



**THE TOWN OF WOODBRIDGE
JOINT BOARD OF FINANCE /
BOARD OF SELECTMEN MEETING MINUTES
THURSDAY, JANUARY 24, 2019
6:00 PM**

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 24, 2019 at 6:00 pm

PRESENT BOARD OF FINANCE:

Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein
Tom Handler; Tom Kenefick; Paul Kuriakose; Andrew Pels

PRESENT BOARD OF SELECTMEN:

First Selectman, Beth Heller; Deputy First Selectman,
Mica Cardozo; Joseph Crisco; Joseph Dey; David Lober; Teri
Schatz

ALSO PRESENT:

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

Parks Department

Adam Parsons introduced himself as Public Works Foreman and he oversees the Parks Department. The department manages the Town grounds, tennis courts, Acorn Hill Ballfield, Center Field, West River Ballfield, the walking trail and the cemetery.

Adam presented a budget request of \$258,374 which is an increase of .30%. Adam is asking for an increase in the hourly rate for his seasonal employees. He wants to increase one seasonal and the college kid rates. Currently the college kid makes 13.68 per hour and he wants to bring the one at 16 to 18 an hour. Adam stated that he has done his homework and we are a little low in the wages for these positions. It is very difficult to fill those positions with the rate we pay. The portable restrooms are going up in price.

Building Maintenance

Brad Parsons introduced himself as Building Maintenance foreman. The department takes care of building maintenance in all town buildings (Thomas Darling House, Old Fire House, New Fire House, Library, Town Hall, the Center Building and the Beecher Road School pool). The Old South School will be added as the department does do some work there. The department does help at Beecher Road School if needed.

Pool & Gym

Brad presented a budget with no increase in FY20

Recreation

Recreation Director, John Adamovich; Office Manager, Jim Franco; , and Senior Supervisor, Dave Cohen presented a budget requests of 582,073 which is a .37% decrease. They were able to cut the budget by \$2,000 from this year.

Sandy asked about their major issue of not enough dedicated space. Sandy asked if they thought about the former fire house as space. John stated that if they could get just a little more space where they are, they are in a perfect spot in the school.

John is concerned if minimum wage goes up to \$15 it will really hurt the programs because 90% of the employees are paid minimum wage.

Sandy stated that it costs \$30,000 to run the fitness center with a day and night supervisor. The anticipated income is \$1,698. John verified those numbers. Sandy also asked about their "Major Issues" and not having dedicated space. She asked if they have considered the Old Firehouse as a main office as opposed to having at the school and maybe having a satellite office at the school. John stated that they have, but it is better to be in the building where 90% of their programs are held. The space where they are now may be smaller, but they are in a better location. They also don't have access to the North Gym on the weekends.

Matt asked why they are anticipating so much less in the fitness center. John stated that it is because residents didn't know where the location was going to be and if it is going to be open. The hours also decreased. They have morning and evening hours but none during the day. They are also looking at the possibility of restoring a part time position in the Recreation Office to full time as it had been in the past. He is also concerned with the number of hours they have for pool maintenance. They may need to increase them.

Registrar of Voters

Anna Dickerson and Elia Alexiades presented a budget request of \$57,661 for a decrease of 11.37%. During their canvass, they sent out about letters to 800 residents who haven't voted in four years. If they returned the letter stating that they are still residents of town, they would remain on the voter list. If letters were not returned, they were made inactive. If they show up to vote at some time, they will then be made active. When people move from town to town within the state, they get notified when the people register in another town. Some states notify Woodbridge when former Woodbridge residents register in their state and others don't.

Matt asked what the Amity referendum costs the Town of Woodbridge. The Amity referendum has a very low turnout of voters. Anna stated that it is average of \$3,000. Elia stated that they use minimum staffing for the referendum.

Elia stated that with same day registration, they have to add another station and have that manned may add 3-5 staff.

Beth stated that Stephanie mentioned the fact that the State may have early voting and that she did not put anything in her budget for that. Elia did not budget for that and there are logistical concerns regarding this. There was not a mention of this at their Legislative Committee meeting recently.

Fire Commission

Chief Sean Rowland and Commission Chair Elia Alexiades were in attendance to present the budget request

Sean reported that this year is the 90th anniversary of the volunteer fire department. Sean shared a picture of the first fire truck and some text on how the department was formed at a meeting held on March 14, 1929. There were 15 members at the meeting and it grew from there. They were incorporated by April of that year.

Sean reported that this year the calls have reached 758 last year the calls were 521 and that was their busiest year. In 2015 there were 347 calls for the year 2016 was 485 calls. From January 1st until today, there have been 130 calls. Sean showed the chart of the comparison of hours from 2017 4,442 man hours that is

extremely high for them in 2018 6,968 hours. The hours are strictly incident hours (hours on scene), not hours spent back at the fire house. Elia stated the time back at the fire house after a major call be as long as the hours at the incident. They are restocking vehicles and cleaning and drying the hoses to be ready for the next call.

The second chart was the number of calls comparison. Overall, all types of calls were increased. A lot of them were weather-driven. Last year was higher than the hurricane years. Elia stated that when they have more calls, they end of spending more money.

Sean presented a budget request of \$884,311 for an increase of 13.94%. The communications increase is a new item due to the new radio system. This system is for fire, police and public works. They are on-going expenses for the radio system. The software and hardware number will be discussed with the radio committee next week and they may change. There is a monthly fee for both hardware and software. There are three generators to maintain for the system. The Radio Committee will be meeting on February 5th and will be reviewed at that time.

Paul stated that for a system of this size, a 10% maintenance charge is pretty standard.

Sean stated that this new system will last longer than the current system because it is upgradeable. There will come a point where it will be obsolete, but not for a very long time. The current system was installed in 2003.

Matt asked if there is a new ordinance for the volunteers to have a property tax abatement.

Tony stated that it is calculated in the tax calculations like the senior discount. There are certain criteria they have to meet in order to be eligible for the abatement and the volunteer incentives. Volunteers are now up in Woodbridge. In order to qualify they need to get all the training and be in good standing. They have to be in good standing for the Incentive program by making 20% of fire calls, 50% of meetings, 50% of truck route, 50% of designated training and others.

The increase in the training line is due to new volunteers. Sean stated that they are at about 47 volunteers right now and he would like to have 60.

The Capital Equipment

Minitor Replacement – a pager they carry on them so when the alarm comes in a tone goes off with what the call is and address. This is a continuous replacement program.

K-12 saw will cut pavement and concrete and flat roofs needs replacement as they have been having issues with it.

Roof Saw – is used at a structure fire to cut into a roof and needs replacement.

Ventilation Fan - Due to be replaced and they are having electrical issues right now. The current is a 1999 model. This fan gets used quite often.

Stream Light Box – flash lights that clip on to truck and need to be replaced due to extensive use.

Mica asked about the Data Processing line and if there may be some combining of services. Tony stated there is a report that we are waiting for to determine that.

Probate

Tony presented this department request of \$12,500 which is a decrease of 6.37% This is contractual.

General Administration

Tony stated it is basically insurance and utilities for Town Hall. The budget request for this department is \$247,650, which represents a .10% decrease over this year. Tony is anticipating a relatively flat number on the insurance and as we get more information that would be brought to the Boards.

Information Systems

Tony presented a budget of \$134,679 which is an increase of 9.93%, Tony reported that Amity is taking care of the Town and Police IT. We are moving toward a more combined service with Amity. There are server upgrades to take care of and Tony is hoping that the Town, Police and Fire can all share in that upgrade project. The Town Hall and Fire can share servers but the Police has some data that has to stay separate. Amity is understanding our network and computer layout.

Sandy asked how this is reflected in the Police budget as they have funds in their Data Processing line. Tony stated that the Sergeant that has been working in IT is moving more toward police duties and less time with IT.

Software Maintenance - the increase is primarily due to the new Building Official software that is cloud-based. Tony stated that we are training employees Amity has been helpful with that.

Tony stated that we take a lot of time in protecting our data and to train employees. Amity has been helpful in training of employees.

Finance Department

Tony presented a budget of \$255,676 for a decrease of 12.72%. Regular Assistant decreased due to the elimination of the payroll position. There are three in the department now the payroll responsibilities are split up with employees. Tony is encouraging other department to do the same.

Revenue

The Grand List will be completed on January 31, 2019. Intergovernmental Revenue has not changed from last year as we have not gotten any information.

Department Charges:

Outdoor Pool was \$126,000 and now it is at \$0, the Transfer Station Fees – still being tweaked due to the scale to be installed. This has increased from \$50,000 to \$130,000.

Interest Income – has been increased significantly.

Amity surplus funds - Tony kept that the same as last year. We received quite a bit last year so he kept it the same.

The meeting adjourned at 7:28 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator