



**THE TOWN OF WOODBRIDGE  
BOARD OF FINANCE  
MONTHLY MEETING MINUTES  
MAY 16, 2019  
6:00 PM**

A Board of Finance Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on Thursday, May 16, 2019 at 6:00 pm

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

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

Chairman Matthew Giglietti called the meeting to order at 6:00 pm

**PUBLIC COMMENTS**

Bill Silberberg of 31 Jenick Lane thanked the Board of Finance for taking the time to working on the budget. He doesn't have a problem with the money in the budget but he does have a problem with the process. He read the call of the Annual Town Meeting and there is a column in the "Call" that is called "Projected Budget". The three columns of Adopted Budget, Amended Budget and Projected budget are all the same. The fact that the Board of Education is expected to spend more than their Adopted Budget. He has no problem with the reasons for that over expenditure. Bill asked who approved the Board of Education to expend \$300,000 more than their adopted budget. It is a legitimate expense but the people of the Town did not vote on it. He understands that the Boards have taken capital expenditures originally requested for next year and moved them back into this year's budget and using Amity Surplus money to fund those expenditures. He thinks it should have brought up for public discussion along the way to approve those expenditures. That concerns him. Also, is there liability on each and every board member on the Board of Education for not exercising their fiduciary responsibilities? They spent about \$300,000 that he hasn't approved; he doesn't think the Board of Finance or the Board of Selectmen has approved it. What is stopping every other board or commission to over spend their budget and then coming to the Boards for funding. If he appears critical of the board, he apologizes to each one of the members individually. He doesn't think this has been done the right way. He thanked the Board for their time.

Matt stated that this is stuff we have to talk about.

**ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported a surplus of just over \$100,000 for the end of the year. Most of the surplus funds are from the interest income and state revenue. Charges for Services is experiencing a deficit mostly due to the closure of the pool. As of April the Amity surplus is \$376,000.

**Expenditures**

Surplus in Finance due to the payroll clerk elimination, surplus in the Library of \$45,000 with the elimination of a part time bookkeeper and other staff changes. Waste Management has a deficit due to recycling charges.

Benefits have a surplus of about \$35,000 and the Woodbridge Board of Education has a deficit of about \$300,000.

Matt asked Tony about the projected budget column in the budget. Tony stated that they have not actually over spent their budget yet. Matt asked if Tony should have had the projected number. Tony stated that he probably should have.

Matt stated that he understands how Bill feels regarding the Capital Projects.

Matt stated that as far as the Amity Surplus funds that are used to fund the Capital Projects that were taken out of the FY20 capital budget. Tony stated that what we could have done was keep those capital projects in the budget and roll those Amity funds into the Fund Balance then increase the Fund Balance allocation for next year.

Matt stated that we are well within the Charter in what the Board is granted to do. The Board can't go to a Town Meeting for everything.

Matt stated that he thinks that there is a law that Board of Education members can be held personally responsible for the over expenditures.

The Board discussed the budget deficit for the Board of Education and that this has to be addressed for future years. The Board has covered previous deficits but never for an amount of this magnitude.

Tony stated that Town Counsel is looking into this and what the process would be for the approval of this funding of the deficit. The Board of Finance would have to recommend to the Board of Selectmen that it go to a Special Town Meeting. We have to wait for a ruling from the Town Counsel.

Sandy stated that we are not going to have these Amity Surplus funds next year and we won't have the amount for the Woodbridge Board of Education deficit of this year. Sandy stated that this is why the Boards need to set guidelines for all departments earlier for next year's budget requests.

Tom Handler stated that in the Board of Education budget request they asked for additional teachers and we don't control how they use their money but don't we have to remind them or guide them with this. If they go ahead and hire new teachers, it will increase their contractual obligations for their budget request next year.

**FUNDING REQUESTS**

1819-22                      Allocation.....\$12,735 (Funding Request)

To:     Police – Capital Machinery                      1210-00/57410  
From:   BOF-Contingency                                      1170-00/56800  
For:     Items from FY20 budget request. Firearm replacements,  
            Wi-Fi modems, taser & holster purchase  
Vote:    (Giglietti/Kuriakose) Unanimous

- 1819-23 Allocation.....\$10,000 (Line Item Transfer)
- To: Public Work – Rentals/Equipment 1310-00/53610  
From: Public Works- Highway Salaries 1310-00/50230  
For: Address dead/dying trees for removal or trimming  
Vote: (Giglietti/Stein) Unanimous
- 1819-24 Allocation.....\$12,800 (Request for Funding)
- To: Fire-Capital Machinery 1230-00/57410  
From: BOF-Contingency 1170-00/56800  
For: FY20 Operating budget request deleted from budget to use current year funds. Minitors, roof saw, etc.  
Vote: (Giglietti/Kenefick) Unanimous
- 1819-25 Allocation.....\$6,000 (Request for Funding)
- To: Information Systems-Computers 1145-00/55111  
From: BOF-Contingency 1170-00/56800  
For: Computer replacements  
*Tony stated that this is our replacement plan & we purchase new every 5-6 years*  
Vote: (Giglietti/Stein) Unanimous
- 1819-26 Allocation.....\$10,000 (Line Item Transfer)
- To: CNR-Building Maint.-Darling House Improvements 302-3700/57200/DARL  
From: Revenue-Amity Surplus Funds 1-6-1500/46910  
For: Deleted from FY20 Capital Budget to use this year's funds for Darling House  
Vote: (Giglietti/Stein) Unanimous
- 1819-27 Allocation.....\$25,000 (Line Item Transfer)
- To: CNR-Assessor-Revaluation Reserve 302-1160/52200/REVAL  
From: Revenue-Amity Surplus Funds 1-6-1500/46910  
For: Request deleted from FY20 budget to use current funds for the Reval Reserve  
*Tony explained that Betsy starts reval on October 1<sup>st</sup> and is due February 1<sup>st</sup>. Other towns hire outside firms for revaluation. Betsy updates the cards as she is viewing other properties in Town. The funds are for the hiring of a firm to help her with the commercial properties.*  
  
Vote: (Giglietti/Handler) Unanimous
- 1819-28 Allocation.....\$33,000 (Line Item Transfer)
- To: CNR-Parks-Tennis Court Repairs 302-5200/57300/TENIM  
From: Revenue-Amity Surplus Funds 1-6-1500/46910  
For: From FY20 Capital request for repairs to tennis courts  
*Tony explained that this is for the Town courts and courts at Beecher*  
Vote: (Giglietti/Kuriakose) Unanimous

1819-29 Allocation.....\$38,000 (Line Item Transfer)

To: CNR-Police/Vehicles 302-2100/57450/RVEH  
From: Revenue-Amity Surplus Funds 1-6-1500/46910  
For: From FY20 Capital – Replace Police Vehicle  
Vote: (Giglietti/Kuriakose) Unanimous

1819-30 Allocation.....\$55,000 (Line Item Transfer)

To: CNR-Public Works/Equipment Reserve 302-3100/57410/PWHEQ  
From: Revenue/Amity Surplus Funds 1-6-1500/46910  
For: From FY20 Capital – fund Heavy Equipment Reserve  
*Tony stated that this is basically payment for the lease on the sweeper. The department does the sweeping and the equipment has paid for itself in 2 ½ years.*  
Vote: (Giglietti/Handler) Unanimous

1819-32 Allocation.....\$300,000 (Line Item Transfer)

To: Woodbridge Bd of Ed 1910-00/70000  
From: Revenue-Amity Surplus Reserve - \$250,000 1-6-1500/46910  
Special Education Reserve 100/30300  
For: Fund budget deficit  
*Sandy stated that \$210,000 is for Special Education*  
Vote (Giglietti/Stein)  
*Tom Kenefick asked if we can have a special meeting Monday night before the Annual Town Meeting if Town Counsel has an answer. Tony stated that our meeting on Monday night is a regular meeting so we can add it to that agenda if need be.*  
*Tom Kenefick stated that for many years Amity has a surplus and close to a million we received during this year and this year Beecher is over \$300,000. Woodbridge residents were over-taxed.*

**NO ACTION TAKEN ON THIS REQUEST**

1819-33 Allocation.....\$11,600 (Request for Funding)

To: CCW-Groundskeeping Svc 1192-00/53400  
From: BOF-Contingency 1170-00/56800  
For: To fell trees and flail mow the Country Club of Woodbridge property  
*Beth stated that there are 37 dead trees that will be cut down and left there. They won't be cleared.*  
Vote: (Giglietti/Stein) Unanimous

Matt asked Tony to break down the Amity funds. Received \$981,853

\$220,719 was carried to the FY20 year  
\$ 84,570 Capital and Professional Services (HVAC issues at Beecher)  
\$161,000 Transfers done above  
\$250,000 Beecher Deficit  
\$140,000 Computer IT related project

The balance is about \$125,000 from the Amity Surplus Funds.

### **APPROVAL OF MINUTES**

The Board of Finance voted (Giglietti/Handler) unanimously to approve the April 22, 2019 as presented.

### **PRELIMINARY SUSPENSE LIST**

List submitted by Tax Collector Pat Crisco for review. The vote to accept the list will take place at the June Board of Finance meeting.

### **APPOINTMENT OF AUDITOR**

Tony stated that the Board of Finance is the audit committee and each year we have to notify the State who our auditor is. Tony included the RSM proposal in the Board packet.

Sandy asked when the last time was we had a competitive bid for this. Tony stated that it has been about four years ago. Sandy asked whether it should be the process to go out to bid every four years. Tony stated that we could do it about every five or six years as most towns do. It takes a while for audit firms to recoup initial costs as they get familiar with the Town. We can do a bid next year for a five year time.

Sandy asked if we know compared to other Towns if the cost is good. Tony stated that the rates are very reasonable and actually they are probably a little low.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the appointment of RSM US LLP as the auditors for FY19 in the amount of \$52,500.

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

Beth reported the following from the Selectman's Meeting on May 10, 2019:

- Approved the Solid Waste Recycling Ordinance
- Continuing discussion with developers for the Former Country Club of Woodbridge
- Mica Cardozo, Joe Crisco, and Joe Dey and Sandy Stein were congratulated as elected to the Board of Selectmen
- Thanked the Registrars and Town Clerks Office for the time working on the election and then having the Amity Referendum 15 hours later
- Thanked the Board of Finance for their work and support.

### **LIAISON REPORTS**

**Amity** – Matt reported that they met on Monday, May 13<sup>th</sup> and their surplus after spending \$250,000 on sallyports for the schools is \$1,400,000. The Revenue surplus is \$390,000 and they have to return revenue to the Towns. There is a significant increase in investment income. The Special Services Director is retiring. Matt reported that 1,000 from all three towns came out to vote on the referendum.

**Police Commission** – Paul reported that the meeting was cancelled.

**Human Services** – Tom was unable to attend

**Fire Commission** – Tom was not able to attend. Beth stated that she was not able to attend either but read the agenda and the agenda item was for the hiring of a replacement for Aimee.

**Library Commission** – Sandy stated that they met on May 13<sup>th</sup> and the Friends are having their Book Sale the weekend of May 31-June 2. Tuesday is a Free Day where they let certain groups know and they can come and take books for free. The HVAC project will start in early June and extend into July. They are concerned about the humidity. They have been told that they will have air conditioning during this project. They will have five interns from Amity to help the Friends and in the Library.

**Board of Education Finance Committee** - Sandy reported that they met in April and there are a few things that may help in terms of communications: 1- at the monthly meetings with the Superintendent and Business Manager with the First Selectman and Finance Director to include the Board Chair and potentially the Vice Chair. 2- as far as facilities it might be best to have Brad Parsons attend their facilities meeting on a quarterly basis to see what is going on and hear what their issues are to better coordinate how the Town may be helpful to Beecher 3- having a financial target for them for next year so when they start their teacher negotiations there are some parameters.

Sandy asked the Board if they were willing to set some parameters for them that would be helpful.

Matt stated that next year on an overall basis we will have to shoot for zero. Matt is fearful of the reval coming in and automatically jack up the mill rate.

Tony stated that people would have to decide what programs are important and which ones are not. Which services are important and which ones are not.

Sandy stated that we have to look to see if there are overlaps. We may have to go to less than zero and have some parameters around which we look at. Where does the directive come from, the Board of Finance or both the Board of Finance and Board of Selectmen? We funded a lot of capital projects with other funds this year, we may have to look at extending police cars, there may be more repairs but we may need to do that. We may not have such a large equipment reserve and we have cut down on paving multiple years in a row. Where are our priorities and how do we start exploring that and providing guidance on where we think things can change.

Matt stated that other than cutting programs and reducing hours, etc. he doesn't know how much less our other departments can be told to operate with. Take away salaries and there is nothing. How much more can we pull off of the other departments – it is all education.

Beth stated that the Board of Selectmen is looking at a strategic plan and that would look at departments and how they work. Hopefully that plan can recommend some efficiencies.

Tom Kenefick stated that the building projects all have to be looked at – the Police Department and Senior Center; the whole Center Building needs work.

Sandy asked Beth if she thought we needed a consultant to help us with efficiencies and the buildings. Maybe positions that can be combined when someone leaves. It is a firm called Blum Shapiro that has the proposal.

Matt stated that we still haven't heard from the State regarding the Teacher Pension and we haven't heard what we will be getting in terms of grants from them.

The Board of Finance voted (Giglietti/Stein) unanimously to adjourn at 7:20 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst  
Payroll and Benefits Administrator