

**East Haven Board of Finance
Regular Meeting Minutes
September 19, 2018**

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EAST HAVEN, CONN.**

Stacy Gravino, CTC

TOWN CLERK

The East Haven Board of Finance held a Regular Meeting on Wednesday September 18, 2018 at 7:00 P.M. in the Mario Giaimo, Joseph Vitale Meeting Room on the lower level of East Haven Town Hall, 250 Main Street, East Haven, CT 06512.

1. Roll Call

Noreen Clough, Beth Purcell, Richard DePalma, Richard Esposito Jr., and Ralph Vitale were present. Marc Conte Sr. was absent. Director of Finance - Paul Rizza, Police Chief- Ed Lennon and Deputy Chief -James Naccarato were present.

2. Read and Approve Minutes from Special Meeting held on August 23, 2018

Noreen Clough makes a motion to approve Minutes from regular meeting on August 23, 2018. Beth Purcell seconds. All in Favor. Motion Carried.

3. Old Business

Noreen Clough asked how the audit went and Paul Rizza stated that they took a little break in August but were here in June and July. Noreen Clough asked if they were on track. Paul Rizza said yes. This was for June. They will be back once the bulk of these go through and we will rerun the expenditure report. The plus/ minuses changes and there are a couple of things that will be outstanding and can be manually put in. It was asked if the auditors have been up to the Board of Education, Paul Rizza replied yes they were there and the auditors were not very happy when they came back and it will be discussed at a later date.

4. New Business

Noreen Clough Makes a motion to approve Susan Mauro as the new clerk and Rich DePalma seconds. All in Favor. Motion carried.

Ralph Vitale inquired about the \$175,000.00 that the town is responsible for as well as legal fees and Paul Rizza stated he has no knowledge about anything surrounding that case. It was further asked how much did we expend? Paul Rizza has no information at all, except that he has seen bills periodically prior to settlement. Paul Rizza believes this is a question better answered by the town attorney. The board stated they would like to have Attorney Zullo at the next meeting for executive session to fill everyone in on what is going on with old case as well as potential new cases and what those legal fees may be.

Noreen Clough made a motion to add Attorney Zullo to the Agenda for the October 17th meeting. Beth Purcell seconds. Roll call. All in Favor. Motion Carried.

Paul Rizza makes one point regarding all the transfers. He grouped them together as much as he could by moving unspent money in a department to offset their expenditures and the reason he did it is because he used to run long groups of 30 or 40 departments all together and he never realized that when the auditors audit, sometimes the department is short money and we add to it to. It increases the department actual expenditure and at that same time you are taking money away from another department which

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means when they tend to be under spent, and when we look at it, not really now, but when we are putting the budget together next spring we are getting a distorted number .

5. Public Comment

None

6a. Police Services:

| | | | |
|-----|-------------|-------------|---------------------|
| To: | 01-332-0110 | Salaries | \$146,421.00 |
| | 01-332-0130 | Temp. Wages | \$ 265.00 |
| | 01-332-0190 | O/T | <u>\$ 87,908.00</u> |
| | | | \$234,594.00 |

| | | | |
|-------|-------------|----------------|--------------|
| From: | 01-332-0132 | Shift Diff. | \$ 1,771.00 |
| | 01-332-0350 | Prof. Dev. | \$ 1,465.00 |
| | 01-332-0430 | Oper. Equip. | \$ 2,084.00 |
| | 01-332-0520 | Off. Suppl. | \$ 878.00 |
| | 01-332-0561 | Veh. Parts | \$ 7,244.00 |
| | 01-332-0568 | Food Suppl. | \$ 1,209.00 |
| | 01-332-0570 | Main. Suppl. | \$ 3,321.00 |
| | 01-332-0575 | Uniforms | \$ 19,455.00 |
| | 01-332-0578 | Med. Supp. | \$ 2,029.00 |
| | 01-332-0592 | Traffic Sign | \$ 4,531.00 |
| | 01-332-0594 | Safety Sup. | \$ 4,160.00 |
| | 01-332-0615 | Printing | \$ 2,510.00 |
| | 01-332-0662 | Vehicle Repair | \$ 7,964.00 |
| | 01-332-0676 | Waste Collect | \$ 1,003.00 |
| | 01-332-0827 | SCJAC | \$ 1,984.00 |
| | 01-101-0610 | Town Council | \$ 10,887.00 |
| | 01-106-0110 | Tax Wages | \$ 12,198.00 |
| | 01-106-0668 | Legal Fees | \$ 4,717.00 |
| | 01-106-0687 | Coll. Fees | \$ 1,500.00 |
| | 01-106-0695 | Other Contract | \$ 4,615.00 |
| | 01-109-0110 | Town Clk | \$ 36,926.00 |
| | 01-109-0111 | Wage Adj. | \$ 5,000.00 |
| | 01-109-0350 | Pro Dev. | \$ 1,250.00 |
| | 01-109-0610 | Advert | \$ 2,463.00 |
| | 01-109-0644 | Equip. Rent | \$ 1,432.00 |
| | 01-109-0657 | Data proc. | \$ 9,518.00 |
| | 01-110-0115 | P/T Wages | \$ 19,795.00 |
| | 01-110-0270 | Telephone | \$ 2,000.00 |
| | 01-110-0643 | Postage | \$ 3,000.00 |
| | 01-110-0658 | Equip Main | \$ 3,300.00 |
| | 01-110-0675 | School Cust. | \$ 3,758.00 |

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| | | |
|-------------|----------------|----------------------|
| 01-110-0694 | Other Contract | \$ 1,270.00 |
| 01-885-0689 | Contingency | \$ 49,357.00 |
| | | <u>\$ 234,594.00</u> |

End of Year Transfer FY 2017/2018

Noreen Clough made a motion to move Police #9 to 6a. Beth Purcell Seconds. All in favor. Motion Carried. Noreen Clough made a motion to waive the reading of account numbers and only read the descriptions and amounts. Beth Purcell seconds. All in favor. Motion Carried. Noreen Clough made a motion to refer to the Town Council. Beth Purcell seconds. All in favor. Motion Carried.

Discussion: Noreen Clough questioned the Town Council \$10,887.00 amount and Paul Rizza stated it was advertising. Noreen Clough questioned the Tax Wages of \$12,198.00 and Paul Rizza said the 106 account is the tax department, 109 is the town clerk, 110 is the registrar of voters and 885 is contingency. The board asked how much is left in contingency to which Paul Rizza replied, quite a bit. Paul stated that these are probably not the last transfers but they will not be as long.

The board questioned Police Chief Ed Lennon about the salaries and Chief Lennon stated that most of this is actually the collective bargaining agreement which was ratified just after the beginning of the fiscal year last year. Other than the numbers which are probably less accurate than Paul Rizza's everything is basically retro back on either the salaries and transfers within that \$87,000.00 of overtime and \$23,000.00 to make up for overtime. The rest of this should just be the retro payments made earlier in the fiscal year. Chief Lennon discussed that he has seven employees out injured right now. Much of that overtime was created because most of those injuries occurred before the end of the fiscal year. At least 3, possibly 4, are long term. Noreen Clough asked without the seven what was the staffing. Chief Lennon explained they were short one officer but have since hired one who will be sworn in this week. On paper we are full staff. We lost five officers in one incident in May, two returned to full duty and three are probably long term injuries. A few may not be major long term but one may be.

Ralph Vitalie asked about the injuries in North Haven and if there is anything we can do with the state or anyone else to recover money. Chief Lennon explained that it falls under our mutual aid and it was an emergency situation so each town works together. Worker's Compensation notices were filed so that if there are funds from other sources then we would get our share of it. We had five, North Haven had three, Branford had one and that is it.

6b. Command Center:

| | | | |
|-------|-------------|--------------|---------------------|
| To: | 01-336-0115 | P/T Wages | \$ 15,112.00 |
| | 01-336-0190 | O/T | <u>\$ 73,228.00</u> |
| | | | \$ 88,340.00 |
| From: | 01-336-0110 | Reg. Sal. | \$ 39,986.00 |
| | 01-336-0160 | Holiday Pay | \$ 5,963.00 |
| | 01-336-0350 | Prof. Dev | \$ 1,266.00 |
| | 01-336-0615 | Printing | \$ 2,968.00 |
| | 01-336-0694 | Other Contr. | \$ 3,789.00 |
| | 01-885-0689 | Contingency | <u>\$ 34,368.00</u> |

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\$ 88,340.00

End of Year Transfer FY 2017/2018

Noreen Clough made a motion to move Command Center #10 to 6b. Beth Purcell Seconds. All in favor. Motion Carried. Noreen Clough made a motion waive the reading of account numbers and only read the descriptions and amounts. Beth Purcell seconds. All in favor. Motion Carried. Rich DePalma made a motion to refer to the Town Council. Beth Purcell seconds. All in favor. Motion Carried.

Discussion. Board questioned Police Chief Ed Lennon about overtime and Chief Lennon explained that he has not been at full staff for approximately six to eight months. The department may have looked like that on paper but not in actual personnel due to medical and in general people being out. Chief Lennon explained they have four vacant shifts every weekend with their part timers and a lot of the part timers were later hired and tested as full timers which created vacancies to be later filled so that is why we were short. Chief Lennon stated he had 10 full time employees but majority of year we were at eight or nine and somebody has to work.

6. (c&d) **Admin Mgt.**

| | | | |
|-------|-------------|--------------------|-------------------|
| To: | 01-120-0110 | Salaries | \$5,532.00 |
| From: | 01-120-0647 | Emergency Services | \$5,532.00 |
| To: | 01-224-0130 | Temp. wages | \$3,795.00 |
| From: | 01-224-0120 | Snow wages | \$2,331.00 |
| | 01-224-0133 | Class Differ. | <u>\$1,464.00</u> |
| | | | \$3,795.00 |

End of Year Transfer FY 2017/2018

Noreen Clough asked why there are two different transfers. Paul Rizza stated it really should be done this way so Noreen Clough made a motion to make the first transfer 6c and the second 6d. Beth Purcell seconds. All in favor. Motion carried.

Motion to discuss was made by Noreen Clough, seconded by Ralph Vitale. Roll call vote, all in favor. Motion carried

Paul Rizza said most of the smaller ones used most of their money from their own department. Ninety percent are salary accounts and there are a couple of utilities thrown in used for bills we already have as well and salaries, not for contracts. Admin management was for an individual who left Administrative and Management and retired and got a small payout.

We had money left in snow wages. The board asked if we are down in public service. Paul Rizza stated he thinks they hired back three. The board asked what are temporary wages. They are part time per Paul Rizza.

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7. Building Maintenance

| | | |
|-------|-------------------------------|-------------|
| To: | 01-229-0201 Electricity | \$11,092.00 |
| From: | 01-229-0203 Natural Gas | \$11,092.00 |
| To: | 01-229-0694 Other Cont. Serv. | \$2,792.00 |
| From: | 01-229-0202 Water | \$ 2,792.00 |

End of Year Transfer FY 2017/2018

Noreen Clough makes a motion to Amend and these two to put together to make this one total of \$13,884. 00. Beth Purcell seconds. All in favor. Motion carried.

Discussion: None of our pipes broke per Paul Rizza.

8. Animal Shelter

| | | |
|-------|--------------------------|--------------------|
| To: | 01-331-0190 Overtime | \$10,921.00 |
| | 01-331-0682 Vet. Serv. | <u>\$ 41.00</u> |
| | | \$10,962.00 |
| From: | 01-331-0110 Salaries | \$ 1,777.00 |
| | 01-331-0201 Electricity | \$ 1,709.00 |
| | 01-331-0203 Nat. Gas | \$ 2,294.00 |
| | 01-331-0568 Food Suppl. | \$ 1,781.00 |
| | 01-331-0570 Build. Main. | \$ 1,855.00 |
| | 01-331-0350 Prof.Dev. | <u>\$ 1,546.00</u> |
| | | \$10,962.00 |

End of Year Transfer FY 2017/2018

Noreen Clough makes a Motion to discuss., Beth Purcell seconds. All in favor and motion carried.
Discussion: You can not control the overtime so they are doing pretty well. A lot of food is donated. Owen does well and money is taken from his own department.

9. Police Services:

Moved to 6a.

10. Command Center

Moved to 6b.

11. General Serv.:

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To: 01-885-0196 Town Police O/T \$ 7,190.00

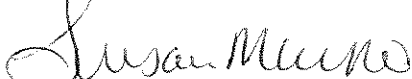
From: 01-885-0195 Special Assign. \$ 7,190.00

End of Year Transfer FY 2017/2018

10. **Adjournment**

Noreen Clough makes a motion to adjourn at 7:29 p.m. Richard Esposito seconds. All in favor, motion carried.

Respectfully Submitted,


Susan Mauro