



**BOARD OF FINANCE MEETING
August 10, 2023
Revised
Amended Approved Minutes**

CALL TO ORDER

The Chairman called the meeting to order at 7:03 p.m. in the Council Chambers. All joined in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT

There was no Public Comment

ATTENDANCE

Present

Marty Isaac
Lainie McHugh
Justin Scheuble
Scott Zimov
Vincent DeGennaro – Alternate
Christine El Eris – Alternate

Absent

Michael Barker
Paul Timpanelli
Marc Mascola-Alternate

Also present:

Maria Pires, Director of Finance; Daniel Schopick, Esquire, Town Attorney; Anthony Musto, Esquire, Town Treasurer

The Chair indicated that Mr. DeGennaro will be voting for Mr. Timpanelli and Ms. El Eris will be voting for Mr. Barker.

TOWN TREASURER'S REPORT – Anthony Musto

Mr. Musto presented his report indicating that we are moving in the right direction. He noted that we do keep high balances in the account since we do have large payouts during the month.

08-23- 01 Supplemental Appropriations FY 2022-202

Mr. DeGennaro moved, seconded by Mr. Zimov, to appropriate \$33,525 from the fund balance to the accounts listed on the attached **Schedule A** totaling \$33,525 for the year end closing.

Ms. Pires indicated these funds were being used for salary overtime in Purchasing and Building Departments and compensation time payout in the Finance Department.

By unanimous consent the motion was approved.

08-23- 02 Contingency Appropriations FY 2022-2023

Mr. DeGennaro moved, seconded by Ms. El Eris, to appropriate \$19,249 from the Contingency account to the accounts listed on the attached **Schedule B** totaling \$19,249 for the year end closing.

Ms. Pires indicated the expense was for increases due to contractual contingencies and a retirement payout.

By unanimous consent the motion was approved.

8-23-03 thru 8-23-17 Fiscal Year End 2022-2023 Transfers

Mr. DeGennaro moved, seconded by Ms. El Eris, to transfer \$152,930 from the accounts listed on the attached **Schedule C** to the accounts listed on the attached Schedule C totaling \$152,930 for the year end closing.

Ms. Pires indicated these transfers were primarily made to offset the salary overages experienced due to vacant positions and overtime.

By unanimous consent the motion was approved.

DISCUSSION ITEMS

- **Budget to Actual expenditures FY 2024**

Ms. Pires indicated the highlights were included in the transfers made this month. She indicated that she would most likely be coming to the Board with transfers for the Assessor's office and most likely a supplemental due to the use of consultants to fill vacancies including the Tax Assessor's position. The Police department will need to make transfers and will not need any supplements. The Building Maintenance department will be coming for a supplemental. We did not budget for a vehicle this year, which was not received last year, and that oversight will need a supplemental to cover them yearly. We also need to transfer funds in Worker's Compensation and there is a contingency of \$2.3 million for workers compensation settlements.

- **Revenues FY 2024**

No discussion

- **Town Permits, Fees and Fines FY 2024**

No discussion

APPROVAL OF MINUTES – July 13, 2023

Mr. Scheuble moved, seconded by Mr. Zimov, to approve the minutes of the July 13, 2023 meeting, as presented.

By unanimous consent the motion was approved.

INTERNAL AUDITOR – Rebeca Lopez

Discussion followed regarding the recreation programs being offered, and the effect it would have if the number was increased. They also discussed if we are charging the appropriate amount and what effect an increase might have on the programs. The Board decided that this discussion should be put off for a time to be determined after speaking with the Program Director.

INTERNAL AUDITOR REVIEW – Executive Session

Ms. El Eris moved, seconded by Mr. Zimov, to go into executive session at 7:35 p.m. The following individuals were asked to enter in the executive session: The Board of Finance and all alternate members and Rebeca Lopez.

By unanimous consent the motion was approved.

Ms. El Eris moved seconded by Mr. Zimov to come out of executive session at 8:05 p.m.

By unanimous consent the motion was approved.

ADJOURNMENT

By unanimous consent the meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Phyllis C. Collier

Phyllis C. Collier
Board of Finance Clerk

TOWN OF TRUMBULL		SCHEDULE A			
SUPPLEMENTAL APPROPRIATIONS FY 2023					
		BALANCE		BALANCE	
TRANSFER		BEFORE	AMOUNT OF	AFTER	
NUMBER	ACCOUNT DESCRIPTION	TRANSFER	TRANSFER	TRANSFER	
	ACCOUNT #				
08-23-01	FROM				
	FUND BALANCE		33,525.00		
	TO				
	FINANCE - SALARIES-OVERTIME (Comp time payout)	01011000-501103	(2,679.19)	2,680.00	0.81
	PURCHASING - SALARIES-PT/PERMANENT (1)	01012200-501102	(4,579.39)	4,580.00	0.61
	PURCHASING - SALARIES-OVERTIME (1)	01012200-501105	(23,438.09)	23,439.00	0.91
	BUILDING DEPT - SALARIES-OVERTIME (2)	01023200-501105	(2,825.91)	2,826.00	0.09
				33,525.00	
	REASON FOR SUPPLEMENTAL				
	(1) To cover extra work due to more bidding/capital projects				
	(2) To cover extra work due to more construction in Town				

TOWN OF TRUMBULL		SCHEDULE B			
TRANSFERS FROM CONTINGENCY - FY ENDING JUNE 30, 2023					
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER	AMOUNT OF TRANSFER	BALANCE AFTER TRANSFER
	FROM				
08-23-02	CONTINGENCY	01013800-501116	224,382.00	(19,249.00)	205,133.00
	TO				
	BD OF FINANCE-SALARIES-FT-PERM (Contract settlement)	01011400-501101	(2,482.51)	2,483.00	0.49
	TOWN CLERK-SALARIES-FT-PERM (retirement final payout)	01013600-501101	(16,765.50)	16,766.00	0.50
				<u>19,249.00</u>	
	To cover shortfall in salaries due to settlement of contract and retirement				

TOWN OF TRUMBULL		SCHEDULE C				
FY 2023						
ITEM #	ORG	OBJ	ACCOUNT DESCR	BALANCE BEFORE TRANSFER	TRANSFER	BAL AFTER TRANSFER
08-23-03	FINANCE #01011000					
	TRANSFER FROM:					
	01011000	501101	SALARIES-FULL TIME	84.88	(84.00)	0.88
	01011000	501102	SALARIES-PT/PERM	853.56	(853.00)	0.56
	01011000	556601	PROF DEV-SEMINARS	301.22	(301.00)	0.22
	01011000	556602	PROF DEV-PROF DUES	65.00	(65.00)	-
	01011000	556603	PROF DEV-INSERVICE	800.00	(800.00)	-
	01011000	556604	PROF DEV-PUBLICATIONS	400.00	(400.00)	-
					(2,503.00)	
	TRANSFER TO:					
	01011000	501105	SALARIES-OVERTIME	(5,182.19)	2,503.00	(2,679.19) Contingency
			To cover employee's comp time not able to take, prior to exempt status			
08-23-04	TECHNOLOGY #01012600					
	TRANSFER FROM:					
	01012600	522204	SERVICES & FEES-CONTR	13,237.83	(13,190.00)	47.83
	TRANSFER TO:					
	01012600	501105	SALARIES-OVERTIME	(13,167.95)	13,168.00	0.05
	01012600	501101	SALARIES-SALARIES-FT	(21.60)	22.00	0.40
					13,190.00	
			To cover employee's OT			
08-23-05	TOWN HALL					
	TRANSFER FROM:					
	01013800	511160	PROP & LIAB INSURANCE	58,852.88	(6,421.00)	52,431.88
	01013800	590012	UTILITIES-ELECTRICITY	14,504.73	(5,049.00)	9,455.73
					(11,470.00)	
	TRANSFER TO:					
	01013800	501102	SALARIES-PT/PERM	(3,831.21)	3,832.00	0.79
	01013800	534401	OFFICE SUPPLIES	(2,533.16)	2,534.00	0.84
	01013800	522205	PROGRAM EXPENSES	(54.47)	55.00	0.53
	01013800	590011	UTILITIES-HEAT	(5,048.26)	5,049.00	0.74
					11,470.00	
			To cover increase to Floater's hours and office supplies			
08-23-06	FIRE MARSHAL #01022800					
	TRANSFER FROM:					
	01022800	501101	SALARIES-FULL TIME	7,270.29	(7,200.00)	70.29
	01022800	501102	SALARIES-PT/PERM	14,448.63	(11,692.00)	2,756.63
					(18,892.00)	
	TRANSFER TO:					
	01022800	501103	SEASONAL/TEMP	(9,044.70)	9,045.00	0.30
	01022800	501105	SALARIES-OVERTIME	(9,016.03)	9,017.00	0.97
	01022800	501122	CERTIFICATION-STIPEND	(750.00)	750.00	-
	01022800	556601	PROF DEV-SEMINARS	(80.00)	80.00	-
					18,892.00	
			To cover salaries due to staff vacancy and OT for extra after hours mergencies			
08-23-07	BUILDING DEPARTMENT #01023200					
	TRANSFER FROM:					
	01023200	501101	SALARIES-FULL TIME	55,060.58	(55,060.00)	0.58
	01023200	522204	SERV & FEES-CONTRACTUAL	5,120.00	(5,120.00)	-

TOWN OF TRUMBULL		SCHEDULE C				
FY 2023						
					BALANCE	
					BEFORE	BAL AFTER
ITEM #	ORG	OBJ	ACCOUNT DESCR	TRANSFER	TRANSFER	TRANSFER
					(60,180.00)	
			TRANSFER TO:			
	01023200	501103	SEASONAL/TEMP	(46,492.62)	46,493.00	0.38
	01023200	501105	SALARIES-OVERTIME	(16,512.91)	13,687.00	(2,825.91) Supplemental
					60,180.00	
			To cover salaries due to staff vacancy and OT for extra after hours mergencies			
			PUBLIC WORKS DIRECTOR #01030000			
08-23-08			TRANSFER FROM:			
	01030000	556601	PROF DEV-SEMINARS	1,340.00	(1,340.00)	-
	01030000	567704	TRANSP-EXPENSES A/C	250.00	(156.00)	94.00
					(1,496.00)	
			TRANSFER TO:			
	01030000	501105	SALARIES-OVERTIME	(1,495.88)	1,496.00	0.12
			To cover OT for after hours meetings			
			PUBLIC WORKS-HIGHWAY #01030100			
08-23-09			TRANSFER FROM:			
	01030100	501101	SALARIES-FULL TIME	189,796.07	(18,065.00)	171,731.07
			TRANSFER TO:			
	01030100	501102	SALARIES-PT/PERM	(96.71)	97.00	0.29
	01030100	501105	SALARIES-OVERTIME	(17,911.80)	17,912.00	0.20
	01030100	590014	UTILITIES-TELEPHONE	(55.90)	56.00	0.10
					18,065.00	
			To cover salaries due to staff vacancy			
			PUBLIC WORKS-RECYCLING CENTER #01030400			
08-23-10			TRANSFER FROM:			
	01030400	501105	SALARIES-OT	1,422.10	(348.00)	1,074.10
			TRANSFER TO:			
	01030400	501101	SALARIES-FULL TIME	(347.41)	348.00	0.59
			To cover salaries overage			
			TOWN ENGINEER #01030500			
08-23-11			TRANSFER FROM:			
	01030500	501105	SALARIES-OT	3,548.06	(3,122.00)	426.06
			TRANSFER TO:			
	01030500	501101	SALARIES-FT/PERM	(32.96)	33.00	0.04
	01030500	501106	SALARIES-LONGEVITY	(325.00)	325.00	-
	01030500	522204	SERVICES & FEES-CONTR	(2,308.08)	2,309.00	0.92
	01030500	545501	COMM-LEGAL NOTICES	(454.92)	455.00	0.08
					3,122.00	
			To cover additional OT due to to work load and other year end overages.			
			MARY SHERLACH COUNSELING CENTER-#01050200			
08-23-12			TRANSFER FROM:			
	01050200	501101	SALARIES-FT/PERM	15,537.56	(2,214.00)	13,323.56
	01050200	590012	UTILITIES-ELECTRICITY	1,172.55	(703.00)	469.55
					(2,917.00)	

		TOWN OF TRUMBULL		SCHEDULE C		
		FY 2023				
				BALANCE		
				BEFORE		BAL AFTER
ITEM #	ORG	OBJ	ACCOUNT DESCR	TRANSFER	TRANSFER	TRANSFER
			TRANSFER TO:			
	01050200	501105	SALARIES-OVERTIME	(32.83)	33.00	0.17
	01050200	522202	SERVICES & FEES-PROF	(2,095.15)	2,096.00	0.85
	01050200	567703	TRANSP-TRAVEL REIMB	(84.33)	85.00	0.67
	01050200	590011	UTILITIES-HEAT	(702.08)	703.00	0.92
					2,917.00	
			To cover salaries due to staff vacancy and other year end overages			
			SENIOR CITIZEN'S SERVICES-#01050600			
08-23-13			TRANSFER FROM:			
	01050600	501101	SALARIES-FT/PERM	23,335.33	(6,433.00)	16,902.33
	01050600	590012	UTILITIES-ELECTRICITY	3,693.92	(1,472.00)	2,221.92
					(7,905.00)	
			TRANSFER TO:			
	01050600	501102	SALARIES-PT/PERM	(366.12)	367.00	0.88
	01050600	501103	SALARIES-SEASONAL	(6,066.00)	6,066.00	-
	01050600	545504	POSTAGE	(51.88)	52.00	0.12
	01050600	567703	TRANSP-TRAVEL REIMB	(9.21)	10.00	0.79
	01050600	578801	SERVICE CONTRACTS	(943.44)	944.00	0.56
	01050600	578802	MAINT BUILDING & EQUIP	(11.81)	12.00	0.19
	01050600	590011	UTILITIES-HEAT	(165.93)	166.00	0.07
	01050600	590014	UTILITIES-TELEPHONE	(287.04)	288.00	0.96
					7,905.00	
			To cover salaries due to staff vacancy and other year end overages			
			EDUCATION-#01060000			
08-23-14			TRANSFER FROM:			
	01060000	589901	ANNUAL RENTALS/LEASE	92,965.90	(8,221.00)	84,744.90
			TRANSFER TO:			
	01060000	522204	SERVICES & FEES-CONTR	(1,126.08)	1,127.00	0.92
	01060000	567703	TRANSP-BUSING	(7,093.46)	7,094.00	0.54
					8,221.00	
			To cover additional busing trips			
			SCHOOL NURSES-#01060200			
08-23-15			TRANSFER FROM:			
	01060200	501101	SALARIES-FT/PERM	8,617.09	(53.00)	8,564.09
			TRANSFER TO:			
	01060200	501105	SALARIES-OVERTIME	(32.83)	53.00	20.17
			To cover salaries due to staff vacancy			
			LIBRARIES-#01070000			
08-26-16			TRANSFER FROM:			
	01070000	578802	MAINT BUILDING & EQUIP	1,060.70	(462.00)	598.70
	01070000	590012	UTILITIES-ELECTRICITY	18,079.65	(2,823.00)	15,256.65
					(3,285.00)	
			TRANSFER TO:			
	01070000	578801	SERVICE CONTRACTS	(462.00)	462.00	-

TOWN OF TRUMBULL		SCHEDULE C				
FY 2023						
					BALANCE	
					BEFORE	BAL AFTER
ITEM #	ORG	OBJ	ACCOUNT DESCR	TRANSFER	TRANSFER	TRANSFER
	01070000	590011	UTILITIES-HEAT	(2,822.85)	2,823.00	0.15
					3,285.00	
			To cover year end overages in Heat and servcie contracts			
TOWN HALL-#01013800						
8-23-17	TRANSFER FROM:					
	01013800	590012	UTILITIES-ELECTRICITY	9,455.73	(1,283.00)	8,172.73
NATURE CENTER-#01010100						
TRANSFER TO:						
	01010100	590012	UTILITIES-ELECTRICITY	(1,162.55)	1,163.00	0.45
	01010100	590014	UTILITIES-telephone	(119.88)	120.00	0.12
					1,283.00	
			to cover utility shortfalls in the Nature Center			