



THE TOWN OF WOODBRIDGE BOARD OF FINANCE MONTHLY MEETING MINUTES JANUARY 18, 2018

A Board of Finance Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on January 18, 2018 at 6:00 pm

PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein, Susan Jacobs; Paul Kuriakose; Andrew Pels

ALSO PRESENT: First Selectman, Beth Heller; Administrative Officer / Director of Finance, Anthony Genovese; Budget Analyst, Karen Crosby

Chairman Matthew Giglietti called the meeting to order at 6:00 pm.

PUBLIC COMMENTS

None

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported that through December 2017 the result is a budgetary surplus of approximately \$247,000. The projected Fund Balance at June 30th is \$5.3M or 10.96% of the annual projected expenses at the end of the year.

Revenues

Interest Income – projected to generate a surplus of \$60,000 due to higher than anticipated rates.

Intergovernmental Revenues - According to the FY18 adopted state budget and most recent reduction, state aid to the Town will be reduced by \$300,000. This includes a reduction to the Town's ECS grant (\$86,400), elimination of the elderly tax reimbursement (\$41,058) and elimination of the revenue sharing grant (\$247,758).

Other Revenues – The Town received \$561,430 in surplus funds from district operations ending 6/30/2017. In this projection, \$220,710 is reserved to offset next year's budget (amount equal to this year's budget) and the remainder of \$340,711 is recognized as unbudgeted revenue I this fiscal year.

Expenses

WBOE – As of December 2017, the Woodbridge Board of Education is reporting a deficit of \$96,400. This amount is down from the previous month.

Benefits – Tony is projecting a surplus of \$50,000 in employee benefits largely due to a savings in workers compensation.

Amity School District – The school district is planning to reduce its current year allocations by \$178,000. Based on the Governor’s budget recommendations for FY18, the district eliminated special education excess cost grant funding in its current year FY18 budget. The governor proposed the Towns receive all excess cost grant funds including allocations for students in regional districts. During the FY18 budget process, this increased the Town’s allocation to Amity to make up for the lost revenue. The governor’s recommendation was not passed by the legislature allowing Amity to receive special education excess cost funds in FY18. Therefore, Amity is reducing its allocation to all three Towns in the current year based on the amount of excess cost grant they plan to receive. This is currently estimated to be \$178,000 for Woodbridge.

Matt reported that Chip will be coming to present their budget during the department presentations.

Matt reminded the Board that the budget presentations are Tuesday and Thursday of next week and the following Tuesday (January 23rd, 25th and 30th).

Tony reported that Scott Bassett will be in attendance on January 25th to review the audit with the Board of Selectmen and Board of Finance.

FUNDING REQUESTS

1718-07 Allocation.....\$2,588.25 (Line Item Transfer)
To: CNR-Gov’t Access TV/Technical 302-1350/57410/TECH
From: Revenue/Miscellaneous Grants 1-2-1100/42600
For: Transfer grants funds to budget
Vote: (Giglietti/Kuriakose) Unanimous

Matt stated that there is an audio problem with the channel and this is what Pua is trying to correct.

1718-08 Allocation.....\$10,000 (Line Item Transfer)
To: CIP Animal Control Renovation/Construction 320-57500/ACREN
From: Revenue/Donations 320-46410/ACREN
For: Transfer Donations from One Big Dog Animal Respite Fund to Project budget
Vote: (Giglietti/Stein) Unanimous

1718-09 Allocation.....\$29,500 (Line Item Transfer)
To: BOS/Administrative Salaries 1110-00/50101
From: Employee Benefits/Workers Comp 1710-00/51600
For: Fund salary for Communications Director/Grants Writer

Beth stated that she presented this to the Board of Selectmen and they approved it. When Betsy Yagla went on maternity leave, When Sheila assumed some of the work load. Beth stated that it became clear to her that Sheila brought the experience and talent that would help Beth and the Board complete a lot of the initiatives. She has experience in project management, communications, and information technology. She also has a good wealth of experience in grant writing. Beth stated that we have to find other sources of revenue. In the last week we have found three grants that she will be working on. We will make up her salary in the first grant we get.

Vote: (Giglietti/Stein) Unanimous

Tony stated that Contingency is looking good but we have a few items to watch – Snow Removal and Natural Gas.

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of their November 16, 2017 meeting as presented.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to approve the minutes of the Special Meeting of December 5, 2017 as presented.

Matt stated that the fact that the Boards have approved the bond doesn't mean that the project has been approved. This just approves the funding if the project progresses.

APPROVAL OF 2018 MEETING DATES

The Board of Finance voted (Giglietti/Stein) unanimously to approve the meetings of the Board of Finance for 2018 as presented. Matt stated that the meeting that is really important is March 7, 2018 when the Board makes their budget recommendations.

FIRST SELECTMAN'S REPORT

Beth gave updates from BOS meeting:

- Presentation from CERC (CT Economic Resource Council). The Board of Selectmen agreed to have them attend the Economic Development meetings and to give them some assistance. They will take a look at our Grand List and will give assistance in growing the Grand List.
- Presentation from Mary Raiola from Amity. The Transition Program is looking to use the old fire house for their program. Tony stated that they have met with architects and the architect will come back with a plan and budget for outfitting the space and making it fit in our budget. Amity can help as they have \$250,000 in their budget for these students. They also have some skill trades on their staff that may be able to help with getting the space ready. Amity is willing to help to have this program so close to the school.
- Amity – Woodbridge Historical Society will be storing documents in the old probate vault. Tony and Beth will be meeting with them to talk about their museum using space at the old fire house.
- Radio committee is moving forward. Joe Dey is chairing and Susan will be participating from the Board of Finance.

The IT contract with Amity has been approved. Tony stated that it includes all buildings right now except the Fire Station as they are under contract through June 30th. Amity will be our IT department. It is a flat fee and a certain number of hours. We are going to do a quarterly review to see if it fits our needs and their needs. After the quarterly review if we need to adjust the hours, we can do that. Currently the Fire Department has one vendor, the Town has another vendor, and the Police Department has an officer. Tony stated that we were impressed with their presentation and the staff they have. They have a staffed help desk, they will do a walk-through once a week, they will do an assessment of our equipment, they will work out a replacement plan, be sure we are up to date on security, back up plans. Last summer we did funding for servers and we haven't purchased them yet as we were waiting for Amity to come on board. Also, the Police Dept. needs servers so it can be combined. Amity has Wi-Fi at Amity and they are looking to update theirs. The Town does not have Wi-Fi for the Town campus; we have separate spots with different log-on. The Wi-Fi that Amity is getting rid of, will serve the Town more than adequately.

- CCW survey – Beth stated that it will be a minimal survey and will be meeting with the Board of Selectmen next week to finalize it and get it sent out to the residents. It was suggested to put signs at the Library and other departments. The survey is going to each household. If residents of the household would like to respond on a separate survey, they can pick one up and submit it.

LIAISON REPORTS

Amity – Matt stated that the budget increase is .54% so for Woodbridge it is \$73,000. Chip is presenting the budget to the Finance Committee on Monday. Chip will be presenting the budget to the Board of Selectmen and Board of Finance on Tuesday. They are currently running a surplus of \$840,000. The last meeting they elected a new chairman. They elected Chris Browed as chairman.

Police Commission- Paul reported that they met in a special meeting on the 11th and 16th. They are working on their budget. They are working on the car port and the architect is currently looking at it.

Tony reported that as far as approved budgets, the Fire and Police budgets have not been approved by the commissions as of yet.

Fire Commission – Susan reported that they had to put off their meeting due to the holiday.

Library Commission - Susan reported that they voted on the budget.

Matt asked Tony if it is correct that the Fire Department had a lot of equipment damage due to the fire in the very cold weather recently. Tony stated that there has been some purchase orders submitted and that we have put in a claim with the insurance company.

Recreation – Andrew reported that they met and they are trying to find a new vendor for the outdoor pool.

WBOE – Sandy reported that on December 30th there was a pipe break at the school. ServPro was called to clean the school. There was a bid for the maintenance of the equipment and they went with the lowest bid. In retrospect, the company chosen did not have enough experience to appropriately service the equipment. The Board went back to Emcore which is the company that installed the equipment. It will be more expensive. Emcore is going to assess the current equipment. There is a \$5,000 deductible that will need to be paid from the damage.

They were able to use one of their grants to fund their OT and PT costs and now with their other expenses, it could be a wash.

They are hiring for their new maintenance position. The Board approved a budget with an increase of 1.94%. Their projected enrollment for this year was 811 students and it is 842 so they need to add another classroom.

Matt stated that he is concerned that this happened at Beecher. We spent \$13,000,000 and there was an employee that worked there that new the system and he left and was not replaced. Matt understands that the control that allowed outside air to come in was left wide open. Members of the Beecher Building Committee want to know exactly what happened. They want to know if the general contractor was contacted regarding this. Another troubling item is spending \$2,000,000 on security and there are times when the doors of the school are wide open. Jeff Kaufman and Andy Esposito would like to have the Building Committee get together to look into the problem. We need to find out exactly what happened.

Sandy asked if we could let Bob Gilbert know ahead of their budget presentation that there will be questions regarding the pipe break.

The Board of Finance voted (Jacobs/Giglietti) unanimously to adjourn at 6:53 pm.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst