

The January 9, 2019, Regular Meeting of the Woodbridge Board of Selectmen was convened at 5:00 p.m. by First Selectman Beth Heller in the Town Hall Central Meeting Room.

Present: First Selectman Beth Heller, Deputy First Selectman Mica Cardozo, Ms. Teri Schatz, Mr. Joseph Crisco, and Dr. Lober.

Absent: Mr. Joseph Dey

Present for Staff: Anthony Genovese, Administrative Officer/Director of Finance; Ms. Sheila McCreven, Communication Director and Grant Writer; Ms. Betsy Yagla, Assistant Administrative Officer; and Mrs. Shaw, Clerk.

Absent: Mr. Gerald Weiner, Town Counsel

### **WOODBIDGE BOARD OF EDUCATION – Superintendent Robert Gilbert**

Superintendent Gilbert gave the Board the following update:

- Enrollment: 845
- 12 classes exceed guidelines by at least one student
- Deficit stands at \$217K due to Special Ed costs and specialized cleaning
- The Van Zelm Report will be presented to the Boards of Selectmen and Finance on January 29, 2019
- Administration is working with ADL to offer programs regarding a safe and caring student environment for the fourth thru sixth grades and parents. 29 adults (parents, teachers, administration, and Board members) attended the first event on January 8, 2019.
- Regarding Special Education costs – every effort is made to implement savings and take advantage of shared services

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

Ms. Heller: *"This is our first Board of Selectmen meeting of the New Year, and before I begin, I extend wishes to you all (and members of the public) for a happy and healthy 2019.*

*January is a good time to look back over the past year to review some of the highlights that we as a Board have accomplished:*

### **Some Grant Funded Projects include:**

- *Phase I of the Animal Shelter renovation is rapidly concluding and should be finishing up by late January/early February. This long-needed project was made possible by a generous donation from One Big Dog Animal Respite Fund, a local charitable organization that supports our Regional No-Kill Animal Shelter.*
- *As you drive along Center Road, you may have noticed the Police Department Carport and Radio Antenna installation are both expected to be completed soon. This project was funded by a state Small Town Economic Assistance Program (STEAP) grant.*
- *Our progress on improvements at the Senior Center are well underway. With grant funding from the state's Small Cities program, we are constructing a new handicap-*

*accessible bathroom and a ramp to make access to this level of the Center Building more welcoming to our seniors.*

- *And as I mentioned at the start of the meeting, we are also wrapping up another grant-funded project to improve the sound system here in Town Hall's Main Meeting Room – Sheila will have more details in her report.*

**Additional Major Projects we have made significant progress moving forward as a Board include:**

- *Our project to upgrade the Emergency Simulcast Radio System, authorized by voters at a Special Town Meeting in December 2017, is also making good progress and should be completed soon.*
- *During 2018, we completed a LED Streetlight upgrade, with the assistance of the United Illuminating Company. This project is saving money and helping our environment by allowing our Town to be more energy efficient.*

**And then lastly, I will mention a few other big initiatives we are moving forward as the Board of Selectmen:**

- *We came to consensus on a location for the Dog Park – we are awaiting word on the results of private fundraising efforts that will be required to move the project forward, hopefully soon.*
- *With the planting in late autumn of Arden's Garden at the entrance of the Town Green opposite Town Hall, we have begun to beautify the Town Center. We have put together a comprehensive Beautification Plan to guide additional public/private partnerships that will allow residents to contribute to enhancements of this area, which is available to review on the Town website. Betsy will have more details in her report tonight.*
- *The Board of Selectmen also came to consensus on a plan for the shared use of space in the Old Firehouse. As work on this renovation project continues in 2019, the Town will again benefit from STEAP grant funds.*
- *Lastly, with regard to the former-Country Club property, we also made progress in 2018. The Board was guided by our public opinion poll last spring, as well as additional public input including at our Special Meeting on December 17<sup>th</sup>. With all this in mind, we have received and shared with the public a total of four proposals for possible future uses of this parcel. We look forward to continuing consideration and we will look to set a meeting date soon, to discuss next steps.*

**Budgeting Process**

*As always, in January our Town's Annual Budget setting process for the next fiscal year is in full swing. So looking ahead to the end of this month, in a series of meetings as January concludes, our Board, and the Board of Finance will jointly take a careful look at each and every operating budget request to be sure we are balancing the needs of Town government with the reality of our bottom line, so we minimize the impact on our mill rate.*

*I thank you all for your hard work and efforts on behalf of our Town over the past year."*

**LIAISON REORTS**

**David Lober:** Human Services Commission – budget requests for 2020 are slightly below 2019 budget; on February 4<sup>th</sup> Youth Services is having a "Vaping" awareness program; the Café will open on February 11<sup>th</sup>.

**Mr. Cardozo:** Recreation Commission – did not have a quorum; the Recreation Commission's requested budget for FY2020 is "flat" with FY2019.

Economic Development Commission – no meeting in December

**Mr. Crisco:** Town Plan & Zoning Commission – Reviewed the proposed zoning regulations.

Police Commission – welcomed Police Officer Michael Mastropetre; One officer is on family leave; received a report on police activity for the 2018 calendar year.

**Ms. Schatz:** Woodbridge Board of Education – referred to Superintendent Gilbert's report.

Amity Regional District #5 Board of Education – There has been on Amity Board meeting since the Selectmen last met.

**ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE'S REPORT**

The 2018 audit was distributed. The auditors will attend the January 22, 2019 joint meeting of the Boards of Selectmen and Finance,

Monthly Report – Mr. Genovese reported that as of December 31, 2018 he projects a budgetary surplus of approximately \$860,986 at June 30, 2019, resulting in a fund balance of \$6.21M or 12.51% of the annual projected expenses for FY2019.

**ADDITION TO THE AGENDA**

The Board of Selectmen **VOTED UNANIMOSLY** (Heller – Cardozo) to add to the Agenda:  
"Senior Center Ramp Project – Change Order #1 – Revise Ramp Layout"

**SENIOR CENTER RAMP PROJECT – CHANGE ORDER #1 – REVISE RAMP LAYOUT**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to approve Gill & Gill Architects LLC, Change Order #1, to revise ramp layout to accommodate unforeseen storm drain piping.

**FUNDING REQUESTS**

The Board of Selectmen **VOTED** to refer the following funding requests to the Board of Finance:

#1819-09 – Intradepartmental Transfer Amount: \$ 7,000

To: Human Services – Gen’l. Prof. Services (1410-00/52100)

From: Human Services – Part Time All Others (1410-00/50350)

For: To fund the Senior Luncheon Program meals through June 30, 2019

(Heller – Crisco) – Unanimously Approved

#1819-10 – Intradepartmental Transfer Amount: \$17,462

To: CNR – Human Services – Constr. Bathroom (302-4100/57500/BATH)

From: CNR – CCW-Pool Improvements (302-1192/57500/POOL) \$8,172

CNR – Bldg. Maint. – Finance Renovation (302-3700/5700/RENOV) \$2,813

CNR – Human Svc. – Space Needs (302-4100/52100/SPACE) \$6,477

For: Revise Senior Center ramp layout to accommodate unforeseen storm drain piping.

(Heller – Schatz) – Unanimously Approved

**PERSONNEL COMMITTEE REPORT**

Mr. Genovese said that Personnel Committee met with Library Director Eric Werthmann who explained that with the resignation of the Head of Circulation, the Library Commission approved the proposal to promote Amy Glick from the full time position of Assistant Head of Circulation to the full time position of Head of Circulation. The Assistant’s position will be handled by part time personnel and the library will eliminate the full time Assistant’s position.

Pursuant to the recommendation of the Personnel Committee and the affirmative vote of the Library Commission, the Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to approve the promotion of Amy Glick from the position of Assistant Head of Circulation to Head of Circulation effective January 10, 2019.

**ASSISTANT ADMINISTRATIVE OFFICER’S REPORT – Betsy Yagla**

Ms. Yagla reported the progress of the following:

Beautification Project - The Town will promote, through the website and newsletter the opportunity for individuals to donate funds for benches and trees in the Town Center and along the Fitzgerald Tract. Regarding the diseased tree beside the library – it will be removed once the ground is frozen. A potential donor has been identified to replace it with an appropriate specimen tree.

Trail Survey – The Trail survey is available on the website and by paper copy in the Town Hall. Fifty responses have been received. The favorite trails are in order: 1) Alice Newton Street Park; 2) Fitzgerald Tract; 3) Racebrook Tract; 4) Elderslie Preserve. 31% of the respondents said that they use the trails more than once a week. 90% of respondents said they would consider volunteering to clean up the trails. Ms. Yagla is working with SCRCOG to produce a single map

showing the Town trails and their connection points and relevance to the village district – encouraging trail users to visit area restaurants and shops.

Events in Town –The Community Council is planning several events this winter to celebrate diversity. On Martin Luther King Day, the Jewish Community Center will host a children’s book discussion about “Soulful Sydney Explores Diversity” and the Connecticut-based author will be on hand to read from the book. On February 26 the Community Council is hosting a book reading and discussion about Ta-Nehisi Coates’ book “Between the World and Me” at the Amity High School Library. On February 28 the Woodbridge Town Library will show the Academy Award nominated movie “I’m Not Your Negro”.

**COMMUNICATION DIRECTOR AND GRANT WRITER – Sheila McCreven**

Ms. McCreven reported:

Woodbridge Town Hall –Main Meeting Room Sound Upgrade Project – This project was initiated to provide improvements to the sound system in the Main Meeting Room at Town Hall to enhance sound quality. Three areas of need were identified and a new, balanced sound system was designed and installed by DNR Labs to address all three components:

- 1) sound for the video recording equipment that captures meetings for dissemination on WGATV (cable channel 79 and the Town’s YouTube channel);
- 2) the system for recording audio for the purpose of creating meeting minutes for the various Boards and Commissions that meet in this room, and;
- 3) the public address system of overhead speakers in the ceiling throughout the room, to improve sound so members of the public can better hear the proceedings.

As an added bonus, upon completion the new wiring will enable us to eliminate trip hazards, as all cables will be out of sight. The project was made possible in large part by a grant from the Cable Advisory Council for Area 2, to which Woodbridge belongs. In addition, the contributions of Brad Parsons and the Building Department crew, the Woodbridge Government Access TV Commission, and coordinator Pua Ford, are gratefully acknowledged.

E-mail Platform upgrade – We will be moving to a new provider which allows a higher number of subscribers and offers a discount for full-year payment for the service. The January “News From Town Hall” will be the first message in the new system. I will be checking in with each department that may have its own email subscriber list to invite participants to become subscribers in the new service. So far working with the Town Clerk’s office, we have invited about 260 additional participants. We will look to continue growing the subscriber list.

Website Content Additions and Features – Additional communications work includes posting Human Services Department information to the Town website (job opening and ribbon-cutting for senior center cafeteria). In addition we are featuring a link to the Trails Survey and our Complete Streets Team will be meeting and inviting broader participation from the community for future meetings.

**ACKNOWLEDGE RECEIPT OF THE TOWN CLERK'S REPORTS**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to acknowledge receipt of the Town Clerk's December 2018 report and the cumulative report from July 1, 2018 through December 31, 2018.

**MINUTES**

The Board of Selectmen **VOTED UNANIMOUSLY** to approve the following minutes:  
December 11, 2018 – Special Meeting (Crisco - Lober)  
December 17, 2018 – Special Meeting (Heller – Crisco)

**RECESS**

At 5:50 p.m. the Board recessed until 6:00 p.m. for Public Comments.

**PUBLIC COMMENTS**

No members of the public were present.

**ADOURNMENT**

On a non-debatable motion by Mr. Crisco, seconded by Ms. Schatz, the meeting adjourned at 6:01 p.m.

Respectfully submitted  
Geraldine S. Shaw, Clerk