



**THE TOWN OF WOODBRIDGE  
BOARD OF FINANCE  
MEETING MINUTES  
THURSDAY, MAY 21, 2020  
6:00 PM**

A Virtual Board of Finance Meeting for the Town of Woodbridge using Webex was held on Thursday, May 21, 2020 at 6:00 pm.

Due to the Corona-19 Pandemic, this meeting was held virtually using Webex.

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

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

**PUBLIC COMMENTS**

None

**ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported that it has been an interesting few months and he has been closely monitoring the accounts. So far we are predicting a budgetary surplus of approximately \$500,000 for the end of the fiscal year. The current Town budget includes an allocation from fund balance of \$400,000, the projected increase to fund balance at year end is \$204,654. Fund balance at 6/30/20 is projected to be \$6.5M or 13% of annual projected expenses.

Tony reported that the recent economic downturn resulting from the COVID-19 pandemic has impacted many line items in both revenues and expenditures. The Town lost revenue in several areas, including interest income and fees, but has also reduced expenditures due to cancelled programs. There are also increased expenses related to the Town's pandemic response but we hope to be reimbursed up to 75% by FEMA.

**Revenues**

Taxes – Primarily due to a projected drop in collections, including back taxes, taxes are expected to experience a deficit of approximately \$150,000. Tony reported that we are looking to see if we get an increase in back taxes collections. We are behind our usual schedule. We will be sending out notices of delinquency and hopefully that will generate some tax payments.

Charge for Services – Projected to experience a deficit of \$125,000 primarily due to a shortfall in recreation fees of \$100,000 due to cancelled programs. There is also a savings in wages which offsets the projected revenue loss.

Interest Income - Due to a sharp decline in rates in March, Tony projects a shortfall of \$50,000 in interest income.

Intergovernmental Revenue – State grants are projected to experience a surplus of \$156,514. This is primarily due to an additional \$100,397 in ECS grant revenue.

#### Expenses

Board of Selectmen – The Board of Selectmen is projected to generate a surplus of approximately \$40,000 primarily due to a vacant position.

Registrar of Voters - Due to a delay in the primary to August 11<sup>th</sup>, the registrar of voters is projected to generate a surplus of \$22,000.

Police – The police department is projected to generate a surplus of \$25,000 primarily due to vacant police officer positions.

Building Official – The building official's department is expected to generate a surplus of \$32,000 due to the hiring of a part time building official.

Public Works - Public Works is projected to generate a surplus of \$80,000 primarily due to vacant mechanic positions and savings in overtime and material due to a light winter.

Waste Management – Primarily due to increased recycling and bulky waste costs, waste management is expected to experience a deficit of \$40,000.

Human Services – Human Services is projected to generate a surplus of \$40,000 due to a vacant senior center director position and the elimination of some part time staff.

Recreation – Primarily due to the cancellation of spring programs, recreation is expected to generate a surplus of \$110,000 mostly in part time wages. There is also corresponding revenue loss.

Library – Due to the recent closure, the library is projected to generate a surplus of \$70,000 mostly in part time wages.

Benefits – Benefits are expected to generate a surplus of \$90,000 due to a reduced workers compensation premium, healthcare savings due to vacant positions, and savings in FICA and Medicare from vacant positions and reduced part time labor.



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

Beth reported the following:

- Extended sympathy to the Kelly and Gedansky families on the passing of Jerry Kelly on May 4<sup>th</sup>. Jerry worked in public works for many years.
- It has been over two months since we closed Town Hall to the public. QVHD has reported that they are counting 108 Covid-19 positive cases in Woodbridge and 29 associated deaths. There is another additional case of this afternoon.
- We continue to take every precaution to make sure our staff safe while they complete their duties to keep our Town running. WE are now working toward a plan to have a slow and deliberative work on how we can open Town Hall. It is incredibly important to Beth that this be done in a thoughtful and measured way. She can assure everyone that she will not allow Town buildings to become viral hot spots. Employees are devoted, smart and creative. We have been able to provide all services to our residents remotely. This will continue as long as necessary. A safety committee made up of town employees who will begin meeting this week to work on the best practices to open Town Hall.
- Best thanked all staff and first responders as well as members of all boards and commissions and every resident for their continued support and compliance.
- Beth will continue her weekly e-news blasts to the Town provide almost daily updates on social media and the Town Facebook page, continue to contribute to publications such as the Woodbridge Town News, and the monthly Town Newsletter.
- Beth reported that she has been working with John Gorham and the Massaro Community Farm and the Birding Friends of Louisa Cunningham who would like to erect a nesting box at the Woodbridge Country Club.
- Town Counsel, Gerry Weiner and Beth have been working with Todd Levine from the Historic Preservation Office of the State of Connecticut Department of Economic Development. Later tonight the Board of Selectmen will have a Special Meeting to continue to finalize the language for both the Amity Woodbridge Historical Society / Town of Woodbridge agreement as well as the charge to the Darling as-hoc oversight committee. Todd has acted as liaison between them as they move forward to get the documents in place. This has been a very long process but all have done it with the best intentions assuring the longevity of this treasured town asset.

Ellen Scalettar asked if Beth has the breakdown of the Covid-19 deaths in Town as to how many were from the Assisted Living facilities. Beth stated that all but one death was from the Assisted Living facilities. Beth doesn't know the split of the 109 cases.

### **LIAISON REPORTS**

Amity – Matt reported that he attended their last meeting and their surplus remains at about \$600,000. They are looking at this new normal. Terry Lumas reported to the board that to her understanding that when they

start school again they will have to provide each student 3 masks per day. That would cost them approximately \$500,000.

Ellen stated that they should be looking at the Federal Cares Act and Covid- related expenses can be reimbursable. Tony stated that he is accumulating documentation on Covid- related expenses to submit to FEMA for about 75%.

WBOE – Tom Kenefick was unable to attend the meeting. Tom Handler also unable to attend.

Human Services – Tom Kenefick that Jeanette is keeping the commission up to date via emails.

Library / Fire - Susan had no report but stated she was very impressed with the work the Town Hall is doing on behalf of this community.

Recreation – Ellen was unable to participate in the meeting due to technical issues but she emailed the chairman and asked her to extend the thanks of the Board of Finance for the work on the budget.

Matt stated that the Board of Finance had a fabulous year and the taxpayers are the beneficiaries of the budget. He hopes that in July we will return to some normalcy. The taxpayers will see some relief in the tax bills without a lot of pain. He thanked the Board for their work.

Ellen thanked Matt, Tony and Karen.

The Board of Finance voted (Giglietti/Kenefick) unanimously to enter Executive Session pursuant to Sections 1-200(6)(C) and 1-210 (b) (1) of Connecticut State Statutes.

The Board of Finance returned to regular session and no motions or actions were taken while in Executive Session.

The Board of Finance adjourned at 6:27 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst  
Payroll & Benefits Administrator