

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

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



FINANCE COMMITTEE
MINUTES
JANUARY 4, 2022

CALL TO ORDER: The Chair called the meeting to order at 7:01 p.m. All present joined in the Pledge of Allegiance.

ROLL CALL: The called the roll and recorded it as follows:

PRESENT: Kevin Shively, Chairman, Mary Isaac, Vice Chairman, Nikki Satin
Dawn Cantafio, Steve Choi, Tony Scinto, Joy Colon, Alternate
Mike Buswell, Alternate

ALSO

PRESENT: First Selectman Vicki A. Tesoro, Chief Administrative Officer Cynthia Katske, Town Attorney Schopick, Town Council Chairman Ashley Gaudiano, Town Council members Jason Marsh, Alissa Hall, Thomas Whitmoyer, Finance Director Maria Pires, Chief of Police Michael Lombardo, EMS Chief Leigh Goodman, Andrew Weber of EMS, Director of Public Works George Estrada, Town Engineer/Sewer Administrator William Maurer, BOE Business Manager Paul Hendrickson. BOE Facilities Director David Cote, Economic & Community Development Director Rina Bakalar, Parks Supervisor Dmitri Paris, Highway Supervisor Rich Infante, Fleet Supervisor Doug Bogen, General Foreman Tom Baldwin, Public Works Comptroller Dayanara Aviles, Director of Technology Bill Chin, Golf Commission Chairman Joe Gaudiano, Susan Iwanicki

*The Chair reserves the right not to vote unless otherwise stated.

1. RESOLUTION TC29-28: Moved by Isaac, seconded by Cantafio
BE IT RESOLVED, That the Trumbull Town Council hereby authorizes the submission of the funding application for the 2022 Justice Assistance Formula Grant Program (JAG) for efforts to prevent and reduce crime, and identifies Vicki A. Tesoro, First Selectman, as the individual authorized to sign the application and any subsequent documents in order to accept and implement the project. (Full Resolution Attached)

Chief Lombardo explained the JAG grant comes out to all municipalities throughout the

state every year by the state Office of Policy Management. This year the grant allows for technology, property, equipment, and devices. As part of a regional project the department is part of, they are looking to purchase more traffic cameras. There is no cost to the town and no matching required. The grant covers the cost.

VOTE: Motion CARRIED by unanimous consent

2. RESOLUTION TC29-29: Moved by Choi, seconded by Cantafio
BE IT RESOLVED, That \$4,105 is hereby appropriated from Retained Earnings to 21100000-578801 Maintenance Services.

Mr. Gaudiano explained:

- This is to add glycol to one of the four boilers at the clubhouse. The next resolution is to transfer funds to replace an inoperable boiler.
- Due to the success of the Golf Commission they are able to use retained earnings. Retained Earnings is the excess in revenue beyond costs. Funds can be applied to costs to reduce the operating budget.
- The two resolutions are different. This one is going into our maintenance account, because it's adding glycol to the one boiler which the town vendor recommended for heating throughout the winter. The resolution after this one is to capital outlay because the boiler needs to be replaced.
- Maintenance has been performed. The boiler to be replaced is original from 1973. It is past its economical life.
- This appropriation passed at the BOF.

VOTE: Motion CARRIED by unanimous consent

3. RESOLUTION TC29-30: Moved by Satin, seconded by Cantafio
BE IT RESOLVED, That \$37,926 is hereby appropriated from Retained Earnings to 21100000-581888 Capital Outlay.

- This is to replace one of the boilers that is out of service and beyond its useful life.
- A full inspection was done this summer on the boilers and the other two appear to be in good working order.

VOTE: Motion CARRIED by unanimous consent

4. RESOLUTION TC29-31: Moved by Buswell, seconded by Cantafio
BE IT RESOLVED, That the Town Council of the Town of Trumbull authorizes the execution and delivery of an Installment Payment Agreement with respect to certain telephone system equipment. (Full Resolution Attached)

Councilman Scinto recused himself at 7:11 p.m. due to the fact he works for Verizon.

Mr. Chin explained:

- Five years ago the Town and the BOE switched phone systems to a Voice Over IP

phone system. The five-year agreement just expired. This is a new five-year agreement.

- The BOE pays for their portion of the expense which is the majority of the cost because they have more phones than the town.
- The \$75 fee for “vehicle charges on site” is an on-site service fee for when they have to send someone out.
- The five year maintenance plan covers products, support, maintenance, technical support and any on-site repair.
- There should not be a problem to prepay and was not sure if there would be a discount. He would talk finances with them again.
- The support cost is the around the same price as the original agreement. Cisco is changing their licensing model to a different type of licensing, Cisco Flats and we will save money. The general support may have a slight increase.
- The Town would have to talk to them to see if the agreement would allow to a pre-agreed price for the following five years and execute in year three to give them consistency and allow the Town not to absorb the entire increase every five years.
- The Town and BOE were negotiated at the same time, the BOE pays their portion and the Town pays theirs.
- Mr. Chin believes Key Government Finances is the lender and was chosen by the vendor, the vendor uses them regularly.
- The Town partnered with Total Communications of West Hartford, five-six years ago, and have provided our support for the last five-six years. This is an extension of that agreement. The Town has been happy with them, they have been responsive.

VOTE: Motion CARRIED by unanimous consent

5. RESOLUTION TC29-32: Moved by Cantafio, seconded by Choi.
BE IT RESOLVED, That the 5-Year Capital Improvement Plan for Calendar Years 2022-2026 is hereby approved.
(Councilman Scinto returned to the meeting at 7:20 p.m.)

First Selectman Tesoro distributed a summary of the 5-Year Plan Process Overview to the Council earlier in the day, the Chair shared his screen and read it into the record, (See Attached)

Mr. Cote of the BOE and assisted by the Town Engineer William Maurer reviewed the BOE portion of the plan in detail. Points of discussion are as follows:

- The CRF (Corona Relief Funds) and the current American Rescue Plan funds were dedicated to learning recapture and social emotional wellness plus filter and sanitizing items. A breakdown of the spending was requested.
- THS renovation was completed approximately in 2012. They would like an ERV system, to bring in fresh air, the current ventilators have been in some of the schools since the 1960's. Included in the plan is a panel infrastructure upgrade in most of the schools, that's anticipating increasing the panel size to handle the additional power.

- Bathroom Partitions -They are broken and rusty, they can't get the hardware or parts anymore, they need to be changed out and installed to the floors properly.
- They are looking at all different funding opportunities for the paving portion.
- Under the district wide master planning effort, bringing on a consultant that's specifically experienced in looking at school systems, student population, enrollment projections, and current space availability and condition is important. It will give a clearer path on those types of issues, what decisions should be made as far as improvements, building new, and relocating. The BOE budget books do include some of the projection information. The projections have historically been accurate.
- There is a need for a mechanical engineer to assess and evaluate the schools' mechanical systems and make recommendations. The master plan looks at this in a more general manner.
- The Booth Hill roof needs to go out for design first before construction, it will probably not be done this summer. Middlebrook may be pushed out another year due to supply chain issues. The BOE has made repairs.
- The THS Building Committee has not been disbanded and can't be until the audit of the project is finalized, after which the Town will get their final payment. It was suggested to use the same committee for the wellness center, but it was noted they had not met in ten years and many are no longer available to do so.
- Wellness Center – There is the possibility of applying for a grant, which is why it is important to be in the plan and there may be fundraising. The actual cost of the wellness center is an unknown and would not know the actual cost until it is designed and goes out to bid.
- The 5-Year Plan includes estimates, not known costs.
- Portable classroom at Tashua – For the last several years it has been left there and somewhat shuttered, it is in poor condition.

Mr. Estrada reviewed the Town portions of the 5-Year Plan in detail, points of discussion are as follows:

Roadways

- There is an increase over last year. A town-wide assessment has been done of the 211 miles of roadways in Town. A new technology known as Street Scan allows for scheduling paving based on a pavement condition index (PCI). 65% of the roads are in bad condition to poor. He shared his screen showing the PCI map, (to be distributed after the meeting). A presentation will be made at the February Council meeting on the new technology.
- It has been 5-6 years since the roads' initial assessment. There would be a benefit to assess sooner, closer to every three years, because depending on conditions, roads do not deteriorate at a probable rate.
- A layer can be created for the council to see the PCI of a road. The town is not responsible for state roads.
- On average they have been paving 6 - 6.5 miles of roads per year, last year they did 8 miles, this included grant money received.

- The previous paving method addressed high traffic areas and now we have work to do on the other streets.
- Streets with a PCI less than 51% is approximately 60%.

Public Facilities

Mr. Estrada reviewed in detail section by section, points of discussion are as follows:

- Emergency Stairwell - They have managed the use of that space until they can get the emergency stairwell in there once again. So it isn't a fully operational space any longer. But COVID has changed the way we've done business for the last couple of years. They will come back to this in the near future.

Chief Goodman reviewed EMS and the following are the discussion points:

- Radio system – Looking at a grant which will cover 90% of the cost of the system.

Mr. Estrada with the assistance of Mr. Paris and Mr. Maurer continued his review of the plan in detail, discussion points are as follows:

- EMS Design & Expansion – The site does appear to tight. They need to engage a professional that will help assess. Expanding towards the animal shelter is an option but there's a large drop in grade there. One potential scenario could be creating a dual tiered building where vehicles would be on the lower level and administrative on the top level, and then take down the building that they're in after. They also need to assess what other location might be appropriate.
- Transfer Station Work – Will not affect the trailhead that exists there, there are pedestrian safety improvements to be included, there will be a turning lane on Spring Hill Road, and also a connection from Trefoil to the trail on the south side of the road. There is an application for a grant. The expectation is to improve it. The rapid flashing beacon will be relocated there after the improvements are done on RT. 111.
- Sidewalks - The Town should consider an ordinance. There are 26 miles of sidewalks. A line in the sand can be drawn, anything going forward will be with the condition that people will adopt it in front of their property. The Town cannot clear snow and ice from 26 miles of sidewalks before it becomes compressed. The priority are schools. By the time they get to other areas it can be two or three days later.
- Softball field at Indian Ledge- The goal is to be able to make a multi-use turf field.
- Priority of the fields are the baseball field, softball field, then the pit.
- The softball field at Indian Ledge is not being used as much as it should be, the lighting system is out of commission and with any amount of rain it is out of play for days.
- Restrooms – All of the interior, mechanicals have been upgraded. Everything has been tiled and painted. There were hot water and lighting improvements done internally.
- They are looking at replacing all of the doors and roll up sections. Some are approaching 40 years old and are failing. Not included is exterior painting that's regular maintenance. The big money items are roofing repairs, doors and a roll up security.

- Kaatz's Pond - In terms of trying to permit a reconfiguration, they don't have to take out as much material to make it a stable functioning pond again, which at this point, is radically failing. The bigger issue is that the spillway is mechanically failing, it is physically falling apart. If measures are not taken to correct, the whole thing will be lost. They have to make sure the spillway is functional to provide service to Teller and Whitney areas.
- Pickle Ball and Tennis Courts – The intent is to integrate pickle ball with the tennis courts.

Fleet

Mr. Estrada deferred to Mr. Bogen to review in detail, discussion points are as follows:

- The phasing into a smaller fleet by 2028.
- A vehicle inventory list was requested.

Economic Development

Ms. Bakalar reviewed in detail, discussion points are as follows:

- White Plains Road Trail Connection – The connection is up the east side of White Plains Road from the parking all the way to Twin Brooks and would be effectively connect to the new extension of Rocky Hill Road. She does not believe any property purchases are necessary. Sidewalks in the right of way are considered the town's per the state.
- Trail from Dunellen - This is a continuation of the previous project and are aggressively seeking funding.

Engineering & WPCA

Mr. Maurer and Mr. Estrada reviewed in detail.

- They won't be able move through 13 pump stations in one year, which is why it appears on-going in the plan.

Grant Section

This was reviewed, discussion points are as follows:

- It was noted the list put together for Region One was not for school needs, they're requesting needs within the community or the municipality, not for school systems. The schools got a separate pot of money. There were two separate fundings, one for the school systems and one for the town.

End of review.

Note: The Council is not authorizing expenditures, through this resolution. This is making sure that we have a plan in place to be able to go out and get the grant funds needed to cover some of the projects and capital items.

VOTE: Motion CARRIED by unanimous consent.

ADJOURNMENT: There being no further business to discuss and upon motion made by Cantafio, seconded by Choi the Finance Committee adjourned by unanimous consent at 9:39 p.m.

Respectfully Submitted,

Margaret D. Mastroni
Town Council Clerk

RESOLUTION TC29-28:

WHEREAS, the State of Connecticut Office of Policy and Management is offering one time grants for municipalities in Connecticut under the 2022 Justice Assistance Formula Grant Program (JAG) for efforts to prevent Violent Crime; and

WHEREAS, the Town of Trumbull is eligible to apply for up to \$25,000 for allowable equipment, services and activities to reduce violent crime, improve police response or enhance community policing efforts; and

WHEREAS, the grant does not require a local match; and

WHEREAS, the Trumbull Police Department will utilize grant funds to purchase two LPR traffic cameras which will be added to the existing camera network; and

WHEREAS, cameras will assist officers by monitoring traffic in a continuous manner, potentially saving lives and promoting improved public safety;

NOW, THEREFORE, BE IT RESOLVED, That the Trumbull Town Council hereby authorizes the submission of the funding application for the 2022 Justice Assistance Formula Grant Program (JAG) for efforts to prevent and reduce crime, and identifies Vicki A. Tesoro, First Selectman, as the individual authorized to sign the application and any subsequent documents in order to accept and implement the project.

VOIP TELEPHONE SYSTEM 2022 LEASE/FINANCE AUTHORIZING RESOLUTION

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUMBULL AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT PAYMENT AGREEMENT WITH RESPECT TO CERTAIN TELEPHONE SYSTEM EQUIPMENT FOR THE TOWN OF TRUMBULL AND THE TRUMBULL BOARD OF EDUCATION; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

WHEREAS, the Town of Trumbull (the Governing Body) (the “*Lessee*”), a municipality duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of Connecticut, is authorized by the laws of the State of Connecticut to acquire, finance and lease personal property for the benefit of the Lessee, its school district and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the Lessee desires to finance and lease certain equipment that will be acquired, installed and financed pursuant to Lease Number 2002930530 with Key Government Finance, Inc. (the “*Lessor*”), in a principal amount not to exceed \$310,000, constituting personal property necessary for the Lessee to perform essential governmental functions (the “*Equipment*”); and

WHEREAS, in order to finance such Equipment, the Lessee proposes to enter into that certain Installment Payment Agreement (the “*Agreement*”) the form of which has been presented to the governing body of the Lessee at this meeting; and

WHEREAS, the governing body of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter into the Agreement and the other documentation relating to the financing and leasing of the Equipment to be therein described on the terms and conditions therein and herein provided;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the governing body of the Lessee as follows:

Section 1. Findings and Determinations. It is hereby found and determined that the terms of the Agreement, in the form presented to the governing body of Lessee at this meeting, are in the best interests of the Lessee for the financing and leasing of the Equipment.

Section 2. Approval of Documents. The form, terms and provisions of the Agreement are hereby approved in substantially the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the First Selectman and/or the Director of Finance of the Lessee or other members of the governing body of the Lessee executing the same, the execution of such documents being conclusive evidence of such approval; and the First Selectman and/or the Director of Finance of the Lessee is hereby authorized and directed to execute, and the Town Clerk of the

Lessee is hereby authorized and directed to attest, the Agreement and any related Exhibits attached thereto and to deliver the Agreement (including such Exhibits) to the respective parties thereto, and the Town Clerk of the Lessee is hereby authorized to affix the seal of the Lessee to such documents.

Section 3. Other Actions Authorized. The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreement.

Section 4. No General Liability. Nothing contained in this Resolution, the Agreement nor any other instrument shall be construed with respect to the Lessee as incurring a general liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreement or any other instrument or document executed in connection therewith impose any general liability upon the Lessee or any charge upon its general credit or against its taxing power, except to the extent that the installment payments payable under the Agreement are limited obligations of the Lessee, subject to annual appropriation, as provided in the Agreement.

Section 5. Appointment of Authorized Lessee Representatives. The First Selectman and the Director of Finance of the Lessee are each hereby designated to act as authorized representatives of the Lessee for purposes of the Agreement until such time as the governing body of the Lessee shall designate any other or different authorized representative for purposes of the Agreement.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

FIVE YEAR CAPITAL PLAN OVERVIEW

The 5 year capital improvement plan is not a funding plan but instead the Town's vision for capital improvement projects.

The plan is required by our bonding rating agencies every year as part of issuing bonds and also it is used to request grant funding. If a grant is available, the granting agency will look at the capital plan to make sure that the project has been approved by the Town Council.

The plan is reviewed each year and projects are either moved to current projects or deferred to later years.

Funding is only requested for one year at a time and not necessarily for the amount presented on the capital plan. Projects will be prioritized based on need and then a bonding resolution will be forwarded to the BOF and Town Council for approval to fund those projects. At that time, the BOF and the Town Council can approve or deny certain projects.

Then every August we sell bonds and notes. Only projects that are completed are permanent bonded by issuing 20 year bonds and then the town will start paying interest and principal. If the project take longer than one year to complete, the town issues 1 year bond anticipation notes which are due within one year and we only pay interest. Then we either roll them over for another year or permanent bond them

PROCESS

Step 1 – The 5 year capital improvement plan is to be approved by the Town Council. 1/6/2022.

Step 2 – A 1 year bond funding resolution is submitted to the BOF on 2/10/2022 and then forwarded to the Town Council for approval on 3/7/2022.

Step 3 –In August we determine what projects will be done in one year and we will either issue bond anticipation notes which are due in one year or issue 20 year bonds. We normally issue bond anticipation notes the first year since we don't know how long a project will take and the final cost. Then the subsequent year we pay off the bond anticipation notes and issue 20 years bonds.

The schedule in front of you is 29 pages of which the first page is a summary by category such as BOE, roadways, public facilities, park improvements, fleet and equipment, other, enterprise and schedule of grant funds. This year we segregated the grants to its own schedule to make it easier to review and explain.

Then you have the projects in detail. BOE details all its projects on pages 5-9, Roadways details by roads is found on pages 10-14, Public Facilities details by individual building is found on pages 15-18, Park improvements details found on pages 19-21, Fleet and Equipment details can be found on pages 23, Other projects on pages 26, Enterprise (Golf and Sewer) on page 27 and grants on page 28.