



# THE TOWN OF WOODBRIDGE BOARD OF FINANCE MONTHLY MEETING MINUTES THURSDAY, NOVEMBER 19, 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, November 19, 2009 at 6:00 p.m.

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**PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Tony Schaffer; Andrew Esposito; Laurence Grotheer

**ALSO PRESENT:** First Selectman, Edward 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

## **FINANCE DIRECTOR'S REPORT**

Tony reported that through October 2009 he is projecting a budgetary shortfall of approximately \$50,000 at the end of the fiscal year. The fund balance is projected to be \$3.9M or 9.24% of the annual budget at the end of the year.

### Revenue

Intergovernmental Revenue – Tony reported that most of the grant revenue has been coming in close to budget. Based on information received by the State, there is only a slight deficit projected in the Pequot grant. The Town will only be receiving 85.73% of the ECS grant, or \$618,456. The remaining \$102,914 will be sent directly to the WBOE through stimulus funds and not be recognized as general fund revenue. The Town has the option, as provided by State Legislation, to reduce the WBOE by that amount (\$102,914) to avoid a budget deficit in our ECS grant revenue line item.

Department Charges – Building permits are trending higher than budget so far this year. There is a projection of a \$50,000 surplus in this account.

Interest Income – Interest rates continue to run below projections from earlier in the year. Tony is currently projecting a shortfall of \$100,000 in this account.

#### Expenses

Most department budgets seem to be coming in close to budget. There are a few areas that have seen a variance or potential variance to budget.

Police Overtime – As was reported last month, both the police officer and investigative services overtime accounts continue to trend higher than budget so far this year. Tony will continue to work with the department to try to find the funding from within the police budget and will update the board as the fiscal year progresses.

Building Maintenance – Building maintenance had to perform a number of unbudgeted maintenance repairs to the building at the Country Club of Woodbridge, including roof and boiler repairs, which are contractually the responsibility of the Town of Woodbridge. The repairs are currently funded in the building maintenance operating budget.

#### **Status of FY09 Audit**

Tony reported that there is a draft of the audit and he will be finishing up the letter and a few other pieces to finish. Tony anticipates a good final draft by the second week of December. It will then go for final review at McGladrey and we should have a printed audit by the week before Christmas. Scott Bassett will be at the January meeting to present the audit and answer any questions.

#### **WBOE Financial Report**

Tony Schaffer will have information regarding the financials during his liaison report.

#### **Capital Budget Meeting Date**

Matt reported that there will be presentations in one night rather than two nights as has been done in the past. The meeting date is Thursday, December 3, 2009.

Tony reported that the invitation to bid is out on the Phase One (the external items) for the Fire House Renovation. Phase Two is being worked on and it is hoped to go out in the next month. By January we will have a good idea of the cost, if any, to the Town. We have insurance funds that will be used.

**FUNDING REQUESTS**

O910-O8 Allocation.....\$16,000 (Line Item Transfer)

To: Capital Non-Recurring/Bldg Maint 302-3700/53530/PAINT  
Room Renovation

From: Human Services 1410-00/58212  
Youth Services

For: Cover additional costs to renovate youth services office

Laurence stated that it is his intention of recusing himself from this vote, but he does have a question.  
Matt stated that he can ask his question. Laurence asked if operating funds are transferred to capital non-recurring, how are they replaced in the budget.

Tony stated that this has done before; we transfer the funds out of operating and into capital

Vote: (Giglietti/Schaffer)  
Aye: Giglietti, Schaffer, Esposito  
Nay: None  
Abstain: Grotheer

O910-O9 Allocation.....\$78,000 (Line Item Transfer)

To: Capital Non-Recurring – WBOE  
Infrastructure Upgrade 302-9100/57500/HVAC

From: Capital Non-Recurring – WBOE  
Window Replacement 302-9100/57500/WINDW

For: Cover preliminary design costs for infrastructure upgrade

Laurence asked if there was a postponement or delay, what would be life expectancy of the design. If we spend a good amount of money on the design, will it still be good in a few years.

Ed stated that the time for construction of this project is three years. It is mostly HVAC work, windows and doors. Andrew stated that if the design of the building criteria is to get the building life use of 25 years, the design has to reflect that. Andrew stated that a delay of two years will not have an impact on the design.

Vote: (Giglietti/Schaffer) Unanimous

Matt stated that our contingency fund is at about \$121,000 and Tony should let people know that requests will be scrutinized.

**APPROVAL OF MINUTES**

The Board of Finance voted (Giglietti/Esposito) unanimously to approve the minutes of the October 15, 2009 meeting as presented.

**BOARD OF FINANCE PROPOSED MEETING DATES FOR CALENDAR YEAR 2010**

The Board of Finance voted (Giglietti/Schaffer) unanimously to adopt the proposed meeting dates for calendar year 2010 as presented.

Andrew has to leave so Matt asked him to give his liaison report.

Andrew reported on the November 4<sup>th</sup> Police Commissioners meeting. Brian Humes gave a lengthy presentation on the space needs for the police department. His recommendation for space needs is 20,000 square feet, which is double the current space. The building functional use is defined as 50 years. Estimated cost as a stand alone on town land or renovate existing facility is estimated at \$300 to \$400 per square foot. No green construction is included in the cost estimate. The plan is flexible and can be done in phases. The chief and assistant chief have reduced the square foot requirement to 17,000 square feet. Mr. Humes has been instructed to do a floor plan overlaying existing space. A detailed cost estimate using current construction cost could be done for \$5,000.

Andrew reported that Ed encouraged the Police Commission and Chief to complete their study. Ed made them aware of other major project requests that are in process – Beecher Road School, Public Works, etc. and that their project would most likely have to be completed over a period of time.

Andrew reported on the EMS Commission meeting on November 16<sup>th</sup> Roy Ivins was elected chairman and Jeff Axt was elected vice chairman. The Town of Woodbridge has had its first confirmed save using one of our defibrillators. Key performance report – P1 and P2 intercepts are meeting and in some cases exceeding the standard.

Andrew left the meeting at 6:30 p.m.

### **FIRST SELECTMAN'S REPORT**

Ed reported on the following since the last Board of Finance meeting:

- Attended two open houses at the Country Club of Woodbridge
- Appointed a liaison committee for the Country Club of Woodbridge – 11 members
- Signed a lease with the Massaro Farm for a period of 10 years. They anticipate receiving a \$300,000 grant from the federal government. They had an open house a few weeks ago.
- Attended an open house at the Library on October 24<sup>th</sup>
- November 2<sup>nd</sup> met with Dwight Rowland, Chief Esposito, Deputy Chief Rowland, Attorney Kravetz, Tony Genovese, and Joe Hellauer concerning the outstanding items we have with the new Fire House and Newfield Construction. They will be meeting with Newfield next week. Dwight Rowland has been transferred from his job in New Haven to another job with Turner in Malta, New York. He has been the chair of the Fire House restoration committee. He will still continue as chair. We anticipate receiving bids for Phase One of the project on December 14<sup>th</sup>.
- November 4<sup>th</sup> met with Amey Marrella, Commission of the DEP, and the West River committee to inform Amey of the project of rebuilding of the Merritt Avenue Bridge. She is arranging a meeting on December 15<sup>th</sup> with Ed, Tony, Joe Hellauer and members of the West River committee with representatives of the DEP and DOT.
- November 6<sup>th</sup> met with the attorney for the Woodbridge Estates and the principal regarding the status of the project and the houses on Bradley Road and Litchfield Turnpike. The project is on hold and they will get back to us with a proposal as what they plan to do with the three houses.
- A new wall is being constructed by the old fire house and some people have thought that we have contracted that out. It is being constructed by Adam Parsons of our Parks Department.
- November 13<sup>th</sup> spoke at the weekly meeting of the Woodbridge Rotary Club.
- November 15<sup>th</sup> attended Tavern Night at the Darling House.
- A new citizen of Woodbridge – Carestream Molecular Imaging, a subsidiary of Kodak.
- Ed reported that Jayne Percy, our Youth Services Director in Woodbridge. Very well respected and loved person. We are all going to miss her very much. Her funeral today was well attended and we will remember her in our prayers.

Matt asked what the status of the Probate Court. Ed reported that Woodbridge will become part of the Ansonia, Derby, Seymour Probate Court.

## **LIAISON REPORTS**

**Amity** – Matt reported that at their last meeting Dr. Brady presented two budget calendars. They are trying to get a calendar where they won't have a problem like last year where items such as health insurance and debt restructuring came in after the budget was finalized and resulted in a surplus. They have pushed things back a few weeks, so if health insurance rates are finalized they can get it into the budget. The surplus for last year came in at \$747,166. The surplus to be allocated to the towns is \$247,166 because \$500,000 was moved into the current year budget. Woodbridge's share will be \$81,810.

Current year budget is projecting a surplus of \$687,974 which is an increase over the last report due to revenue – special ed grants came in higher than anticipated. Dr. Brady had Jack Levine put numbers together with their best estimates for the FY11 budget. It resulted in an increase of 4.3% in the budget. Dr. Brady stated that giving the current economic climate putting such a budget out would not be sound. Dr. Brady asked the Finance Committee and the Board to take action to support a partial freeze on the FY10 budget in order to generate funds to be designated for the 2010-2011 budget. Dr. Brady will be reviewing every expense. Dr. Brady was told to anticipate a 12% increase in health insurance.

Matt stated that Dr. Brady received a raise and he supports Dr. Brady. He received a great offer to leave and he could be making a lot more money if he left Amity. He likes Amity and wanted to stay. Matt was not opposed to the raise he received.

Laurence stated that he ran into an Amity board member from Bethany and he understands that Dr. Brady was widely recruited from Connecticut and New York. It is a regional commodity we have in his work.

**Public Works** – Tony Schaffer reported that they have not met, and they are waiting to hear the outcome on the borings.

**Beecher Road School** - Tony Schaffer reported that Beecher went from a surplus to a good size deficit of \$54,000. The majority of this is due to special ed requirements that have come up. They are looking in areas of the budget to absorb this. The Board of Ed wanted to make the Board of Finance aware of this problem, but they want to wait until next spring before coming to the Boards. They also discussed the cafeteria. They had an early retirement and that has helped the budget. They are operating fine without that position. Dr. Stella has talked about implementing a point of sale system at a cost of \$16,000 and would create efficiencies and some additional sales. They are looking to do this next year. Enrollment has declined from last year and it looks like a big drop next year. It will be interesting to see how they come in with staff in next year's budget with the lower enrollment.

Matt stated that the Amity budget reflects a spike in enrollment and special ed students coming into Amity next year.

**Fire Commission** - Laurence reported that the Commission has met twice since our last meeting. Laurence reported that the operating budget is a concern this year as it is the first budget in the new building. The Custodial budget line is running over. They are working on their Capital Budget presentation. They have a pretty fair and ambitious plan to finance a new ladder truck. They have a lot of expensive equipment that is aging. Laurence reported that the Commission is getting a little nervous over the punch list that still remains from the construction of the new building.

Ed stated that those items will be addressed in the meeting that is planned for Monday next week. There is \$125,000 that has not been paid to Newfield.

Joe reported that we had the largest Veterans' Day turnout that we have had in many years.

The Board voted (Giglietti/Schaffer) unanimously to adjourn at 7:00 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby  
Budget Analyst