



**THE TOWN OF WOODBRIDGE  
BOARD OF FINANCE  
MONTHLY MEETING MINUTES  
THURSDAY, NOVEMBER 20, 2008  
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, November 20, 2008 at 6:00 p.m.

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**Present:** Chairman, Matthew Giglietti; Vice Chairman, Laurence Grotheer; Janet Barillari (arrived at 6:10 p.m.); David King; Michael Luther; Anthony Schaffer

**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**

Anthony Genovese reported on the year-end projections through October 31, 2008. There is a projected budgetary shortfall of \$29,216 for the end of the fiscal year. The projected fund balance is \$4.41M or 10.69% of the annual budget at the end of the year.

**Revenue Highlights**

Intergovernmental Revenue – Most of the grant revenue seems to be coming in close to budget. There has been no mention of the State reducing municipal aid due to the State deficit.

Department Charges – Most of the departmental revenue budgets seem to be coming in close to budget, though it is too early in the year to predict any large variances. However, the Town Clerk fees and transfer station fees are projected to come in below budget estimates.

Interest Income – Interest rates continue to run below predictions from earlier in the year. Tony is currently predicting a shortfall of \$125,000 in this account.

**Expenses**

Most of the departmental budgets seem to be coming in close to budget. There are a few areas that there have been variances or potential variances to budget.

**Police Overtime** - Both the police officer and investigative services overtime accounts are trending higher than budget this year. The newly created investigative services overtime of \$10,000 is almost

exhausted due to investigations conducted by the police department and police officer overtime is almost 100% exhausted. We will continue to try to find the funding from within the police budget as vacancies exist within the police officer salary line.

Workers Compensation - This account will experience a surplus of approximately \$40,000 this year. This is due to several factors including aggressive claims management and success in bidding this past spring.

New Fire Station Utilities – The new fire station has begun to generate utility charges. The Town will need to create a new department to monitor and track expenses for the former fire station.

Tip Fees - The current tip fees paid to CRRA expire on December 31, 2008. The new tip fees are still not finalized nor are the final settlement charges, if any, from our existing contractual arrangement with CRRA. Tony will monitor the situation and report back to the Board when more details are available.

Building Official - The Building Official has \$20,000 in the professional services line for consulting relating to the Woodbridge Village project. Because the project is on hold for at least the next year, Tony anticipates a surplus in this account at the end of the fiscal year.

#### Status of FY08 Audit

Tony reported that the FY08 audit is in draft form and we are completing some of the statistical schedules and hope to have a final draft back the first week of December.

#### Board of Education Financial Reports

Matt stated that it looks like they are trending at about a \$234,000 surplus.

Michael stated that he spoke to Chuck Zettergren regarding the item Professional Development lines in their budget that seem to be over expended for the past three months.

Dr. Stella responded that there are a number of line items for professional development in the budget. Overall, they are within budget for professional development but there are a few line items that seem to be over expended. They will have a balanced budget this year and they need some flexibility within the budget.

#### Moody's Rating Update

Tony Genovese reported that there is a rating update from Moody's in the packet that affirms the Town of Woodbridge rating at Aa1. This update is a result of Amity bonding for their building project and receiving an update. In essence, the Town of Woodbridge received a free update. There is a nine month note out for the fire station and the Town will renew that at a three month note and probably bond for the fire station in March. Tony reported that we have the interest payment budgeted for the FY09 budget, but typically the first payment is not due for six months which would be in September.

#### Request from Library to Use Capital Reserve Account Funds

The Board of Finance voted (Giglietti/Luther) unanimously to approve the Library to use \$3,000 from the Library Capital Reserve Account for signage at the Library.

**FUNDING REQUESTS**

O8O9-10 Allocation.....\$3,000 (Line Item Transfer)

To: Parks/Maintenance Supplies 1520-00/56130  
From: Other Revenue/Replacements 1-6-1100/46200  
For: Transfer donation from Woodbridge Fathers Baseball League to Parks for purchase of clay material and associated costs to revise the irrigation system required by the transformation of the Acorn Hill Ball Fields.  
Vote: (Giglietti/Luther) Unanimous

O8O9-11 Allocation .....\$2,000 (Line Item Transfer)

To: Police/Regional Services 1210-00/52300  
From: Police/Officer Salary 1210-00/50220  
For: Cover cost of new recruit testing  
Vote: (Giglietti/Luther) Unanimous

O8O9-12 Allocation.....\$10,000 (Line Item Transfer)

To: CNR-Pool&Gym/Furn & Fixtures 302-5150/57470  
From: Special Recreation/Operating Trans Out 214/58100  
For: Replace diving board that can no longer be repaired  
Vote: (Giglietti/Luther) Unanimous

O8O9-13 Allocation.....\$5,190 (Line Item Transfer)

To: IWA/Technical Consulting 1630-00/52200  
From: Dept Revenue/IWA Fee Revenue 1-5-1850/45420  
For: Transfer funds from fee revenue collected from three applicants for Technical services in inland wetlands.  
Vote: (Giglietti/Barillari) Unanimous

O8O9-14 Allocation.....\$51,000 (Line Item Transfer)

To: CNR – WBOE/Construction. – Track 302-9100/57500/TRAK  
From: Revenue – Mis. Grant \$10,000 302/42600  
Revenue – Donations \$15,000 302/46410  
CNR-WBOE/Elec Upgrades \$26,000 302-9100/57500/ELECT  
For: ¼ mile track at Beecher Road School

Tony informed the Board that there is a memo with a flyer regarding fund raising for this project in the packet. Janet asked where the current track is now. Tony Schaffer stated that they currently use the Fitzgerald Property. Janet also asked why this wasn't put in the Capital Budget. Tony Genovese stated that it was put in last years Capital Budget. There are a few Board of Education capital projects with

funds that they are not using. At the time of the Capital Budget request, they didn't have good numbers for the cost of the project. It was told to the Board of Education that if and when they need to fund the project, to come back to the Board of Selectmen and Board of Finance at that time with a funding request.

Dr. Stella was present to answer any questions regarding this project. Dr. Stella stated that this project ties in with the wellness campaign at Beecher Road School. A \$10,000 grant from the State has been acquired and there has been one extension so far and the grant expires on June 30, 2009. Dr. Stella stated that there has been a tremendous outpouring and response from community members and school-based members to support this project. There are volunteers who have stepped forward to initiate fund raising efforts. The cost of the project is \$51,000 and with the \$10,000 grant they will need \$41,000. The parents association has roughly \$15,000 and that brings the cost down to \$26,000. The literature that has been passed out includes a number of fund raising initiatives including remembrance bricks. The fund raising is very promising. Every dollar that is raised will go toward the track. This project will benefit the school community as well as the Town. They are hoping to go out to bid in January.

Matt asked about the maintenance of the track and wanted to know if money would be requested for the on going maintenance of the track. The track would partially be in the woods. Dr. Stella stated that the material to be used is less expensive than asphalt and has been used on a track in Central Park that has been there for eight years. The Army has used this product on some of their bases around the world.

Matt is concerned about the over growth on the track.

David King asked if there was a warranty on the product. Dr. Stella will get that information for the Board.

Dr. Stella reported that the State requires students to do a mile run for physical education and currently the children go to Amity for that.

Dr. Stella stated that there is a very serious effort on the part of some very dedicated people to raise funds and to show that we are not asking the taxpayers to pay for everything.

Laurence has some concerns regarding the over growth as soon as this is built and with litter problems. He asked if there was any consideration on the ongoing expense and how that might be addressed through the Board of Education budget or some on-going foundation. Dr. Stella stated that the materials are very low maintenance. John Adamovich has told Dr. Stella that there is such a commitment to the track that there would be no problem with his staff in taking care of any daily litter.

Michael stated that project has a very low priority for him considering the capital projects the Town is facing in the next few years. David King questioned the warranty, if there is a one year warranty that would be a problem in New England. A five or ten year warranty would make him feel much more comfortable.

Dr. Stella stated that the warranty can be part of the bid process. Dr. Stella stated that there is also a large contingency in the budget for this project.

Ed stated that they are asking the Town to come up with \$26,000 to get the project going. They hope it will cost the Town nothing as a result of fund raising.

Matt stated that if he going to vote for this, it is with the assumption that the budget is \$51,000 and the Town is approving \$26,000 with the hopes that through fund raising the \$26,000 will be returned to the Town.

Matt wants to have an understanding that if the Board of Finance approves this request, it is approved based on a \$51,000 budget and if the budget is significantly different the Board wants to know about it.

Laurence stated that with the approval of this request, people are no longer donating to a hypothetical.

**MOTION:     Modify the Request –**

Motion made by Matthew Giglietti to modify the Line Item Transfer Request to include language that the project will not exceed \$51,000 and that the approval of this expenditure includes \$26,000 from CNR – Woodbridge Board of Education Electric Upgrades and that the first \$26,000 of fund raising money will come back to the Town to offset this. Motion was seconded by Janet Barillari. Example: If PTO raises \$50,000, \$26,000 would come back to the Town and they can keep the remaining \$24,000.

Vote:   Aye:   Giglietti, Barillari, Grotheer, King, Schaffer  
          Nay:   Luther

Dr. Stella thanked the Board for the approval.

**APPROVAL OF MINUTES**

A motion was made by Michael Luther and seconded by Tony Schaffer to approve the minutes of the October 16, 2008 meeting of the Board of Finance as presented.

Vote:   Aye:   Luther, Schaffer, Giglietti, Grotheer, King  
          Nay:   None  
          Abstain:   Barillari – was not in attendance

**PROPOSED MEETING DATES FOR CALENDAR YEAR 2009**

Matt Giglietti informed the Board that there was a list of dates for Board of Finance meeting for 2009. Karen Crosby informed the Board that the February monthly meeting is during the school winter vacation week and that the April meeting is also during a school vacation week. Karen also informed the Board that the regular meeting for April is prior to the Preliminary Budget Hearing and they may want to change the regular meeting date to after the Preliminary Budget Hearing.

These meeting dates will be voted on at the December 2008 meeting.

**FIRST SELECTMAN'S REPORT**

October 16, 2008 – The Investment Committee met for the first time in our memory. It is an advisory committee to the Board of Selectmen as to how to invest funds in the Noyes D. Clark Trust and the Common Investment Fund. The committee met again tonight and elected the Chairman of the Board of Finance as its Chairman. There was a lively discussion about the Noyes D. Clark Trust and Common Investment Fund. Gerry Shaw put together a lot of the documents on these funds that dated back fifty years or more to provide an understanding.

October 20, 2008 – Ed attended a meeting of the Fire Commission where the Fire Chief received an award on behalf of the Woodbridge Fire Department from the National Fire Safety Committee for no fire-related deaths in 2007.

October 23, 2008 – Marvin Lender received a Community Leadership Award from the Greater New Haven Chamber of Commerce.

October 24, 2008 – Met with Jeremy Vickers and Bob Condon of the Methodist homes along with Tony Genovese and Jim Perito. The discussion was regarding the proposal to build a retirement community in Derby with a proposed entrance from Baldwin Road in Woodbridge. Tonight the Methodist Home is holding a meeting at the Center at 7:30 to explain the proposal to the residents of that area.

November 1, 2008 – Attended the installation of Rabbi Joel Levenson at B'Nai Jacob.

November 11, 2008 – Attended a Veterans Day Ceremony which was very well attended.

November 10, 2008 – Incident at Amity Teen Center. Ed met with First Selectman, Jim Zeoli of Orange; and Terry Gilbertson met with representatives of the Amity Teen Center and merchants in that area. As a result of that meeting and communications between Chief Gene Marcucci and the Amity Teen Center, the Amity Teen Center has agreed to send a monthly schedule of events at the Teen Center with the dates of the events and anticipated attendance and then the Chief of Police will determine how many police officers are needed for the event. There will be another meeting in February to see how the process is going.

November 17, 2008 – Ed spoke at the awards ceremony for the Pop Warner Football League.

Economic Development Commission met with the Town Plan & Zoning Commission on November 17<sup>th</sup>. There will be an ongoing dialogue between the Economic Development Commission and the Town Plan & Zoning Commission.

David King asked if the residents would be using the driveway in Woodbridge. Ed stated that they have been told that most of the residents would be over eighty years old.

### **LIAISON REPORTS**

Amity – Matt reported that the budget reports a surplus of \$104,000 for the year. The bond rating was upgraded from Aa3 to Aa2. A lot of the reasons are sound financial operations of the schools and the Towns are in good shape. Amity Regional School District sold \$5,720,000 worth of bonds in early

November at a rate of 3.98%. Tony stated that they were fifteen year bonds and if we don't twenty year bonds would probably be at about 4.00 – 4.50%. Other bonds sold at that time were: Shelton 3.58% and North Branford 4.92% and Groton at 5.21%. Amity also sold \$1,000,000 in Bond Anticipation Notes at 2.35%.

The bottom line is the taxpayers were told the project would cost \$81,625,610 and because of favorable interest rates the total cost is \$76,901,386.

Matt reported that there was theft of funds from the student activity funds at Amity. There is an arrest forthcoming. Any club that raises money submits money to this person. Matt has asked how this could happen. The person allegedly responsible is a long-time trusted employee and the person is no longer there. Amity is bonded for this. There will be more to come out of this.

Matt reported on the Investment Committee – The Noyes D. Clark fund has no trust agreement, it was just set up. The money was given and then stock was purchased – Exxon and AT&T stock was purchased in 1940. The cemetery fund has about \$90,000 in it. There is no significant language or documentation to tell the committee what to do with the funds. There eventually will be a major fund for GASB 45. They are going to get legal opinions as to what they can and can't do with the money and eventually the Town will have to hire a money manager to manage these funds.

Ed stated that GASB will be a substantial account.

Public Works – Tony Schaffer stated that they haven't met in a while. The salt shed is up. Tony Genovese stated that the architect is currently preparing some preliminary documents for review by the committee.

Woodbridge Board of Education – Tony Schaffer stated that about 16 smart boards have been implemented in the classrooms. The track was a big discussion at the meeting. They feel they have the right plan and budget to make this project happen. Another item of discussion was an internal control audit. The projected surplus as of October is about \$240,000. They talked about taking advantage of some of these funds to do an internal controls audit.

Janet stated she would be very disappointed if they use the money for something we talked about three times now. They get an annual audit; part of the audit is to be sure internal controls are in place.

Matt stated that Tony Schaffer should relay to them before they approve this to put the Board of Finance in the loop and explain why they want to do this.

Janet stated that we are only three or four months into the fiscal year, to be talking about a surplus is too soon, especially with special education issues.

Janet Barillari did not attend the Library Commission meeting as she was out of town. She attended the Fire Commission and they talked about the buckling of the outside structure. There is something wrong with the construction. There was concern that we have a construction manager who is supposed to be watching over the construction of the fire house and our own firemen are watching over the construction manager. There was buckling on the siding and they then installed the shutters on over the buckled siding.

Tony stated that they are working on a resolution to this problem.

Janet reported that there is a requirement to replace tires every so many years and with the expense they didn't know whether it should be a capital budget item. Tony stated that he discussed this and it is still an operating budget item.

Janet reported that the hood on the stove at the fire house is going to cost another \$30,000. They were putting a residential hood over the oven rather than a commercial hood. There is a question as to who should be responsible for the additional cost. It was suggested that the architect should have known.

Michael stated that the Police Department is very aware of the illumination at the new Fire House at night. Janet stated that fluorescent lights are being used so the cost isn't high.

The crosswalk was another issue. The State has decided that we don't need a crosswalk.

The Rescue Truck is having equipment installed.

EMS – Michael reported that EMS met on October 27, 2008. The activity report is in very good shape. The AMR crew is installing GPS on all fly cars. The Woodbridge car has already had the GPS installed. The major item coming up is the Heartsafe Community Program. This is a program to have trained personnel all through Town in a variety of locations and also having defibrillators available.

Joe Hellauer stated that a key to being a Heartsafe Community is how many people are trained.

Janet suggested approaching the Rotary Club of Woodbridge for help with the defibrillators. Each unit costs \$1,600.

Police Commission – Michael reported that they met on November 5, 2008. The Police Commission made it clear that the Chief of Police or the Deputy Chief of Police are the only ones who will determine how many officers are needed at the Amity Teen Center for each event.

Michael stated that the only control that the Board of Selectmen and Board of Finance have over the Amity Teen Center is the \$10,000 a year that is in our budget toward support of the Teen Center. Orange has cut back their contribution this year. Perhaps the Amity Teen Center should make a presentation before the Boards for their budget item.

There was a drug arrest in Town and \$170,000 was recovered from the residence. Woodbridge will receive 80% of this after the FBI takes care of their costs. The Woodbridge Police Commission has said that Woodbridge would share with Milford because they were involved also.

The department will be up to full strength for the first time in many years with having a recruit enter the academy.

Laurence was not able to attend the Human Services Commission meeting on November 3, 2008. They are working on another fund raiser for the Fuel Assistance Program. They have picked a date and it will be at the same location. Another sub-committee is working on the FY10 operating budget.

The Town Government Access Television Commission is polishing the grant application. It will then be submitted to the Area Two Cable Advisory Council for consideration. The Town will then be likely to realize some grant funds.

The Board of Finance voted (Luther/Barillari) unanimously to adjourn at 8:12 p.m.

Respectfully submitted,

**Karen Crosby**

Karen Crosby  
Budget Analyst