

## DRAFT



# THE TOWN OF WOODBRIDGE SPECIAL BOARD OF FINANCE MEETING MINUTES THURSDAY, MARCH 15, 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 Thursday, March 15, 2018 at 5:30 pm

**PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein; Susan Jacobs; Paul Kuriakose; Andrew Pels (5:34 pm)

**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 5:30 pm.

Matt stated that we should acknowledge the phenomenal job that the emergency personnel and public works have done during this horrendous weather. Matt extended sincere thanks to them all.

### **PUBLIC COMMENTS**

Jeff Leiby, Lieutenant – Woodbridge Police Department

Jeff's position is the one that has been proposed by the Police Commission to be eliminated. He is in his 30<sup>th</sup> year of employment with the department. Jeff spoke in defense of his position with the police department.

Jeff thanked the Board for their time.

### **ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported on revenues and expenditures through February 2018. He is projecting a budgetary surplus of \$143,000 at the end of the fiscal year. The projected fund balance at 6/30/2018 is \$5.2M or 10.72% of the annual projected expenses at the end of the year.

#### **Revenues**

Interest Income – 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).

Charge for Services – expected to experience a shortfall of approximately \$52,000. This is primarily due to anticipated deficits in both town clerk and recreation fees.

Other Revenues – the Town received \$561,430 in surplus funds from district operations ending 6/30/2017. 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.

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## Expenses

WBOE – As of February 2018, the Woodbridge Board of Education is reporting a deficit of \$167,000 at the end of the fiscal year. This is up from \$136,270 reported through the end of January.

Public Works – through February 2018, Public Works has a deficit of \$10,819 in overtime in its operating budget. This does not include the most recent storm events. The department will require a transfer from contingency to help fund this deficit. Tony plans to request these funds in April once the majority of winter season has passes.

Waste Management – projected to experience a surplus of \$20,000 primarily due to lower than anticipated expenses in bulky waste disposal and recycling.

Amity School District – the school district is planning to reduce its current year allocation by \$178,000. Based on the Governor's budget recommendations for FY18, the district eliminated special education excess cost grant funding in its FY18 budget. The governor proposed the Towns receive all the 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 for 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.

## **FUNDING REQUESTS**

NONE

## **APPROVAL OF MINUTES**

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the January 23, 2018 Joint Meeting of the Board of Finance and Board of Selectmen.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to approve the minutes of the January 25, 2018 Joint meeting of the Board of Finance and Board of Selectmen.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to approve the minutes of the January 30, 2018 meeting of the Board of Finance and Board of Selectmen.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the February 15, 2018 Board of Finance meeting.

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## **FIRST SELECTMAN'S REPORT**

Beth reported the following:

- Thanked all emergency personnel for their work during the recent storms – police, fire, and public works
- Town has received calls from residents unhappy with the process of getting their power back  
Beth reported that she has an upcoming meeting with UI to discuss this
- The microgrid project is complete
- The public opinion survey had 850 responses which is over a 26% return. They are being tabulated and the results could be available for the April Board of Selectmen meeting.
- There will be a budget development discussion for the Boards in May
- Rid Litter Day is April 22<sup>nd</sup>
- The Board of Selectmen voted for the establishment of a dog park with no decision on a location

## **LIAISON REPORTS**

Amity -Matt reported that he was unable to attend the last meeting. The Finance committee approved the Amity Budget. There is an approximate \$100,000 reduction due to a favorable medical number. They have a surplus and they want to carry forward 1% of their budget to put into a capital & non-recurring account. Someone suggested that they should take the money and put SRO's in the two middle schools. It did not pass. Matt stated that Bethany does not have a police department and doesn't know whether Orange has an officer available for that.

Fire - Paul reported that the commission did not meet due to the storms.

Recreation – Andy attended the meeting and the department is in between seasons right now. Winter programs are ended and the spring programs will be starting. Bob Hill reported that he will not be able to remain in the leadership role as he has had a change in jobs. He will remain on the commission but not in the same capacity.

Library – Susan reported that the third boiler is still out of service and they are looking for the summer for replacement/upgrade. Tony reported that the project is in the capital budget.

WBOE Finance Committee – Sandy reported that the deficit has risen another \$31,000 and \$17,000 of that is related to special education. Sandy reported that all of the known expenses for the building issues have been encumbered. The Board of Education approved a 6% increase in the charges for the extended day program, summer enrichment program and the lunch program. It has been eight years since the last increase in these programs.

Matt asked if there was any discussion about the committee that Beth put together regarding the building. Matt understands that there are a few repairs that need to be made; there is no hot water in a section of the school and that the dehumidification unit at the pool needs repair.

Superintendent, Bob Gilbert stated that the hot water issue will be repaired during the April vacation. The humidification unit is being repaired by the vendor that installed it at no cost.

Beth reported that the committee was asked to report to the Board of Selectmen at the April meeting.

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### **REVIEW AND ACT ON BOARD OF FINANCE FY19 BUDGET RECOMMENDATIONS (OPERATING AND CAPITAL) TO THE PRELIMINARY BUDGET HEARING**

Matt stated that the Board of Finance can accept the Board of Selectmen recommendation for a department, the board can reduce the budget more, or the board can restore what the Board of Selectmen reduced.

Matt stated at this point, if we accept the Board of Selectmen recommendations the mill rate would be 40.37.

Tony stated that the Board of Selectmen approved an increase in building permit fees.

Tony suggests to increase revenue by \$30,000 for the building permit fees and to increase interest income by \$50,000.

The Amity budget allocation is reduced by \$97,417.

Matt suggested some Capital Budget reductions:

Building Maintenance - Remodel Former Dark Room in Police Dept. - \$25,000

Building Maintenance - Library Heating System - \$12,000 (Can be taken out of Noyes Fund)

Fire Department – Technology - \$37,000

Parks Department – Irrigation at Center Field - \$10,000

Public Works – Road Construction - reduce by \$50,000

Recreation – Ice Skating Park - \$10,000

Waste Management - Cut projects that equal \$50,000

Outdoor Pool - \$85,800

Sandy stated that she thinks we should do the police department remodel and we should do the Ice Skating Rink. Sandy stated that they police department needs to know that we support them. If we make some improvements and make a commitment, it is important for them.

Paul stated that Sandy is right about the police department.

Leave the Police Dept. Remodel and the Skating Rink in the budget (\$35,000).

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the Capital Budget by \$244,800 as indicated above.

Tony stated that if things go well the rest of the year, there will be approximately \$80,000 to \$100,000 left in Contingency this year.

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## Operating Budget

Sandy asked if the Amity funds being returned can be reviewed again. Sandy asked if there was some way to fund the WBOE special education. Tony stated that he is anticipating to take the remaining \$340,000 of the Amity Surplus and roll it into Fund Balance. If you use those funds for something else, Fund Balance will be lower.

The Board reviewed the operating budget department by department.

Matt stated that the First Selectman has decided not to take a pay increase for next year.

**Board of Selectmen** - Litigation – Reduce by \$5,000

**Board of Finance** – Reduce Contingency by \$15,000

**Town Planning & Zoning** - General Professional Svc.- reduce by \$10,000

**Country Club of Woodbridge** – Tony calculated what is dedicated to the Pool in utilities. All of the water is for the pool and \$15,000 for electric for the pool. Oil heating is for the building, not the pool. Matt wants to recognize some of these expenses in the Pool budget. Tony stated that he is not sure whether they can put more in the Pool budget than was originally requested.

**Police Department** – Matt stated that from what they heard from Jeff Leiby, the board can only restore an amount up to what they originally requested.

**Police Dept.**- Reduce Data Processing by \$3,000

**Fire Dept.** – Regular Clerical – reduce by \$6,340 (Tony stated that this has not been reviewed by the Personnel Committee)

**Fire Dept** – Professional Dev. Training – Reduce by \$10,000 (specifically questioning the Indianapolis Conference)

**Fire Dept** – Volunteer Incentives – Reduce by \$10,000 (suggestion to sit down and get more information)

Tony reported that there are one or two towns that may join the District Animal Control. One is a very good possibility and the Woodbridge contribution may be able to be reduced.

**Waste Management** – Tony reported that in the future we may have to pay to get rid of recycling rather than getting paid for it.

**Employee Benefits:** Retirement – Police Reduce by \$5,000  
Health Insurance – Police Reduce by \$26,000  
Health Insurance – Town Reduce by \$4,000  
FICA – Reduce by \$3,000  
Health Insurance – Retirees Reduce by \$15,000

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**Woodbridge Outdoor Pool** - If utilities can't be transferred from CCW to this budget, Matt would like a footnote on this budget indicating that the budget does not represent all expenses related to the operation of the pool.

**WBOE** – Sandy would like to take \$100,000 of the Amity Surplus to cover special education costs for next year. Create a reserve that would allow the Town to pay the additional \$100,000 in special education costs for next year.

Tony stated that because we are covering an expense that is not ordinary, it is ok. What potentially can happen next year is that we are \$100,000 lower and there would be an even bigger increase the next year.

Tony stated that he thinks the Amity surplus is on the high side now and that it won't always be there and we would have to make that up as well.

Sandy asked if \$50,000 would make Tony feel more comfortable. Tony agreed to that. Tony stated we would reduce the WBOE budget by \$50,000 and maybe at the next BOF meeting he will present a Funding Request to transfer \$50,000 from the Amity surplus funds to a reserve account for the WBOE.

Tony stated that there hasn't been discussion on this year's contingency.

Tony will reduce the capital budget by \$40,000 and use those funds for FY19 capital projects and pay in the current year.

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the Amity budget by \$97,414

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the benefit accounts as described above in the amount of \$53,000.

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the WBOE budget by \$50,000 with the provision that at the next meeting a Fund Balance transfer in the amount of \$50,00 would be presented.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to reduce the BOS Litigation (Legal Fees) line by \$5,000.

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the Board of Finance contingency by \$15,000.

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the police dept Data Processing line by \$3,000.

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the Fire Dept Regular Clerical line by \$6,340.

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The Board of Finance voted (Giglietti/Stein) unanimously to reduce the Fire Dept. Training line by \$10,000. (the primary concern is the conference)

The Board of Finance voted (Giglietti/Stein) unanimously to reduce the Fire Dept Volunteer Incentive line by \$10,000 (subject to more information)

Motion made by Matt Giglietti second by Paul Kuriakose to reduce the Town Plan & Zoning General Prof. Svc. line by \$10,000.

Vote: Aye: Giglietti, Kuriakose  
Nay: Jacobs, Pels, Stein

Motion fails.

Tony suggested that they should take \$50,000 from contingency instead of \$40,000 for the capital projects.

The Board of Finance voted (Giglietti/Stein) unanimously to take an additional \$10,000 from contingency toward FY19 capital projects and pay in this fiscal year.

Result:

Expenditures of \$49,495,620  
Amount to be raised by taxes of \$46,299,211  
Mill Rate of 39.83

The Board of Finance voted (Giglietti/Stein) unanimously to adjourn at 7:45 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst