



**THE TOWN OF WOODBRIDGE
JOINT BOARD OF FINANCE /
BOARD OF SELECTMEN MEETING MINUTES
THURSDAY, JANUARY 25, 2018
6:00 PM**

A Joint Board of Finance / Board of Selectmen Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on Thursday, January 25, 2018 at 6:00 pm

PRESENT BOARD OF FINANCE:

Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein
Susan Jacobs; Tom Kenefick (6:05 pm); Paul Kuriakose;
Andrew Pels

PRESENT BOARD OF SELECTMEN:

First Selectman, Beth Heller; Deputy First Selectman, Mica Cardozo;
Joseph Crisco; Joseph Dey;
David Lober

ALSO PRESENT:

Administrative Officer / Director of Finance, Anthony Genovese;
Budget Analyst, Karen Crosby

REVIEW OF FY17 AUDIT

Scott Bassett from RSM reviewed the audit with the Boards. They had no findings and no items to report. The Fund Balance increased \$638,000. The tax collection rate for the year was 99.64%. Scott discussed the change in the reporting of the OPEB (other post employment benefits). Next year they will take the calculation from the actuaries and will then offset that by what is in the trust fund. This is not a change in how you fund the plan, it is a general accounting principle. Scott stated that it is more important to get money into the fund to get ahead of the pay as you go. Scott reported that being at 20% funded, the Town is making headway. Not many communities are funded at all for post employment benefits. Tony reported that effective about two years ago; the Town eliminated health care for retirees with new hires. Scott reported that Tony and his staff had everything ready for them, both at the Board of Education side and the Town side.

Scott reported that the report does go to GFOA for the Certificate of Excellence in Financial Reporting and this is the 23rd year for this award. Scott thinks doing this is very important – it gives data with ten year trend information.

Beth reported to the Boards that she consulted with Town Counsel and it was decided to form an ad-hoc review committee for the incident at Beecher Road School. It is called the Ad-hoc Review Committee Regarding Beecher Road School Renovation Project. The charge of the committee is as follows:

- 1. Review and determine whether any procedures need to be implemented in order to ensure that all mechanical systems, security systems, and other renovations to Beecher Road School are in place.*
- 2. To determine what steps and or procedures, if any, should be implemented and adopted for the proper maintenance and upkeep of the Beecher Road School renovations, including the security system.*
- 3. To report the committee's findings and conclusions to the Board of Selectmen no later than Monday, April 2, 2018.*

Beth reported that Jeff Kaufman has agreed to chair the committee; Andy Esposito agreed to serve as well as John Vultee, Board of Ed Facility Chair. Invited will be Bob Gilbert and Al Pullo. Sheila McCreven as staff will clerk. Beth spoke with Margaret Hamilton and she is aware of this.

Town Clerk

Town Clerk Stephanie Ciarleglio as well as Registrar of Voters Anna Dickerson and Elias Alexiades were in attendance to present their budgets.

Town Clerk FY19 budget request is \$233,098 which represents an increase of 8.42%.

Stephanie explained that due to the activity of two primaries, State election, the Town election and possibly two referendums the election line, postage line, and legal ads were increased. They are covered by the Secretary of State and all their fees are mandated by State statutes.

Stephanie also increased Professional Services back to the level of previous years this is due to the Historical Society bringing documents over to the probate vault from the Darling House to be stored for safe keeping. Some of those documents will need to be restored. She has also asked for the \$3,450 in the furniture & fixtures line for cabinets for records.

Registrar of Voters

This budget request is \$65,600 which represents an increase of 83.66%. The budget increases represent increases due to the anticipated activity that Stephanie detailed. Anna Dickerson reported that there is new technology for the end of night reporting that keeps getting modified and with that means additional training. Anna reported that both she and Elias passed their exam for Registrar certification. They attended eight four hour classes.

Tax Collector

Tax Collector Pat Crisco was in attendance to present her FY19 operating budget request of \$147,831 which represents an increase of 2.88%. Pat stated that the department's responsibility to the Town is to collect taxes- real estate, personal property and motor vehicle. There are 169 towns in the State and they have never been lower than 10th in collection rate in the State. They could have been higher but other towns sell their taxes and liens. There are also towns that have tax sales. Pat stated that this year they will collect approximately \$44,000,000 in taxes and they balance to the penny. They also collect the revenue for other departments in Town – recreation, library, police, transfer station, senior center, human services, building department, and also collects payment for cemetery plots. They also bill private duty for police. When they took over that task, there were some past due accounts which amounted to \$48,000 and it is down to \$800 to collect. They also administer the Small Cities Grant in their office. They administer the CPACE program for solar energy for commercial buildings. We have two projects, one at the JCC and at B'nai Jacob. The Tax office does the billing on those projects and forwards the funds collected to Greenbank. We are a holding company. Pat stated that there has been no increases in pay besides the normal increases that all employees get in about five or six years even though they have taken on additional work. She asked the Boards to consider that. Beth told Pat that there will be a Personnel Committee meeting soon and to put something together for the committee to consider.

Former Fire Station

Tony reported that this request is \$7,800 which is a 0% increase. Tony stated that there is no increased budget for some possible use of the building. Sandy asked why the natural gas is so high, the building isn't occupied. Tony stated that there are items that temperature sensitive and you need to keep it at a certain level so the pipes won't freeze. The boiler in that building is not efficient at all. That would be part of the update of the building.

Country Club of Woodbridge

This budget request is \$65,500 with no increase. Matt stated that this is not a country club, don't call it one. Matt asked about the electricity account, what is that from. Tony stated that the vast majority of the power is used for the pumps for water to the pool. The oil heat is used for the club house so the pipes won't freeze. Again, this is not the most efficient building. The water is for the Pool. Matt stated that the electricity and the water should be moved to the Pool account.

Joe Crisco asked if there was any interest in leasing to another entity. Tony responded that the Town has entertained that and when the club house is shown to interested parties; the interest is no longer there.

Tony will move both water and electricity from this budget to the Outdoor Pool budget.

Public Works

Warren Connors was in attendance to present the FY19 budget request of \$1,419,331 which represents an increase of 2%. The increase in Rentals represents the tree work, line painting, and catch basin cleaning. There is an abundance of ash trees that are dying that need to be taken care of; it is an epidemic that we have to deal with. The Sand/Salt request based on the purchasing average this year but the cost for next year will be determined later through the bidding process. The Road Maintenance line has been reduced because some of the maintenance work has been moved out of this budget and into the capital budget.

Mica asked Warren if this budget reflects what we really need in road paving. Warren stated that you are always going to be doing "catch up" work. If the boards fund what has been requested he can get done what is planned.

Waste Management

Tony stated that there have been a number of changes the way transfer stations are run throughout the State. Tony thought it was time to examine how our transfer station is operating. Warren and his office are working with Tony and Betsy Yagla to come up with some information on how transfer stations throughout the state that are similar to Woodbridge operate. They researched twenty-four municipalities and $\frac{3}{4}$ of them do not allow haulers to use the station. They avoid the tipping fees altogether. In all those instances the haulers go directly to the plant. Orange allows haulers to come to the transfer station but they charge \$98/ton. There are a lot of options such a privatizing some of the services. They are looking to reduce or minimize the cost. All the services are coming up for rebid this year. Matt asked if we are one of the few municipalities that do not charge the haulers. Tony responded that we are. Warren stated that there are a lot of alternatives and that the research has to be done and then a decision based on what is the best fit for the Town. Tony and Warren are doing the fact finding and will report to the Board of Selectmen for a decision. Sandy stated that if other towns are looking at this, there is a chance for regionalization. There is much more to come from on this issue. Tom Kenefick asked if purchasing a few trucks and haul the containers to the plant would work. The Waste Management FY19 budget request is \$518,534 which is an increase of 3.95%.

Recreation

Director, John Adamovich; Office Manager, Jim Franco; and Pool Director, LaDonna Reynolds were in attendance to present the Recreation and Outdoor Pool budgets.

John stated that Technical should be \$13,346 not \$15,546 which means the total budget is \$584,244.

John increased the revenue side by 2% which is 5% over two years. All the fees represent a 2% increase.

John reported that the summer program will be paying half the hourly rate for the SRO during the weeks of the summer camp.

Woodbridge Outdoor Pool

This budget request is \$98,840 which represents a decrease of 14.45%. Matt informed John that electricity and water from the Country Club of Woodbridge budget will be put in this department budget. LaDonna stated that wages were adjusted from last year.

Sandy asked if LaDonna could speak to the equipment and water pumps which were of concern last year. LaDonna reported that the heater is going to be repaired. They need to have an AED on hand. Bob Hill, commission member stated that Brad Parsons should be the one to be asked. Once Silver Petrucelli gave their report, the immediate repairs that were needed were made. It is their intention to regrow the membership and to have the support of the boards and commissions. John gave kudos to Brad Parsons and his crew for getting and keeping the equipment running. The fees for the pool are the same as last year.

Matt stated that the boards must remember that there is a lot of time by town staff members. Sandy stated that she is still concerned that it is an aging facility and they have money in the capital budget to do a pool inspection. What if the results of that inspection there are things that need to be attended to that are not in the budget. Mica stated that they have worked diligently and very hard to make it work and so far it has. It is been made very clear to them that if at some point it turns out that it is not in the Town's best interest – we stop. They have made this viable and a place where people want to go. They are doing the right thing and working in the right way.

Matt stated that the only person who can put the chemicals in the pool is Brad. If he leaves, they are done. The dryathon at the Beecher pool was not properly maintained and it failed; it was going to cost thousands to fix. Brad went over with the mechanics and got it fixed.

Board of Selectmen

Tony presented a budget request of \$679,697 which is an increase of 15.98%. This budget includes the new position that was recently approved. The increase in the General Professional Services line is due to the work that CERC will be doing with the Economic Development Commission.

General Administration

Tony presented a budget request of \$247,900 which is 2.48% increase.

Probate

Tony presented a budget request of \$13,350 which has not increased. This is a State contractual item.

Board of Finance

This request is \$246,224 which is a .51% increase.

The Center

This budget request is for \$84,500 with a 0% increase.

Information Systems

Tony presented a budget request of \$122,515 which represents an increase of 1.91%. Tony reported that the Data Processing line is the Amity IT line. Historically, this would fund just Town operations; the new amount also includes the Police.

WGATV

Pua Ford was in attendance to present the budget request of \$26,140 which is an increase of 8.07%. Pua reported that she is trying to get the equipment fixed but hasn't been successful as of yet. She is calling the vendor tomorrow.

Finance

Tony presented a budget request of \$292,932 which is an increase of 1.97%

The meeting adjourned at 7:42 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst