



**THE TOWN OF WOODBRIDGE
JOINT BOARD OF SELECTMEN /
BOARD OF FINANCE
MEETING MINUTES
JANUARY 22, 2009**

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 22, 2009 at 6:00 p.m.

PRESENT

BOARD OF SELECTMEN: First Selectman, Edward Maum Sheehy; Deputy Selectman, James Sabshin; Beth Heller

BOARD OF FINANCE: Chairman, Matthew Giglietti; Vice Chairman, Laurence Grotheer; Janet Barillari; David King; Michael Luther; Tony Schaffer

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

AUDIT REVIEW

Scott Bassett from McGladrey & Pullen reported that his firm conducted the audit for fiscal year ending June 30, 2008. The information he receives from Tony is very accurate and there are very few, if any, adjustments to be made to the trial balance. It is important that when this Board has its monthly meetings and go through the budget process, the Board can take merit that the numbers they use to make decisions are accurate. Tony and his staff do a very good job and make the auditor's job easier. For the fourteenth consecutive year, the Town has received a certificate of excellence in financial reporting. McGladrey issued a clean opinion on the financial statements for the year.

Scott reported that overall, the Town had a very clean audit and the Town is managing the fund balance and the collection rate remains high. The Town is doing a good job and remains strong.

Jim Sabshin asked Scott to explain the bonding we are doing. He wanted the people of Woodbridge to know that we have straight forward loans and we do not participate in any of the swapping or derivatives that some municipalities take part in.

Scott stated that the Town has straight forward bond anticipation notes. The Town is issuing the safest, most secure type of bond that is out there. They are similar to a mortgage; you take out a loan and pay it back.

Janet asked what is done in an audit as it relates to cash held by different departments. This came up because of the Amity situation.

Scott stated that in the audit they determine that the statements are correct. Some of the things the auditors do is to look at the decentralized cash accounts (student activity funds, cafeteria funds, etc). With internal control systems, sometimes you can't have the perfect segregation of duties. You then have to have some oversight with checks and balances. The auditors put together internal control policies for the school systems and municipalities. For example: monthly report & bank reconciliation should at least go to the Central Office once a month, if the check is over a certain amount there should be two signatures on it. Also, if an account goes over a certain amount, it may go straight to the Central Office so it can be reviewed. Scott stated you always separate the person who has the daily control from the reconciliation process.

Janet asked if the recommendations would go out with the Management Letters. Scott confirmed that it would. If they found that there was not the proper segregation of duties, they would report that and give suggestions to rectify it.

Scott stated that he can go back and look at what and how they tested for the last few years and get back to Tony.

Tony Schaffer asked if they check the cafeteria and student activity account. Scott reported that they sample those cash receipts and cash disbursements as well as the operating budget. Scott feels comfortable with their procedures. There always will be a risk factor whenever you collect cash.

Tony asked if there were any recommendations during this audit. Scott reported that there were not, they may have had some the first year of auditing the Board of Ed.

Scott stated that if the Board of Ed wanted, McGladrey & Pullen can incorporate a closer look at some of the accounts in their regular audit. It would be much easier and much less expensive to incorporate it into the normal audit.

Ed stated that it may be best if Scott made an audit presentation to the Board of Ed and address these issues during that presentation.

OPERATING BUDGET PRESENTATIONS

Registrar of Voters

FY10 Operating Budget presented by Jeannette Glicksman and Allison Rossi newly sworn in Registrar of Voters. Jeannette introduced the new deputy registrars Loredana Falcigno and Mary Lee Barker.

Request of \$46,430 for an increase of 4.06% over the FY09 adopted budget.

There is training that will be needed for the new employees. The Registrars are being asked by the Town Clerks Office to be in the office an additional day. Currently, they are in the office one day a week. They may split up and open the office two days a week and staff with two people rather than four each day.

Human Services

FY10 Operating Budget presented by Mary Ellen LaRocca

Commission members present: Mary Lee Barker, Karen Workman, Mary Leigh Sabshin

Mary Ellen reported that due to the economy, they have experienced the busiest September thru December since the inception of the program.

There are very minimal increases in the budget. They are requesting funds for a workstation in the human services office. Some of the doors and shelves are breaking on the current desk.

Request of \$407,244 for an increase of 5.11% over the FY09 adopted budget.

Mary Ellen stated that they have had their best year in fund raising.

Matt stated that if there is a desk that is falling apart, she should talk to Tony about maybe purchasing the desk this year.

Police Department

Commission members present: Alice Miskimin

FY10 Operating Budget presented by Chief Gene Marcucci and Deputy Chief Ray Stuart

Request of \$2,632,728 for an increase of 4.91% over the FY09 adopted budget.

A new program being introduced for Fiscal Year 2010 is a K-9 officer. This new program is reflected in \$4,000 for overtime for K-9 and \$7,000 in K-9 supplies line. After the first year the supplies line will be between \$1,500 and \$2,000. The dog will cost \$5,000.

They are looking to buy a “green” dog and then take it to the State Police for training.

Matt stated that there will be discussion on this program and there may be people to say that this isn't the year to add a program. Matt asked Ray to tell the Boards why they need this dog. Ray said that it is the access to the dog that is important. If anyone had a missing child or a family member with Alzheimer's, and that person was lost, the quick access to the dog would be the selling point. Ray has gone through this program twice and he could tell the Boards stories all night about the experiences with his dogs.

Ray reported that over the last several years they used a mutual aid dog at the TD Bank North robbery successfully. They used a dog where they had an evading responsibility, where a person smashed a car and ran that was also successful. They used the dog to find a suicidal person on Newton Road that was found, an elderly missing woman.

Beth asked if they had an officer in mind for the handler. Gene said that they would have a panel of dog handlers come in and interview the officers who are interested. It will be one of our current officers that will be the handler. The departments in the area with dogs are: Orange, West Haven, Milford, Hamden, Seymour, and the State Police. Ray shared statistics over the last three years – 19 robberies, 98 missing person complaints, 118 burglaries, 118 suspicious persons, 150 bank alarms, 559 panic alarms, 44 assaults, 46 drug complaints, 20,506 motor vehicle stops.

Tony stated that any departments with heating and fuel lines in their budget will be adjusted to the prices that have been locked in for next year.

Michael asked if this would be the time to discuss sources of funds that come into the police department. Gene stated that he would rather not do that on camera, they could come to another meeting to discuss it.

Brian Freeman was present to give an explanation on the Capital Budget request for computers. Ray and Gene instructed him to contact Nexgen and see exactly what we needed. Brian came back with a realistic figure that is lower than the original request.

Brian handed out the update he got from Nexgen. Brian explained that their computer system is provided by Nexgen. It provides their records management, computer aided dispatch and mobile communications along with CROG (Captain/Blue Link). The units in the cars use the Blue Link system and in-house they use the Nexgen system. Nexgen has developed a new version of the system which the State Police have been using. Nexgen basically has their own system for the mobile communications which does away with Blue Link. The cost was lowered mostly due to licensing changes.

Brian reviewed the hardware that will be needed to run the programs. Ed stated that the Chief and Deputy Chief will be at the February 11th Board of Selectmen meeting to discuss in executive session the question that Michael asked earlier. Ed invited the members of the Board of Finance to attend the meeting.

Public Works

FY10 Operating Budget presented by Warren Connors.

Request of \$1,255,884 for an increase of 5.61% over FY09 budget. Tony stated that this budget will be reviewed for the gas and heating oil and will be adjusted based on the locked in prices.

Salt prices are up statewide and we have a locked in price from last year. Warren is having a problem with getting delivery of the product. The supply is running low and we are waiting for delivery.

Waste Management

FY10 Operating Budget presented by Warren Connors.

Request of \$577,613 for a decrease of 6.50% over the FY09 adopted budget.

The Tip Fees dropped and they did away with the minimum tip fee, so that took a large cut in that line. The hauling fees have to go out to bid. The contractor for this year has not raised his prices, so when that goes out to bid Warren is expecting a slight increase.

The gas will be adjusted based on the prices locked in for next year.

Remediation

FY10 Operating Budget presented by Warren Connors

Request of \$17,436 which is the same as the FY09 adopted budget.

Matt asked how we are doing with the storms. Warren stated that overtime has been tough and a lot of the overtime has gone through the weekends.

Joe stated that they have not gotten any calls for anything other than praise for the job that Warren's crew has done on the roads.

Warren takes care of the Town parking lots and the transfer station while the guys are out on their routes. He also goes out to help the drivers by opening up roads, clean up intersections and cul-de-sacs. If there are no breakdowns, the mechanics will go out to help on the routes. There are times when everyone is out there and it still not enough.

Board of Selectmen

FY10 Operating Budget presented by Tony Genovese

Request of \$445,201 for an increase of 5.45% over the FY09 adopted budget.

General Professional Services increased due to phase three of the economic development consultant.

Litigation is increased as the Town has been spending more than was budgeted the last few years. Most of the cases are in regard to land use cases, which the Board of Selectmen is not directly involved with.

Town Counsel Services was increased by \$5,000. Tony reported that each month we receive an invoice for the retainage amount and it also includes the actual amount of hours. The actual hours always exceeds the monthly retainer. The actual hours is put on the invoice for the Town's benefit to see how many hours are being spent on Town business.

Ed stated that he is proposing the increase in the Town Counsel Services. He stated that the hours they work in relation to the retainer comes to about \$3,000 a month.

Programs and Publicity is being increased due to putting money back in the budget for the Carnival.

Janet stated that the Amity Teen Center is asking for an additional \$2,000 for police. Janet stated she has a hard time understanding why or how we are funding a separate not for profit organization

Orange has cut their support from \$15,000 to \$10,000. The Teen Center has asked all three towns for money for the police.

Michael shares Janet's concern. He has expressed that he suggested we take \$10,000 out of this budget until both the Police Commission and Police Department assure the Boards that public safety has been addressed.

Ed stated that the Town has been giving the \$10,000 prior to their owning this new building.

David pointed out that they have received \$8,000 from the Community Foundation of Greater New Haven, which requires them to allow teens from the Greater New Haven area to attend a limited number of events.

Matt stated that Janet is right; there are dozens of private organizations that we don't give money to — Woodbridge Fathers Baseball League, Amity Youth Football, Amity Soccer League, Woodbridge Aquatic Club.

Beth asked if the Teen Center does a budget presentation.

Discussion continued and the Amity Teen Center will be asked to come to the February 3rd budget meeting.

General Administration

FY10 Operating Budget presented by Tony Genovese

Request of \$245,716 for a decrease of 1.73% over the FY09 adopted budget.

Probate Court

FY10 Operating Budget presented by Tony Genovese

Request of \$7,800 which is the same as the FY09 adopted budget.

Finance Department

FY10 Operating Budget presented by Tony Genovese

Request of \$282,970 for an increase of 3.43% over FY09 budget. Tony explained that the Capital Furniture request of \$3,500 is for the second half of the furniture replacement in the office. The first half was done last year. Matt suggested that Tony replace the furniture this year.

Information Systems

FY10 Operating Budget presented by Tony Genovese

Request of \$ 90,989 for an increase of 3.90 % over FY09 budget. Software Maintenance is increasing 18.77%. This includes VISION for the assessor, the tax collector software, MUNIS (the financial package for the Town and Board of Ed). The MUNIS increase includes switching to an ASP (alternate service provider). The Town has a server for MUNIS and it needed to be replaced. Instead of purchasing a new server, the software and data will be at an off-site location. This is also like incorporating disaster recovery, which we don't have for MUNIS. We are doing this rather than buying a new server at \$6,000 to \$7,000 and all the costs associated with the installation.

The Board of Education is going to share in the expense of this.

Medical Services

Alan Tyma was present to discuss the Heart Safe Community Program. He had the Heart Safe Community Implementation Tool Kit. The document deals with some very serious issues in the Emergency Medical Services Commission. In the United States, anyone who gets an SCA (sudden cardiac attack) has a survival rate of 5%. You have five minutes to do something about it. The issue for the EMS Commission is to make Woodbridge a Heart Safe Community. There is an application in process at the State level for Woodbridge to be viewed as a Heart Safe Community. There are certain things that need to be in place – some of it is training and some of it is responders. The EMS Commission is trying to be sure there is sufficient machinery and the training for those machines. We have to obtain 160 “heartbeats” and then there may be some state assistance. The Commission's attempt is to try to equip each of the main buildings with these monitors and to have trained personnel. This means community people not just the ambulance crew. The machines are idiot-proof. The machine actually talks to you. The reason that Alan is here is to ask the Boards to support the budget request for the purchase of the machines. It has been found out that CPR is not as important as early defibrillation.

Joe Hellauer stated that there is a machine at Amity High School under the care of the SRO, a machine at the pool at Beecher, there will be one on the wall outside the Center Gym. There are also machines at the Woodbridge Country Club, Oaklane Country Club and a few other facilities.

Ed stated that they are encouraging the houses of worship to get machines.

David asked if someone was at one of the churches and collapses and there happens to be a machine there, how would one know if it is a SCA as opposed to something else. Alan stated that the leads will give you the information and it won't allow a shock. It will tell you that a shock is not needed.

When you can improve the health and safety of the community for a very nominal cost, it is a no-brainer. This is a way to do quite a lot with very little.

Matt stated that this sounds like another project for sooner rather than later.

Alan stated that he is Chairman of the Community Foundation for Greater New Haven, he remembers the application for the Amity Teen Center. The applications go through a very rigorous review by staff prior to going before the board. There was a recommendation made and it was the first time that Amity Teen Center was funded. He knows that because it was a regional exercise that would have been one of the criteria to be high on the list.

The budget request is \$281,240 for an increase of 4.51% over the FY09 adopted budget.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst