



# THE TOWN OF WOODBRIDGE BOARD OF FINANCE MONTHLY MEETING MINUTES MONDAY, APRIL 22, 2019

A Board of Finance Meeting for the Town of Woodbridge was held in the Center Gymnasium, Woodbridge, Connecticut on Monday, April 22, 2019 at 8:51 pm

**PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein; Tom Handler; Paul Kuriakose; Andrew Pels

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

## **PUBLIC COMMENTS**

Fire Chief Sean Rowland informed the Board that the air compressor at the Fire Station failed last week. The cost to replace the compressor is \$15-\$16,000. He also indicated shortages in the following accounts: Natural Gas - \$5,000, Radio Communications - \$3-4,000, and Capital Technology\$39,000 for the server.

## **ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported on revenues and expenditures through March 2019. The result is a budgetary surplus of approximately \$466,863 at the end of the fiscal year. The fund balance at 6/30/19 is projected to increase by \$66,863 or \$5.8 M or 11.68% of the annual projected expenses at the end of the year.

### **Revenues**

Interest Income – a projected surplus of \$140,000 due to higher than anticipated rates

Intergovernmental Revenue – State grants are projected to experience a surplus of \$177,850. This is primarily due to an increase of \$75,000 in the municipal stabilization funds, \$66,000 in ECS grant revenue, and \$40,000 in special education excess cost funds.

Charge for Services – projected to experience a deficit of \$85,391 due primarily due to a shortfall of \$83,526 due to closure of the outdoor pool.

Other Revenues – projected to experience a surplus of \$372,540. The Town received \$981,853 in surplus funds from Amity school district's fiscal year ending Jun 30, 2018. Tony reduced this amount in his projection by \$220,719 to reflect a potential contribution and \$300,000 to offset capital expenses in next year's budget. Combined with Beecher HVAC funding of \$84,750, the net Amity surplus amount drops to \$376,564.

### **Expenses**

Finance Department - projected to generate a surplus of approximately \$40,000 due to the elimination of a payroll clerk position.

Library – projected to generate a surplus of approximately \$15,000 due to the elimination of a part time bookkeeper position.

Waste Management – due to cost increases in recycling disposal, waste management is projected to experience a deficit of \$25,000

Woodbridge Outdoor Pool – the Town will experience a surplus of \$45,739 in expenses due to the closure of the outdoor pool. Combined with the deficit in revenues, the outdoor pool operation will result in a loss of \$37,787 for fiscal year 2019.

Benefits – projected to generate a surplus of approximately \$35,000 due to the elimination of a payroll clerk position and a part time bookkeeper position.

Debt Service – the Town will experience a surplus in debt service of \$5,823 due to a lower than anticipated interest payment for the Beecher School renovation

WBOE – as of January 2019, the Woodbridge Board of Education is reporting a deficit of \$304,698 at the end of the fiscal year. This is funded \$50,000 from the special education reserve and \$254,698 from the general fund

**FUNDING REQUESTS**

1819-18 Allocation ..... \$3,420 (Line Item Transfer)  
To: Police/Capital Furniture 1210-00/57470  
From: Police/Communications – Telephone 1210-00/54210  
For: Purchase of two chairs for Dispatch Center  
Vote: (Giglietti/Stein) Unanimous

1819-19 Allocation.....\$3,000 (Line Item Transfer)  
To: Parks/Overtime \$1,500 1520-00/50410  
Parks/Maintenance Supplies \$1,500 1520-00/55130  
From: Revenue – Donations 1-6-1100/46410  
For: Transfer donation from Beth-Wood Baseball to Parks budget  
Vote: (Giglietti/Handler) Unanimous

1819-20 Allocation.....\$15,726 (Line Item Transfer)  
To: CNR-Waste Management/Machinery 302-3500/57410  
From: CNR-Waste Management/Heavy Equip Reserve 302-3500/57410/WMHVE  
For: Payment to UI to move a power pole for the installation of the Transfer Station scale  
Vote: (Giglietti/Handler) Unanimous

The Board of Finance voted (Giglietti/Kuriakose) unanimously to approve “Not to Exceed” \$16,000 for the replacement of the Fire Station Air Compressor subject to the approval of the Board of Selectmen.

### **APPROVAL OF MINUTES**

Motion made by Matthew Giglietti with a second by Sandy Stein to approve the minutes of the March 21, 2019 Board of Finance meeting.

Vote: Aye: Giglietti, Stein, Kuriakose, Pels  
Nay: None  
Abstain: Handler

Motion made by Matthew Giglietti with a second by Paul Kuriakose to approve the minutes of the March 27, 2019 Board of Finance meeting.

Vote: Aye: Giglietti, Handler, Kuriakose, Pels  
Nay: None  
Abstain: Stein

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

Beth reported that there was no decision on the CCW Property at the last Board of Selectmen meeting so the two proposals will be reviewed again at the May 8, 2019 meeting.

### **LIAISON REPORTS**

Amity – Matt was unable to attend the meeting

Fire – Tom Handler reported that the Repairs/Maintenance line of the budget is over budget and is a concern.

Police – Paul was not able to attend.

Recreation - Andy reported that during public comments there was someone who spoke on the lack of programming for special education. John Adamovich was going to check with the Finance Director as to how they might be able to have something for special needs children.

Library – Sandy reported that the Friends Annual Book Sale will be held May 30 – June 3. They are in the process of revising policies. Sandy stated that Eric is looking for a start date for the HVAC project.

WBOE - Sandy reported that the deficit is down \$7,000 to \$302,794.

Sandy suggested that the Board of Selectmen and Board of Finance set the target for the FY21 budget early so the departments can plan accordingly.

### **ADDITIONAL BUDGET CONSIDERATIONS**

Matt asked the members of the Board if they had any suggestions after hearing the comments at the Preliminary Budget Hearing.

There were no suggestions from the members. Matt then referred to the memo from Anthony Genovese with some recommended changes to the preliminary budget due to data recently received. With the following changes there will be no change to total expenditures or the proposed mill rate:

- Town Retirement - increase \$90,000
- Police Retirement – increase \$50,000
- OPEB Reserve – decrease \$75,000
- Health Insurance – decrease \$37,000
- Contingency – decrease \$25,000
- Probate Court – decrease \$3,000

The Board of Finance voted (Giglietti/Stein)unanimously to recommend to the Annual Town Meeting a budget with expenditures to reflect the changes Tony presented (\$50,295,683) with non-tax revenue of \$3,341,415, the amount to be raised by taxes of \$46,954,268 and a mill rate of 40.23.

There was discussion on the increase in the pension numbers and whether the member towns can get together to do something about the pension. There will be more to come on this.

The Board of Finance voted (Giglietti/Handler) unanimously to adjourn at 9:15 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst  
Payroll & Benefits Administrator