



# THE TOWN OF WOODBRIDGE BOARD OF FINANCE MONTHLY MEETING MINUTES THURSDAY, FEBRUARY 15, 2108

A Board of Finance Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on Thursday, February 15, 2018 at 6:00 pm

**PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein; 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 on actual revenues and expenditures through January 2018. The result is a budgetary surplus of approximately \$200,000 at the end of the fiscal year. The projected fund balance at 6/30/2018 is \$5.2M or 10.84% of the annual projected expenses at the end of the year.

### **Revenues**

**Interest Income** – Interest income is projected to generate a surplus of \$100,000 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 06/30/2017. In this projection, Tony reserved \$220,719 to offset next year's budget (amount equal to this year's budget) and recognized the remainder, \$340,711, as unbudgeted revenue in this fiscal year.

### **Expenses**

**WBOE** – As of January 2018, the Woodbridge Board of Education is reporting a deficit of \$136,270 at the end of the fiscal year.

**Public Works** – Through January 2018, Public Works has recently exhausted overtime in its operating budget. The department will require a transfer from contingency to help fund this deficit, Tony plans to request these funds in March once the majority of the winter season has passed. Concerning sand and salt supplies, there is a transfer request for \$25,712 on this month's agenda.



Tony explained that the account the funds are coming from is for road maintenance like pot hole repairs, drainage repairs, gutter line repairs. This is not the paving account.

### **APPROVAL OF MINUTES**

The Board of Finance voted (Giglietti/Pels) unanimously to approve the minutes of the November 30, 2017 Joint Board of Finance/Board of Selectmen meeting as corrected (spelling – Selectmen)

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the December 5, 2017 Joint Board of Finance/Board of Selectmen meeting as corrected (spelling – Selectmen)

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the January 18, 2018 Board of Finance Meeting as corrected.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to approve the minutes of the January 23, 2018 Special Meeting of the Board of Finance as presented.

### **FIRST SELECTMAN'S REPORT**

- Yesterday Mary Ellen LaRocca organized a Wear Red for Women's Heart Health Day. Everyone wore red and made a donation to the American Heart Association. There was also a group photo taken.
- Beth reported on the Questionnaire
- Board of Selectmen meets on February 20<sup>th</sup> on their budget recommendations
- UI would like to change the street light bulbs of all the street lights in Woodbridge at no cost to the Town to LED lights. There would be a savings of about \$15,000 per year. The decision to be made is to go with 3,000 kelvins or 4,000 kelvins. Tony reported that Orange has 4,000 which is a whiter light and West Haven is 3,000 which is more of a yellow light.
- Town is working with CERC and they attended the last EDC meeting
- Tony and Beth met with Derry Gorski and Beth has a meeting scheduled with Jim Zeoli regarding more collaboration between towns
- Attended SCROG meeting and ran into mayor of Hamden and discussed the animal shelter and she is hopeful regarding that
- Will be attending the Inland Wetlands meeting regarding the shelter. They would like to put a serenity garden at the animal shelter, it is within the 100ft buffer of the wetlands.
- Board of Selectmen approved going forward with the architect to develop plans for the old fire house. Tony reported that we have enough funds to go forward with finishing the bottom floor and to put the elevator in. This is using the STEAP Grant and insurance funds (approximately \$700,000) If we want to do the second floor, it will cost another \$400,000. Once the bids get back the Board will take a look at it. The Amity proposal is not dead, the funding may be changing.
- The Emergency Radio System Ad-hoc Oversight Committee has met twice and things are moving along.

### **LIAISON REPORTS**

Amity – Matt reported that one of the biggest financial matters is that they had the ability to refinance about 11.5M in callable bonds which would be a savings in interest of over \$700,000. This would immediately see a savings in the FY19 budget.

There is the ability of a regional school district to allocate 1% of the budget to an undesignated capital improvement fund, which they have never done. They proposed to do this with \$484,391 which came out of the budget and reduced the surplus. Last month I reported a surplus of \$706,000 now there is a surplus of \$432,000 so without this allocation to the undesignated fund; there would have been more of a surplus.

Jim Leahy, who is the Vice Chairman of the Orange Board of Finance, made a presentation. He is saying that Amity has a surplus of \$1,500,000. He says that comes from is they had an \$840,000 surplus and is not recognizing the \$432,000 to the undesignated fund, there is a medical and dental insurance plan where they are self-insured and there is a \$650,000 surplus due to low claims.

If you take the \$1.5M off of the current year's budget and take the request for FY18-19 you are looking at a 5.12% increase. Chip is meeting with the Orange Board of Finance on February 26<sup>th</sup> regarding this. Matt will attend that meeting.

Matt stated that he has pointed out numerous times about the surplus in the medical self-insurance account.

EMS – Paul reported the EMS Commission met on February 12<sup>th</sup>. The operations manager of AMR attended the meeting. By the end of this year the Town needs to have a Local Emergency Medical Services Plan in place. Paul believes this is a new requirement for a paramedic response plan. The contract with AMR expires this year. The commission has been tracking the response rates over a period of 10 years. The response rates and indicators are very favorable. The last few months the priority 2 calls have been falling a little behind. This is mostly due to flu season. They may have a person in an ambulance and have to wait to have emergency take that patient in they have to wait for that before they can respond to another call.

Police – Paul reported that they commission met on the 13<sup>th</sup>. They swore in a new officer (Perez) and he is now on the road. The commission has eliminated the lieutenant position effective July 1<sup>st</sup>. They are working on the voice recorder (logger) upgrade. The fire department has decided to go with an independent system. The radio project and dispatch software is moving forward. The car port is also moving forward as the grant has been extended to December 31<sup>st</sup>.

Recreation – Andy had a conflict and was unable to attend.

Woodbridge Bd of Ed Finance Committee – Sandy reported that the current deficit forecast has gone up to \$136,270. The special education deficit remained the same, but because of facilities issues some of the under spending in other areas is being used to fund some of those initiatives. They have contracted with Emcore to look at all of their equipment in a comprehensive way and that costs \$19,000. They also had to pay the \$5,000 deductible. They hired a facilities manager and he has been working with the ad-hoc committee. They added the increased cost of continuing with Emcore in the FY19 budget. The ad-hoc committee will also look at the summer vs winter issues as that might be different for the type of equipment there. The kitchen equipment is something they can fund from their statewide subsidy for the lunch program so we don't have to fund that in the capital budget. They are also discussing to have some small increases in their summer program fees. Sandy asked if they would be interested in exploring having public works do some of their erosion landscaping. That could be taken out of the capital budget. The erosion piece for the hill is critical. They were approached by the Connecticut Green Bank about an arrangement for the solar panels. Connecticut Green Bank owns the panels. Town Counsel is reviewing the "ask" from Connecticut Green Bank.

It doesn't change their financial arrangement. Since Connecticut Green Bank was raided in the Governor's budget this can help them to re-insert themselves and get a little funding.

Matt reminded the board of the March 7<sup>th</sup> budget meeting which will start at 6:00 pm.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to adjourn at 6:35 pm.

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst