



## THE TOWN OF WOODBRIDGE JOINT BOARD OF FINANCE / BOARD OF SELECTMEN MEETING MINUTES THURSDAY, JANUARY 23, 2020

A Joint Board of Finance/Board of Selectmen Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on Thursday, January 23, 2020 at 6:00 pm

**BOF PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Paul Kuriakose; Susan Jacobs Tom Handler; Tom Kenefick; Ellen Scalettar

**BOS PRESENT:** First Selectmen, Beth Heller; Deputy First Selectman, Mica Cardozo; Joseph Crisco; Joseph Dey; Dwight Rowland; Sandy Stein

**ALSO PRESENT:** Administrative Officer/Director of Finance, Anthony Genovese; Budget Analyst/Payroll & Benefits Administrator, Karen Crosby

Chairman of the Board of Finance, Matthew Giglietti, called the meeting to order at 6:00 pm.

Meeting was called to order at 6:00 pm

Matt congratulated Beth who was elected to serve as chairperson of the South Central Regional Council of Governments.

### **AUDIT PRESENTATION – SCOTT BASSETT, RSM**

Scott stated that his firm conducted the audit for the Town of Audit for the year ending June 30, 2019. They were hired to give an opinion on the financial statements and on the major programs for the State single audit. They have required communications they are required to give the Board of Finance. (Attached is Scott's presentation) Scott reported that there were no problems in performing the audit, there were no audit adjustments made. They looked at internal controls. They did not find any control weaknesses. Everything the auditors asked for was given to them. The team spends approximately 550 hours reviewing the books and records of the Town and Board of Education. Two pending GASB Statements coming in the next few years – GASB 84 Fiduciary Activities and GASB 87 on Leases.

They test the major transactions such as Tax Payments, payroll records, grant revenue, vendor invoices. They also take the assumptions of the actuaries for the OPEB fund and send to their actuaries to be sure the assumptions are reasonable.

**POLICE DEPARTMENT**

Chief Frank Cappiello and Deputy Chief Ray Stuart were in attendance to present a budget request of \$3,205,215 which represents an increase of 5.91%. The most significant change is the contract settlement effective 7/1/19.

Officer Overtime budget line was increased by \$25,000. Historically that line has run over budget. There are two unfilled vacancies that affect overtime as well. Services that the department provides generate operating costs such as storm related overtime when wires are down due to weather related issues. Also, the department covers Town events such as the concerts, picnics, elections, extra patrols for Truck or Treat event.

The Repair & Maintenance – machine and equipment increased. Last year the maintenance of the radio system could be reduced but now there are other items that are coming out of warranty so maintenance contracts are needed on them.

Capital Machinery – requesting replacement of tasers, body camera batteries, ISU camera

Capital Furniture Equipment - requesting bookcases/storage shelving in Administrative Office and ISU.

Sandy asked if the officer doing IT during the day would no longer have that task, would it help with overtime?

Frank stated that it could help with overtime and supervision related tasks.

The department is currently down two officers.

Sandy asked how the addition of two SRO's at the Amity Middle Schools would affect our department. Frank stated that it would not have an effect in the Woodbridge Police Department.

**REGISTRARS OF VOTERS**

Registrar Anna Dickerson and Town Clerk Stephanie Ciarleglio were in attendance to present a budget request of \$71,664 which represents an increase of 55.86%. There is a presidential election which increases the budget. There is a new cybersecurity format that they must institute. There is a 12-page manual they just received on the program. Anna is adding information on the website to educate voters on voting requirements.

Anna attends many classes as they keep modifying the system for election night results.

**TOWN CLERK**

Stephanie Ciarleglio presented a budget request of \$237,832 which is an increase of 8.19%. It is a very big year for elections.

Stephanie stated that the ballots are fifty cents each. Then they also have maintenance of the machines to take care of.

Stephanie has written to Themis Klarides and George Logan regarding Woodbridge having two districts and how a small town should only be one district. She has requested that in 2020 that in their redistricting that Woodbridge return to one district.

### **ECONOMIC DEVELOPMENT**

Jeremy Rosner, chairman of the Economic Development Commission. The requested budget is \$4,300 which represents an increase of 82.98%. They are looking to have a constant outreach to the businesses. They are trying to establish and develop a beautification program in the business district for continuity and some curb appeal in the business district. Have planters purchased and placed around the business district with seasonal flowers in the barrels. They are working on a plan to maintain them. They want to use the commission as a sounding board for what the businesses are looking for. They have a commercial property owners forum coming up. They would like to add a search engine to the Town's website to search vacant real estate property that is available in Woodbridge. The commission wants to help the businesses to increase their business. At the Commercial Property forum the commission will share what they can do and in turn would ask what the owners can do.

### **TAX COLLECTOR**

Pat Crisco presented a requested budget of \$159,689 which is an increase of 5.09%. Postage request is increased due to increased mailings. She increased the conference amount as she and her assistant should attend the conferences and meetings. They are both involved in the New Haven Chapter. They learn a lot at these meetings. Woodbridge is now ranked 9<sup>th</sup> out of 169 towns. A lot of the towns that are rated higher sell their tax liens, Woodbridge does not. Legal Ads have increased due to the increased cost of the ads.

### **BUILDING DEPARTMENT**

Andy Rizzo, part time Building Official introduced himself to the Boards. He works 20-25 hours a week. He does inspections on his way in to Woodbridge and on his way home. The proposed budget is \$141,166 with a decrease of 12.62%. He is proposing an additional fee for the department – a certificate of occupancy fee or a certificate of approval. A lot of towns do charge that fee. He has worked in New Haven, North Branford, Windsor and back to New Haven until retirement seven years ago. It would be an additional \$30 fee for the Certificate of Occupancy or Certificate of Approval; this could generate approximately an additional \$27,000. Kristine Sullivan stated that the way banks are working now, those certificates are being asked for by the banks. Andy stated that the program the department has for the on-line permitting is a very good program and he is very familiar with it. It will be up and running at least by the end of this fiscal year.

The car allowance line item has increased as Andy will be using his own vehicle. The subscriptions line will be used to purchase all new books because of new building code adopted by the State October 1<sup>st</sup>.

Sandy asked if Andy is using his own vehicle, do we need the repair and maintenance-vehicle line item.

Also, Sandy asked Andy about blight. He is familiar with that and they are working on that issue.

### **TOWN PLAN & ZONING**

Kristine Sullivan presented a budget request of \$45,190 which is an increase of 14.30%.

### **ZONING BOARD OF APPEALS**

Kristine presented a budget request of \$5,000 which is a 0% increase.

Kristine and Cathy are very happy to have Andy on board.

### **INLAND WETLANDS**

Kristine Sullivan presented a budget request of \$59,274 which is an increase of 8.72% - all salary based.

### **THE CENTER**

Tony presented a budget request of \$81,000 which represents an increase of 2.53%

### **FORMER FIRE STATION**

Tony presented a budget request of \$7,800 which is an increase of 1.96%. He budgeted for the building as it is now; not knowing what will be there next fiscal year.

Tony mentioned that the department 1192-00 The Country Club of Woodbridge previously just had grounds maintenance of \$5,000. If we want to continue that, it can go into the Parks budget.

### **MEDICAL SERVICES**

Tony presented a budget request of \$304,781 a 0% increase. He stated that the current AMR contract has been extended to February 28<sup>th</sup>. We are currently in the process of figuring out next steps. The budget was kept where it is until we know where we are going.

### **THOMAS DARLING HOUSE**

Tony presented a budget request of \$7,585 a decrease of .41%. These are the utilities for the Darling House. There is a corresponding revenue item where we have historically received reimbursement from the Historical Society for these expenditures.

### **PROBATE**

Tony presented a budget request of \$9,500 a 0% increase.

**ANIMAL CONTROL**

Tony presented a budget request of \$114,419, an increase of 4.67%. There are currently three towns involved. Tony has been discussing with the Head Animal Control Officer ways to reduce the budget. This is the Town of Woodbridge portion and there is also bills sent to Bethany and Seymour. There are 2 full time ACO's and a few part time kennel keepers. The facility receives between 1,200 and 1,300 calls a year (they have to actually go out and address an issue). There have been between 130 and 150 impounds which could be for one day or six months).

Sandy asked if we have looked into taking on another town. Tony stated that they are always looking. There is a tipping point as to when you may have to add more staff. A smaller town would be better taking on than a larger town.

The meeting adjourned at 7:15 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst  
Payroll I& Benefits Administrator