimous consent, it was agreed that the Board would continue the discussion regarding preparation of the communication tomorrow at 5:00 p.m.

APPROVAL OF MINUTES – January 14, 2021

Mr. Timpanelli moved, seconded by Mr. Choi, to approve the minutes of the 14, 2021 meeting.

Mr. Timpanelli moved, seconded by Mr. Choi, to amend the spelling of Mr. Choi's name.

Vote to Amend Minutes: 6-0-0

Vote to approve the Amended Minutes: 6-0-0

ADJOURNMENT

Mr. Timpanelli moved, seconded by Ms. Pires to adjourn to a time certain - 5:00 p.m. February 12, 2021.

Respectfully submitted

Phyllis C. Collier

Phyllis C. Collier
Board of Finance Clerk