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THE TOWN OF WOODBRIDGE BOARD OF FINANCE MONTHLY MEETING MINUTES THURSDAY, OCTOBER 15, 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, October 15, 2009 at 6:00 p.m.

PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Anthony Schaffer; Andrew Esposito; Laurence Grotheer; David King; Ann Rubin (arrived at 6:03 p.m.)

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

Matt Giglietti commented on the Woodbridge Country Club purchase. He has read about the Town of Madison looking to purchase 48 or 49 acres on Route 1 near Hammonasset. It is basically asphalt and grass. This sheds a good light on the Town of Woodbridge purchasing the developable 150 pristine acres with rolling hills. We owe a debt of gratitude to the key staff members that enabled us to buy this – Ed, Tony, and Jim Perito. We also have to thank the members of the Woodbridge Country Club who saw through all the other stuff and sold it to the Town, and the taxpayers who came out and supported it.

FINANCE DIRECTOR'S REPORT

STATUS OF FY09 AUDIT

The audit is going well, there have been no adjustments. There should be a draft ready by the middle of November and then Tony will start working on the schedules that go with the Comprehensive Annual Financial Report to have the audit out by the end of the year. At some point in January we will have the review of the audit by the auditors.

MONTHLY FINANCIAL REPORT

Tony reported through September 30, 2009 and projects a budgetary surplus of approximately \$38,000 at the end of the fiscal year.

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Police Overtime is an area that will have to be watched. We are working with a full complement of officers and there are no workers compensation absences right now.

Laurence asked Tony about the Federal monies that will now be going directly to the Board of Education.

Tony explained that the Town of Woodbridge every year gets an Education Cost Sharing grant. We get in the dollar amount during the budget process and this year it is \$721,370. This grant is a budgeted revenue. It is projected that we will be receiving from State funds 85% of it or \$618,456. The remainder will be given to us by the State through Federal Stimulus Funds and those funds are \$102,000 and will go directly to the Woodbridge Board of Education. It will leave a deficit in that account (revenue not received) of \$102,000. The State Legislature is allowing the town to reduce the Board of Education budget by \$102,000. This will keep the budget in balance. The Board of Education understands this and is on board with it.

Laurence asked if there is a timetable for receiving the funds. Tony stated that as of now, he doesn't have the timetable. The Town normally gets the money 25% in October, 25% in January and the balance in April.

David asked whether it was fair to say that the State is benefiting from the Federal Stimulus Funds. Tony stated that this is one of the items that they used to balance the State budget.

BUDGETARY GUIDELINES

Tony explained that the memo in the packet is what was sent to the departments for budgetary guidelines last year. If the Board would like to add anything to this memo for the FY11 budget preparation, please let him know. Tony explained that due to contract negotiations, the Board of Selectmen and Board of Finance will need to put a dollar amount in contingency they feel will be sufficient for the negotiations without identifying a specific amount that will prove the ability to pay during negotiations. Generally, the budget is a constantly changing document which should reflect their changing department. The department shouldn't put something in the budget they don't need and they shouldn't not put items in the budget they feel they need. The Boards make those determinations during the budget process.

The Town did very well with State Grants this year. The only grant we received less of is the Pequot Grant.

FUNDING REQUESTS

O910-O5	Allocation.....	\$1,980 (Request for Funding)
	To: Information System/Computer	1145-00/55111
	From: Bd of Finance/Contingency	1170-00/56800\
	For: Replace back-up tape drive	
	Vote: ((Giglietti/Schaffer) Unanimous	

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O910-O6 Allocation.....\$4,183 (Request for Funding)

To:	Info Systems/Computer	\$3,474	1145-00/55111
	Info Systems/Software Upgrades	\$ 709	1145-00/53541
From:	Bd of Finance/Contingency		1150-0056800
For:	Replace File Server		
Vote:	(Giglietti/Schaffer) Unanimous		

O910-O7 Allocation.....\$8,100 (Line Item Transfer)

To:	Capital Non-Recurring		
	Building Maint/Roof Repair		302-3700/57200/ROOF
From:	Capital Non-Recurring – Bldg Maint		
	Library Improvements	\$5,200	302-3700/57530/LIBRY
	Paint Police Dept	\$ 732	302-3700/53530/PDPNT
	Rug Replacement	\$1,227	302-3700/53530/RUG
	Floor Replacement	\$ 941	302-3700/57200/FLOOR
For:	Fund the Roof, Gutter & Downspout De-Icing Project at Town Hall. Budget was \$6,000 and bid came in at \$14,100.		
Vote:	(Giglietti/Schaffer) Unanimous		

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Esposito) unanimously to approve the minutes of the September 17, 2009 meeting.

FIRST SELECTMAN'S REPORT

Ed reported on the following since the September meeting:

September 18, 2009 – Ed, Tony, Matt and Joe toured Meadow Ridge in Redding, CT by invitation of Mr. Reiss. It is a very impressive facility, it is for people 55 and over and it also has assisted living. The basic price for purchase is \$550,000 a \$4,000 monthly charge with \$1,500 per month for your spouse. This allows you to go on to the assisted living portion of the facility.

September 20, 2009 - Cookout at Maria Kayne's home in honor of Michael Walter. He is the former member of the recreation commission and is the trail master for the Town of Woodbridge. He was presented with a certificate of appreciation.

September 22, 2009 – Ed and Tony met with the West River Committee. We are going to be constructing a new Merritt Avenue bridge. A flood study is being done and the initial study indicates that it might have some effect in New Haven but would have little or no effect in Woodbridge.

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Fundraiser was held at the Country Club of Woodbridge for AARF. It was standing room only and a very successful event. Everyone was pleased with the food and service at the club.

October 6, 2009 - Attended the funeral for Captain Benjamin Sklaver in Hamden. He was a Captain in the Army doing civilian-type work for water improvement and was killed in Afghanistan. His mother is a lawyer in New Haven and is a partner of Jim Perito. His father is also a lawyer. The synagogue was filled to capacity and his siblings gave some beautiful presentations on their brother. There was a connection to Woodbridge as the funeral procession came through Woodbridge going to Morris, CT. Woodbridge police officers and a fire truck were on the Litchfield Turnpike as the procession moved through Town.

October 8, 2009 – Attended the interviews of the four finalists for the architect for David King's committee to examine the infrastructure of Beecher Road School. The four firms are: Tai Soo, Newman, Oak Park, and Moser Pilon. No decision has been made yet.

Ed is having a meeting with some members of the Board of Finance and Board of Selectmen along with members of the Board of Education Building Committee to talk about this project and how best to proceed with this project.

The Board of Selectmen met last night (September 16, 2009). There was a presentation by AT&T about a cell tower to be built on the Shepherd Ridge, property owned by Sarah Shepherd. There were some residents voicing their opposition or reservations about it. The Siting Council will make that determination. In January there will be a public hearing here in Woodbridge and residents can attend and voice their concerns. The Board of Selectmen voted unanimously to recommend to the Siting Council that the applicant explore other areas for this tower including putting a tower on existing high transmission lines. This will be decided by the Siting Council.

The Board of Selectmen formed a liaison committee to the Country Club of Woodbridge. Their charge is to serve an advisory role to the Board of Selectmen and make recommendations as to the current operations and future use of the facility and property beyond the date of the lease with MDM Golf of Woodbridge, which expires December 31, 2010. It is a 10 member committee.

The Board of Selectmen officially received the letter of resignation from Jim Perito as Town Counsel. The Board of Selectmen appointed Gerald Weiner as Town Counsel.

The Country Club of Woodbridge will have an open house on Sunday (October 18, 2009) from 10:00 a.m. to 2:00 p.m. The Massaro Farm will have a Family Fun Day on October 24th from 1:00 to 4:30 and there will be an Open House at the Library on October 24th at 1:00 p.m.

Ann asked Ed if there was a timetable for the Beecher Road project.

David stated that there is a potential timetable. They will be meeting on October 21st to select an architect. The goal is to get it to referendum sometime late next spring. If that is successful, the architects say that it will then be 1 ½ to 2 years. They have to stage the project and bring in

portable classrooms. They will plan minimal disruption to education while taking into consideration student safety.

LIAISON REPORTS

Amity - Matt distributed enrollment information for Amity as of October 1, 2009. This is the date that Amity uses for the budget allocations for the next budget year. Bethany will decrease by .802%, Orange will increase by .731%, and Woodbridge will decrease by .649%.

Joe Hellauer reported that on November 11, 2009 the Veteran's Day Ceremony will take place at 11:00 a.m. in front of the Center School at the Veterans Memorial.

Public Works Complex – Tony Schaffer stated that there wasn't a meeting. He asked if Joe Hellauer knew of any updates regarding the borings. Tony Genovese reported that there are quotes from three boring vendors and also topographical survey. They are in the process of identifying the lowest appropriate bidder. Hopefully, the winning bidders should be performing the work in the next few weeks. Hopefully at the beginning of November the committee will be able to move forward.

Woodbridge Bd of Ed Finance Committee - Tony wasn't able to attend the meeting but he was able to speak with Dr. Stella regarding the budget. There is about a \$50,000 surplus in the budget right now due to some retirements. Dr. Stella was very happy with teachers coming in with very good qualification that were placed lower on the pay scale than the retirees. Dr. Stella did mention that there could be a few special ed issues that might absorb that surplus. The Board of Education will have some updated demographic information when they come to the Boards with their budget for FY2011. They are trying to get the smartboards in every classroom and are using technology to its fullest. They are finally catching up with their technology and they may be able to tone down their technology requests in the future.

Human Services - Ann reported that the commission is looking at how they define themselves as seniors. The world is filled with people who are more than 40 but who are not seniors. They are aware of national and statewide trends in that regard. They are doing focus groups and activities to think about how to gear programming to a broader audience.

Library Commission - Ann was not able to attend the meeting.

EMS – Andrew attended the meeting and there was not a quorum but they did look at a few reports.

Police Commission - Andrew was unable to attend the meeting.

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Fire Commission – Laurence was unable to attend the meeting.

Recreation Commission – David was unable to attend the meeting.

Next meeting is Thursday, November 19, 2009.

The Board of Finance voted (Giglietti/Schaffer) unanimously to adjourn at 6:52 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst