



**THE TOWN OF WOODBRIDGE
JOINT BOARD OF FINANCE /
BOARD OF SELECTMEN MEETING MINUTES
TUESDAY, JANUARY 30, 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 Tuesday, January 30, 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; Teri Shatz

ALSO PRESENT:

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

Thomas Darling Capital Budget

Leland Torrence was in attendance to present the Capital Budget request of \$17,800 for FY19. The work would encompass the final phase of the window restoration (lead abatement), siding the new wing, and exterior painting.

Leland stated that the Darling House is a museum and is getting a good reputation and there have been a lot of visitors from outside of Woodbridge. The third graders go to the house every year and learn about colonial history they also have hearth cooking demonstrations. They have Tavern nights when the cook early American food, he highly recommends these events. They rent the apartment and they run a CSA and work with Massaro Farm. They had 85 participants in their CSA. Long term goals include taking advantage of grants to renovate barns, taking fallow farm land into active farm land. They would eventually like to have a working farm with dairy and or goats and chickens.

Leland reported that they had to accelerate the roof restoration which the Town authorized which was a large lump sum. They also had the roofing company that did that work donated enough shingles so the Northford Boy Scouts will be reroofing as a volunteer project next summer. There have been in-kind donations of carpentry and painting of about \$5,000 per year from area tradesmen. They will be planning accessibility for the house in order to get all persons in and out of the building. They are asking that the Town fund half of the cost of the projects. They appreciate whatever the Town can help them with.

Beth stated that we have a new grant writer and anything the Town can help them with as far as grants are concerned, they just need to ask.

Parks

Adam Parsons was in attendance to present the Parks Department budget request of \$264,711 which is an increase of 7.60%. Adam increased the request for the part time seasonal employee line due to additional work given to the department. He would like to start them earlier in the spring and extend the season to help with Public Works. They did that this year and they helped tremendously. It filled the need and the help was really needed. There is an increase in Medical Expense due to the cost of random drug tests and pre-employment physicals. Adam is asking for \$5,000 to fix the tennis court cracks.

Matt asked Adam if he had much involvement at the Country Club Pool. Adam stated that if Brad needs help, then he has to find the help to get over there.

Building Maintenance

Brad Parsons was in attendance to present the FY19 budget request of \$440,091 which is an increase of 1.23%.

Pool & Gym

Brad Parsons presented a FY19 budget of \$86,250 which is an increase of 1.82%.

Economic Development Commission

Commission Chair, Jody Ellant presented a FY19 budget request of \$6,340 which is an increase of 66.84%. The commission is asking to be able to tap in to the resources of CERC to help the Town with economic development by advising and mentoring the commission. CERC will help with analyzing the Grand List and then help determine where the Town wants to go with economic development. Their mission is to increase the Grand List on the commercial properties.

Assessor

Betsy Quist was in attendance to present the budget request of \$171,256 which represents a 4.59% increase. Betsy thanked the boards for funding the full time clerk in her office. Betsy explained that she receives a supplemental salary to do the revaluation in-house so we don't hire an outside agency at \$250,000 every five years for revaluation. This saves the Town a lot of money and the residents seem more comfortable with a familiar face as opposed to different people all the time. There is money budgeted for quality control checks, that is for the safety of the Town and it is a minimal amount.

Board of Assessment Appeals

Betsy presented a budget request of \$1,900 which is a 5.56% increase. By State Statute, this is the only paid board.

Library

Eric Werthmann was in attendance to present the FY19 budget request of \$835,159 which is an increase of 1.86%.

Eric handed out to the Boards some statistics on the Library and its value to the town. The Library presented outdoor movies on the Green last August. They had amazing turnouts for them.

The major source of increase is the 2.5% salary increase and the Automation line with an increase of 11.54% which is for the new delivery system. Eric found some efficiency in the part time employee line.

The Library capital budget has no request for FY19.

Conservation Commission

Commission Chair, Jason Morrill was in attendance to present a FY19 budget request of \$9,700 which is an increase of 977.78%. The General Professional Services line includes funds for appraisals on properties for grant work, also assistance with their rating systems and may need outside assistance, and general trail maintenance. Currently the Town does not have a trail master.

Printing & Binding is for copies of the trail maps. Programs and Publicity will help with their advertising of their trail walks.

Mica asked Jason if they have planned any of their trail walks or events with Recreation. Jason stated that they haven't but he has been thinking of engaging more with Recreation, Land Trust, Parks Association and CUPOP.

Sandy asked if there is an official list of Open Space properties and what is under consideration. Jason stated that it is the Conservation Commission duty to maintain the inventory of open space.

Medical Services

Tony presented a budget request of \$303,831 which is a 1.68% increase. This is mostly contractual with AMR. Tony reported that the contract is up December 2018 with another year with the rate to be negotiated. This is to have a dedicated paramedic in town 24 hours a day.

Animal Control

Tony presented a budget request of \$107,070 which is an increase of 5.03%. This is the Woodbridge portion of the budget. There are three more possible towns that may join. The majority of the increase is for additional part time kennel help.

The Capital Budget request is to purchase a new van rather than another four-wheel drive vehicle.

Police Commission

Commission Chair, Rob Berke and Chief Frank Cappiello were in attendance to present the FY19 budget request of \$3,031,496 which represents an increase of 2.84%.

The Chief stated that some of his goals for next fiscal year are to look at the surrounding law enforcement agencies for regionalization in the form of a traffic squad to collaborate when there is a fatal accident for reconstruction, continue working with the radio committee on the simulcast radio system, partnering with the high school in technology resources, and continue working with the Town on the existing police facility.

The Chief reported to the Boards that the Police Commission met the previous night and made some adjustments to the draft budget that had been submitted to the Finance Department. One of the modifications is the elimination of the Lieutenant position effective June 30th with some of those funds being put into the Officers Salary line, which will be used to hire an additional patrolman. There was a reduction of \$20,000 in the Overtime line to \$100,000. Although these changes do not reduce the number of sworn personnel, the elimination of the administrative position does create a reduction in supervision. The Chief stated that sending personnel out without a supervisor on duty and the liability risks that are associated with that are a major concern for him. He stated that they will move forward with that.

Chairman Berke stated that the Chief and Deputy Chief salary request were at 2.5% and was voted on by the commission not to approve those increases. What the commission was unaware of was an agreement between the Police and Town was that the non-union employees would receive the same increase as the union employees. That was the Commission's mistake and the salary of both the Chief and Deputy Chief should reflect increases of 2.5%.

Chairman Berke stated that in the last 1 ½ years the commission was approached by the police union as well as police officers, in a formal setting, telling the commission that they do not have enough police officers and not enough police officers to man all the shifts. That was troubling to the commission. Without having the ability to increase their budget, they came to the conclusion that it made sense to eliminate one of the non-union positions -- the lieutenant position. They would take some of the funds and allocate them towards a patrol position. There is a savings in the realignment of personnel because the lieutenant salary is significantly more than a starting patrolman. Some adjustments will need to be made to accommodate supervision on the 4-11 shift. There is another frustration as a sergeant is being used almost entirely for IT. There should not be a sergeant being used for IT. They need to move him from IT to doing what he is supposed to be doing, which is supervising the shift. There is a three page memo of the sergeant's IT tasks.

Tony reported that Amity will eventually take over a lot of the IT functions for the department. There will be a transition period with Amity to see what functions they can relieve the sergeant of to get him back to supervision. He also stated that there will be a review to see if we need to get more hours from Amity or if what we have contracted for is sufficient.

It was reported that 80-90% of his time is dedicated to IT functions.

Sandy asked that if the sergeant is able to “be a sergeant” will that help with supervision. The Chief responded that he is a day shift sergeant; it won't help on the 4-11 night shift. There are five sergeants. One is assigned to investigative services and the others are on patrol. There is one for each shift and then there is a rotating sergeant. By contract the rotating sergeant is from 6pm to 2am.

Sandy asked if there are 5 sergeants would it be sufficient to provide supervision for the officers. The Chief responded that the personnel works a 5-2-5-3 schedule, there are times when there is not a supervisor. When the supervisor is off on two days one week and three on the next week, there will be deficiency.

Sandy asked if it is possible at those times for the non-union positions to step in and supervise. The Chief responded that they do, but it won't work for the evening/night shifts. Sandy stated since he and the deputy chief and there during the day, you may not need the day sergeant there all the time. The Chief stated that it is contractual and maybe in future negotiations that could be addressed.

Susan asked what the College Incentives entail, the Chief responded that if the officer has an associate's degree there is a 4% increase in salary if you have a bachelor's degree the increase is 8%. Matt asked why there is such a big jump in that line item. The Chief responded that there were some vacancies and the replacements have college degrees and that has increased that line.

Susan asked about the relationship with Amity for IT, there is data that will need to be used for litigation, how will that be handled. The Chief responded that we will never take the law enforcement aspect away from the department. This will be worked out with Amity as we move forward.

Paul Kuriakose stated that maybe someone at Amity can get the credentials to be able to work with those files.

Thomas Darling House

Tony presented a budget request of \$7,448 which is an increase of 12.03%. Tony reported that this is for utilities and are reimbursed by the Historical Society.

Employee Benefits

Tony presented a budget request of \$4,431,430 which is an increase of 6.09%. Tony stated that these numbers are estimates at this time. Once the staffing levels in departments established, he will adjust these numbers (payroll accounts) accordingly. The retirement accounts are salary driven and we don't have those numbers yet for next year. Health insurance is very early in the process; it is our first year with ConnectiCare and will go out to the market in April. The OPEB obligation will be less as we move forward as we have eliminated

the retiree health benefit for new hires starting last year. Workers Compensation will also change as we get closer to May.

Debt Service

Tony presented a budget request of \$2,561,409 which is a decrease of 9.97%. The refinance is a big part of the reduction. The first interest payment for the radio system will be next year at this time if we borrow the money this summer. Also, the Woodbridge Country Club purchase numbers fluctuate because they are still Notes. The balance owed for the country club purchase is \$4.9M of the \$7M borrowed.

Tony reviewed the Revenue Sheet (non-tax revenue). Intergovernmental Revenue has changed. This represents what the State sends the Town which is a reduction of \$300,000. Department Charges (user fees) can change as Tony will be meeting with Terry Gilbertson to review some proposals on how to adjust the building permits. The proposal(s) will go to the Selectmen for approval. The transfer station user fees are also in this account as well as where the resource officer for the high school is recorded.

Other Revenues include the Fund Balance Appropriation and the Amity Surplus amount.

Sandy asked if we could take some of the surplus funds from Amity and put it in some reserve accounts. Tony stated that it could be done.

Tony reported with all the departments the increase in expenditures is 11.43% and a 13% tax increase. The transfers out is just the capital. If we kept all the other lines as is and put the capital to last year's number the expenditure increase would be 1.92% with a 2.87% tax increase. The Grand List is not factored into these numbers and that will make a change to these numbers. The State has raised the Motor Vehicle cap to 45 mills so we go back to one mill rate.

The meeting adjourned at 7:32 pm

Respectfully submitted,

Karen Crosby
Budget Analyst

