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**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING MINUTES
THURSDAY, SEPTEMBER 17, 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, September 17, 2009 at 6:00 p.m.

PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Tony Schaffer, Andrew Esposito, Jr.; Laurence Grotheer; David King; Ann Rubin

ALSO PRESENT: First Selectman, Edward Maum Sheehy; 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

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Motion made by Tony Schaffer and seconded by Andrew Esposito to nominate Matt Giglietti for chairman of the Board of Finance.

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

Motion made by Laurence Grotheer and seconded by David King to nominate Tony Schaffer for vice chairman of the Board of Finance.

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

Matt welcomed both Andrew and Ann to the Board of Finance

FINANCE DIRECTOR'S REPORT

Tony Genovese reported on the unaudited revenues and expenditures through June 2009.

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Status of FY09 Budget

Revenue

Taxes – the Town has received some unexpected payments of back taxes creating a surplus totaling approximately \$131,000. This includes \$76,865 at the closing of the purchase of the Woodbridge Country Club.

Department Charges – the Town has seen a drop in revenue in several departments including building permits, recreation fees, transfer station fees, and Town Clerk fees. All of these departments have seen a decline in activity that is used to generate revenue. The total shortfall in this category is approximately \$186,000.

Interest Income – interest rates have continued to run below our projections from earlier in the year. There is a shortfall of \$383,000 in this account

Expenses

Employee Benefits – this account is projected to experience a surplus of approximately \$78,000 this year. The surplus is due to several factors including a projected surplus in workers compensation and surpluses in police and retiree health insurance accounts. The surplus in health insurance is due to changes in coverage that benefited the Town.

Waste Management – the projection for this account is to run a surplus of \$16,000 primarily due to surpluses in recycling and bulky waste because of reduced tonnage amounts.

Recreation – the projection is to experience and overall surplus of approximately \$94,000 primarily due to a surplus in part time seasonal wages. This includes a late opening and shutdown of the pool.

Building Official – the projection for this account is to experience a surplus of approximately \$21,000 due to unused funds related to the additional oversight on the Woodbridge Village project.

Debt Service – the projection is a surplus of approximately \$134,194 due to the timing and payment of the first interest payment for the new fire station.

WBOE – the Woodbridge Board of Education is reporting a surplus of \$243,000 in its latest report for fiscal year ending June 30, 2009.

Tony will begin reporting on the current fiscal year beginning next month.

Laurence stated that when he was going through the budget report he was thinking back to when this budget for FY09 was conceived well ahead of schedule. So much of what transpired during this budget was unforeseen and he wanted to acknowledge Tony's efforts, the department heads, both Boards of Educations and their administration for reacting and adjusting

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the Town's operation to manage the unforeseen things. The interest income was a staggering hit to the budget.

Status of FY09 Audit

Tony reported that the auditors have done their field review and the first week of October Tony will present them with his draft trial balance. They will then test it and they should have a draft report by November. Tony will then take the draft and create the Comprehensive Annual Report. The report should be ready by the middle of December. We have to file it with the State by the end of December.

Budget Schedule

Matt asked the members of the Board to take a look at their schedules for the budget dates that are listed on the budget schedule.

Tony stated that there is one change; typically there have been two capital budget meeting and four operating budget meeting. We scheduled one capital budget meeting and the second is *if needed* and we scheduled three operating budget meetings rather than the four that we have had in the past.

Other - State Budget impact on the Town of Woodbridge

Tony stated that we are pretty close with most of the grants except for the Pequot Grant which was cut by about \$5,000 and the Road Aid Grant which he hasn't heard on that yet. The Town had budgeted \$89,000 for that.

Matt asked if Tony had heard if there would be any impact on reimbursement for school building projects.

Ed stated that he heard there is a two year hiatus on any building projects.

Laurence stated that anything that is in the pipeline is fine. Laurence stated that if Matt was asking about the Beecher project, it is in flux.

Ed stated that there is a committee actively at work to renovate the air-handling at the school. They are ready to hire an architect in the next few weeks.

FUNDING REQUESTS

O910-O2 Allocation.....\$2,350 (Line Item Transfer)

To:	Fire Commission/Capital Outlay Machinery	1230-00/57410
From:	Fire Commission/Repair & Maint. Machines	1230-00/53510
For:	Purchase replacement Fire Rescue Boat	
Vote:	(Giglietti/Schaffer) unanimous	

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0910-O3 Allocation.....\$5,500 (Line Item Transfer)

To:	CNR – Sidewalk		302-3100/57500/SIDE
From:	CNR- Salt Shed	\$ 381.66	302-3100/57500/SALT
	CNR-Canopy	\$1,573.67	302-3500/57500/CANPY
	CNR-Security Sys	\$ 415.36	302-3700/57200SECUR
	CNR-Human Svc Overt	\$1,800.00	302-4100/57410
	CNR-Paint PD Inter.	<u>\$1,329.11</u>	302-3700/53530/PDPNT
		\$5,500.00	

For: Fund replacement of two remaining light poles near PD on Meetinghouse Lane

Vote: (Giglietti/Schaffer) unanimous

0910-O4 Allocation.....\$7,500 (Request for Funding)

To:	BOS – Gen'l Prof Svc	1110-00/52100
From:	BOF – Contingency	1170-00/56800
For:	Space Needs Assessment for Former Firehouse	
Vote:	(Giglietti/Schaffer) unanimous	

Ann stated as a former member of the Library Commission and the Library being a neighbor of this facility, the library should be involved in this.

Laurence asked when there would be discussion as to budget for the renovation of this building.

Ed stated that they will be bringing something to the Board of Selectmen and Board of Finance in the next month or so.

APPROVAL OF MINUTES

Motion made by Matt Giglietti and seconded by Andrew Esposito to approve the minutes of the Joint Special Meeting of the Board of Selectmen and Board of Finance held on July 2, 2009.

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

Motion made by Matt Giglietti and seconded by Tony Schaffer to approve the minutes of the Board of Finance meeting held on July 16, 2009.

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

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FIRST SELECTMAN'S REPORT

August 20th – Ed testified before the Probate Court Redistricting Commission in Hartford along with First Selectmen Zeoli and Gorski for an Amity District consisting of Bethany Orange and Woodbridge. The Probate Assembly made a recommendation to separate the three towns. Bethany would go with Naugatuck, Orange would go with Milford, and Woodbridge with go with Ansonia. Under the legislation passed to reduce the courts from 117 to 50. There is an exception to allow the creation of districts beyond 50. The Amity district would be the 51st district and there are other towns who testified in favor of districts beyond 50. The Commission met and has made a recommendation to have Bethany go with Hamden, Orange will stay with Milford and Woodbridge would stay in Ansonia. The General Assembly will meet in October to take this up. Since this recommendation, the three Selectmen have written letters to all the senators and state representatives who represent the three towns suggesting they increase the number of districts to accommodate the Amity district and others.

August 28th – Town of Woodbridge Purchased the Woodbridge Country Club now the Country Club of Woodbridge.

September 2nd – Received \$100,000 from Matt Menchetti for the first installment under the two year agreement. The Country Club is open and they are having an Open House on October 18th for Woodbridge residents and others to tour the facility. A fee schedule will be announced at that time. A committee will be formed to act a liaison with the Country Club of Woodbridge not only to talk about what is going to happen in the next year, but what will happen going forward.

A tri-town committee established for energy savings it is known as the Mega-Watts Savings 350 Campaign. Their goal is to sign up 350 residents in the three communities to have their homes undergo an energy survey. The cost is \$75 with a refund of \$25. There was a press conference here on September 2nd.

The Kucinkas Loop (1/4 mile walking or running track) was dedicated at the Beecher Road School The event was well attended

The Police Commission has met and have refined the needs study and will go out for an RFP and will come back with recommendations for a renovation of the Police Department.

Ed announced that Amey Marrella has been nominated by the Governor to be the Commissioner of the Department of Environmental Protection.

Andrew Esposito asked for the results of the environmental testing at the country club.

Ed stated that there were minor problems. The report was submitted to the Department of the Environmental Protection and it is up to them to come up with a remediation plan. No ground water has been affected. There is some soil remediation and they don't anticipate a large expenditure. There is no time frame in which it needs to be done, but it needs to be started in three years. Ed stated that he will get a copy to Andrew.

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The Board of Finance voted (Giglietti/Schaffer) unanimously to move agenda item #8 Designation of Board of Finance Liaisons before Item #7 Liaison Reports.

DESIGNATION OF BOARD OF FINANCE LIAISONS

The Board of Finance has designated the following liaison appointments:

Amity Bd of Ed/Finance Committee – Matt Giglietti
Woodbridge Bd of Ed/Finance Committee – Tony Schaffer
Police Commission – Andrew Esposito
EMS Commission – Andrew Esposito
Fire Commission – Laurence Grotheer
Human Services Commission – Ann Rubin
Library Commission – Ann Rubin
Recreation Commission – David King

LIAISON REPORTS

Tony Schaffer reported that he did not attend the Board of Education meeting.

The Public Works committee met and they have come up with a new layout with two structures. This will incorporate a larger structure to house most of the equipment. The second structure would be where the existing building is they will have a few bays. This is the best arrangement in maximizing the space and accommodating the police and their repair needs. There are some concerns on the quality of the land where half of the buildings would be placed. They are looking to get bids on boring samples.

Laurence stated that this building was mentioned to be considered in the space needs of the former firehouse.

Tony Schaffer stated that it is a very tight space and the committee is not able to accommodate additional space needs of the Town.

Matt reported that he and Ed met with Dr. Brady regarding the \$1,000,000 surplus that Amity started this fiscal year with. Ed made it perfectly clear that he felt the \$500,000 left over from the construction project should come back to the towns. Bond Counsel agreed with Ed and stated that they could also do projects that were not done in the original project. The money could not come back to the towns via a check; it had to be done in the debt service line in the budget. Amity decided to reduce the debt service in the next two fiscal years FY11 and FY12 by the \$500,000. The other \$500,000 was made up of interest savings on bonds and insurance savings. They decided to spend \$150,000 to restore technology items that had been removed from the budget. The \$350,000 remains in the budget. The first report received is a projected surplus of \$512,893. Tuition is less than was budgeted for. This surplus money will come back to the towns.

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Laurence reported that Human Services Commission met and there are a few budget items to report on.

A large part of the Youth Services portion of the budget relies on a State Grant. The grant application has finally come through and they are working on the application.

The driver position has been filled. They are still quite pleased with the lunch program, and they now have an excellent back-up cook.

The Youth Services programs are starting again for the school year.

The Human Services department is working on a move into the former Board of Education Business Office.

They will also be meeting to work on their Capital Budget.

David King reported that the Recreation Commission was pleased with the Summer Concerts that they ran for the first time. The attendance was good at all the concerts.

The Woodbridge Road Race will be on Saturday morning, October 3rd.

A proposal was brought to the commission by Pio Imperati to place a bench at the tennis courts in memory of Jared Rosner who died in a skiing accident in 2004. The Recreation Commission is in favor of this and suggested he approach the Board of Selectmen about it.

David reported that the Beecher Road Building Committee put out an RFQ for architectural/engineering services. They got a group of twelve very good firms to respond. They will be meeting to develop a short list of four to six and then conduct interviews.

The Board of Finance voted (Giglietti/Schaffer) unanimously to adjourn at 6:55 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst