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**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING MINUTES
THURSDAY, JANUARY 21, 2010
AT 6:00 P.M.**

A Board of Finance Meeting for the Town of Woodbridge was held in the main meeting room at the Town Hall, Woodbridge, Connecticut on Thursday, January 21, 2010 at 6:00 p.m.

PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Anthony Schaffer; Andrew Esposito; Laurence Grotheer; David King

ALSO PRESENT: Finance Director, Anthony Genovese; Administrative Officer, Joseph Hellauer; Budget Analyst, Karen Crosby

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

PUBLIC COMMENTS

None

FINANCE DIRECTOR'S REPORT

Tony gave the financial report for the first half of the year.

Revenue Highlights

Taxes – There is a slight surplus of \$50,000 projected in taxes mainly due to an unexpected increase in back taxes collected.

Intergovernmental Revenue – Even with a deficit at the State, there has been no approved reduction in municipal aid. Intergovernmental is only projected to decrease slightly by \$7,000. One thing that we hope won't be an issue is Town Road Aid was cut out of the operating budget at the State. It is supposed to be a bonded item this year. It has not been put on the bond commission agenda yet. Hopefully it will be bonded and sent to us before June 30th.

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Department Charges – Building permits and conveyance taxes are trending higher than budget so far this year. There is a projection of \$52,000 surplus in this account.

Interest Income - Interest income still is at very low rate. There is a \$200,000 projected shortfall in this account.

Expenses

There are some unanticipated expenditures at the Country Club of Woodbridge which we will address later in the meeting.

Insurance – The liability, Auto, and Property insurance is experiencing a deficit of approximately \$10,000 because our insurance rates came in higher than budget. This is partially due to the addition of the Woodbridge County Club.

Former Fire Station – There is an anticipated surplus in this account of approximately \$25,000 because of lower utility costs due to reduced use of the facility.

Matt asked Tony about the insurance at the Country Club. He asked if someone twists an ankle or gets hit by a golf ball, is the Town liable. Tony stated that MDM is the primary and the Town is secondary. There is an umbrella policy.

FY09 AUDIT

Tony reported that the audit is completed and copies are at the table. Scott Bassett will be attending the Thursday night Operating Budget presentation meeting to review the audit and answer any questions the Board may have.

Firehouse Restoration Update

Tony reported that the Town has received bids and awarded a contract to Pat Munger Construction. The outside of the building will probably start in March (roof, windows, doors, lead abatement). In the meantime the plans will be finished for the interior of the building and hopefully we can go out to bid soon. A space needs analysis final report will be submitted to the Town next week and we will be able to decide what the use of the building will be.

State Aid Update

Tony reported that there is a projection of \$537M budget deficit this year. There have been several proposals that have not been approved or have been approved and vetoed by the Governor.

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Ed reported that he attended a meeting of the Council of Small Towns. A lot of gubernatorial candidates were in attendance. Ed doesn't think any one of them has the magic wand to tell us how to straighten this all out.

David asked how much our budget relies on State Aid. Tony reported the Town receives a little less than \$1,000,000.

Repairs to the Country Club of Woodbridge

This will be addressed when the funding requests are presented.

WBOE Financial Report

Matt stated that it has been reported that their projected deficit is down to \$10,000. We were told that it was \$175,000. Matt stated it is commendable that they found this money, but he would like to know where they found the money to cover the \$165,000 deficit.

Tony Schaffer stated that he thought it was from unexpected retirements.

Tony Genovese said that he will find out and have them ready to present that information at their budget presentation.

Matt reminded the Board that the budget meetings are next Tuesday, Thursday and the following Tuesday.

Tony reported that the budget books would be ready on Friday at the library for the Board members to pick up. Karen will send an email when the books are at the library and ready to be picked up.

FUNDING REQUESTS

Matt stated that if the requests are approved tonight the Contingency will be down to \$64,437. Tony stated that there are two that were not approved by the Board of Selectmen.

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O91O-10 Allocation.....\$3,000 (Line Item Transfer)

To: Parks/Maint-Supplies 1520-00/55130
From: Other Revenues/Replacement Misc. 1-6-1100/46200
For: Transfer donation from Beth-Wood Baseball
Vote: (Giglietti/Schaffer) unanimous

O91O-11 Allocation.....\$10,000 (Request for Funding)

To: Gen'l Admin/ Insurance Liability 1140-00/54110
From: Bd of Finance/Contingency 1170-00/56800
For: Insurance premiums came in higher than budget in addition to costs related to the Country Club of Woodbridge

Tony reported that this is now in the budget for next year.
Ann asked if the insurance package goes out to bid. Tony reported that we get pricing every year and we get competitive quotes every year. We put our broker out to competitive bid every two to three years.

Vote: (Giglietti/Schaffer) unanimous

O91O-12 Allocation.....\$50,000 (Line Item Transfer)

To: CNR-Conservation/Farm Viability 302-6100/57500/FARM
From: CNR-Misc. Grant 302-42600
For: Record Agriculture Grant for Massaro Farm
Vote: (Giglietti/Esposito) unanimous

O91O-14 Allocation.....\$10,000 (Line Item Transfer)

To: Bldg. Maint – Equip. Parts \$5,000 1370-00/55140
Bldg. Maint - Buildings \$5,000 1370-00/53530
From: Bldg Maint – Part Time Maint. 1370-00/50330

Tony reported that there are some things at the Country Club that needed repair. In the contract with MDM, they had to spend \$35,000 in repairs, which they have done. Money has spent from the Building Maintenance budget for repairs to the country club. Repairs have gotten more extensive and need more funding.

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Hopefully all the major repairs have been identified. There is some roof work that will need to be done in the future.

Andrew asked about the Phase III of the environmental. Tony stated that that will be in the remediation operating budget. Andrew also asked if we should se this up in its own budget. Matt thinks that we should keep those expenses separate. Matt said to keep track of what is being spent this year and then come July we can have a line in the budget for it.

Laurence asked about a lease extension with MDM. Ed stated that once we get the figures from MDM, they will start negotiations for a year extension of this agreement (through 2011). This will give the Town time to analyze what the long-term plan is for this property. The reason for the extension is to give us more time to prepare for the long term arrangement and to get more experience with the course to see how successful it is.

Laurence asked if the items on the list have all been agreed upon on the priority of repairs.

Vote: (Giglietti/Schaffer) unanimous

O91O-15 Allocation.....\$35,000 (Request for Funding)

To: Bldg Maint./Repair Maint Building 1370-00/53530
From: Bd of Finance – Contingency 1170-00/56800
For: Unanticipated repairs at the Country Club of Woodbridge
Vote: (Giglietti/Schaffer) Unanimous

O91O-17 Allocation.....\$39,500 (Line Item Transfer

To: CNR – WBOE/Infrastructure Upgrade 302-9100/57500/HVAC
From: CNR-WBOE/Window Replacement 302-9100/57500/WINDW
For: Funds needed for Energy Consultant for Beecher Building Project and
Town Buildings
Vote: (Giglietti/Schaffer) Unanimous

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LIBRARY COMMISSION REQUEST TO USE LIBRARY CAPITAL RESERVE FUNDS

The Library Commission is asking to use \$4,000 to engage the firm of Tuthill and Wells Architects of Avon, CT to develop a design, prepare a preliminary budget and assist in the bidding process for renovations of the Woodbridge Room.

The Library Commission is also asking to be able to purchase new DVD shelving for both the adult and children's areas at the library at the cost of \$5,017.37 from the Library Capital Reserve Account.

The Board voted unanimously (Giglietti/Schaffer) to approve the two requests of the Library Commission for use of Library Capital Reserve Funds.

APPROVAL OF MINUTES

Motion made by Matthew Giglietti, seconded by Andrew Esposito to approve the minutes of the November 19, 2009 meeting.

Vote: Aye: Giglietti, Esposito, Grotheer, Schaffer
Nay: None
Abstain: King, Rubin

Motion made by Matthew Giglietti, seconded by Tony Schaffer to approve the minutes of the Capital Budget Meeting on December 3, 2009.

Vote: Aye: Giglietti, Schaffer, Esposito, Grotheer, King
Nay: None
Abstain: Rubin

First Selectman's Report

November 20, 2009 – Attended the Grand Opening of the Write Approach

December 2, 2009 - Phase III of Racebrook Tract closed.

December 3, 2009 – Investment Committee – One of the tasks is to oversee almost \$566000 in funds for post retirement benefits. They met tonight and they will be sending out RFP for an investment advisor and hopefully at their March meeting they will hire an advisor.

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December 8, 2009 –Country Club of Woodbridge liaison committee met. There are 11 or 12 members. General discussion about the background, the acquisition of the club, the present financial obligations and long term plans for the use of that facility.

December 10, 2009 – Holiday Party held at the country club.

Judy Gott, former First Selectman of Branford, retired as the Executive Director of the South Central Regional Council of Governments. Carl Amento, former mayor of Hamden has been chosen as the new director.

December 15, 2009 – Tony Genovese, Joe Hellauer, Ed, along with Frank DeLeo and Buddy DeGennaro of the West River Committee and two representatives of Cardinal Engineering met with representatives of the DEP in connection with flooding of the West River. This meeting was arranged by Amey Marrella, former First Selectman of Woodbridge.

Received proposal from Milone and McBroom to study and make a proposal for the proper location of a 90' diamond and an all-purpose playground on the Alegi property. That has been put on hold until April.

Having ongoing discussion with Newfield Construction and their attorney along with our attorney regarding the punch list at the new fire house. Met three times in December and will meet again. They are making progress.

Met with Brian Humes regarding the space needs study for the use of the old firehouse and will be meeting again next week. The final report should be available at the end of next week.

Siting Council held a hearing January 12, 2010 regarding the proposed cell tower on the Shepherd property. Ed attended the balloon watch and due to weather conditions, the balloon was not able to sustain the designated height for any sustained period of time. The proposed cell tower would extend about 90' over the tree line. Hearing was held and Ed informed the Siting Council that it was the unanimous decision of the Selectmen that they should look for alternate sites for the cell tower. The Siting Council has 150 days to make a decision.

The Town has hired SouceOne as the energy consultant.

Ed reported that once again Tony has been awarded the Distinguished Budget Presentation award from GFOA. Ed congratulated Karen. Tony thanked Karen for helping him with the budget.

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Liaison Reports

Matt reported that the current status of the Amity budget is a surplus of \$866,000. Dr. Brady has put a freeze on expenditures. He is reviewing all expenses. For the FY11 budget they are requesting a less than ½ percent increase; which is down from the original 4.3% increase. The Woodbridge allocation will go down again, Bethany will go down slightly and Orange will go up again. Amity is thinking about instituting an early retirement program and that could reduce the budget another \$400,000.

The new auditors were in much less expensive than the last auditors. The audit went well and gave a clean opinion.

Connecticut Magazine ranked the 35 best CT high schools. Amity ranked 17th in the State. This was from 2007 and Matt is confident if they do it again for 2010 Amity will climb.

Dr. Brady's approach to his budget is what we need from every department. It will be an interesting budget year. For the first time in Matt's 20 years, the grand list is going down.

Andrew stated that Dr. Brady and his staff should be commended. There has been a decrease in enrollment for 10 years from 1,000 students to 700 students and an increase in costs of about 55%. They are related, our costs should not be continuing to rise as enrollments continue to drop. We can take a hard look and we should be able to affect some savings and cost reductions.

Tony Schaffer reported that they haven't met for the Public Works Complex since our last meeting. SEA is looking at the data from the soil testing to finalize the plans.

Tony reported that the Finance Committee of the Bd of Ed last week and they will be coming in with a budget almost 2.5% higher than this year. They did not give detail on the budget. Some time was spent on requesting information from the Investment Committee on the GASB fund. They are looking to get these funds invested. They will be in on February 2nd for their budget presentation.

Matt stated that the Investment Committee met earlier in the evening and they are talking about hiring an advisor and it is in the process.

Ann Rubin attended the Human Services Commission meeting. Youth Services has had good participation in the programs. She doesn't know the final budget figure is, but she thinks it is very minimal.

Ann reported that the Library Commission will be moving forward with the Woodbridge Room. Participation in programs continue to be high. Ann reported that the library continues to be a very well run and a very useful service to the Town.

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Ann stated that the maintenance department has done an excellent job maintaining their building.

Andrew reported that the Police Commission spent their time on the budget. They are coming in at a 0% increase budget. The repeater is not going to be relocated; it is staying in the existing building.

Joe Hellauer reported that one of our senior paramedic, Mike Marganski, is currently in Haiti. He is on loan from AMR.

Laurence reported that the Fire Commission combined their December and January meetings and the focus was on the FY11 operating budget. They wrestled with learning about the new facility and protecting the Town's investment in the facility. Warranties will be expiring and service agreements need to be purchased. The Fire Commission will make its presentation on January 28th.

Andrew stated that the lesson to be learned is that when constructing new buildings and installing elevators and budget considerations must be is what the operating costs would be. If you are going to make the investment, you want the service contracts to protect it. It is bad business to self-insure these things.

David was not able to attend the last Recreation Commission meeting. The Beecher Building Committee has hired Herb Newman as the architect. They have begun meeting with their representatives and an engineer they are working with. SourceOne has been retained as the energy consultant. Bids are due back February 4th for the construction manager.

Ann stated that it looked like the lights at the old firehouse are on brightly all the time. The Library Commission would like to know if it could be looked into. Ed asked Joe to look into it.

The Board of Finance voted (Giglietti/Schaffer) unanimously to adjourn at 7:20 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst