



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MEETING MINUTES
THURSDAY, JUNE 18, 2020
6:00 PM**

A Virtual Board of Finance Meeting for the Town of Woodbridge using Webex was held on Thursday, June 18, 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, Paul Kuriakose; 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 through May 2020 and the result is a budgetary surplus of \$515,038 at the end of the fiscal year. The current Town budget includes an allocation from fund balance of \$400,000; the projected surplus at year end is \$15,038. Fund balance at 6/30/2020 is projected to be \$6.5M or 13% of annual projected expenses. Since this report, WBOE has indicated that they would be returning \$90,000 to the Town.

The recent economic downturn resulting from the COVID-19 pandemic has impacted many line items in both revenue 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.

Charge For Services – projected to experience a deficit of \$101,000 primarily due to a shortfall in recreation fees of \$100,000 due to cancelled programs. There is also savings in recreation wages which offsets the projected revenue loss.

Interest Income – due to a sharp decline in rates in March, Tony projects a shortfall of \$60,000 in interest income.

Intergovernmental Revenue - State grants are projected to experience a surplus of \$156,354. This is primarily due to an additional \$100,397 in ECS grant revenue.

Expenses

Board of Selectmen – 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 11th, the registrar of voters is projected to generate a surplus of \$23,000

Police – projected to generate a surplus of \$30,000 primarily due to vacant police officer positions

Building Official – expected to generate a surplus of \$32,000 due to the hiring of a part time building official

Public Works – projected to generate a surplus of \$78,000 primarily due to vacant mechanic positions and a savings in overtime and material due to a light winter

Waste Management – due to increased recycling and bulky waste costs, waste management is expected to experience a deficit of \$45,000. This is basically due to the glass that contaminates a lot of the recyclables. Tony participated in a webinar that indicated a new company was opening that would use glass to make concrete.

Human Services – projected to generate a surplus of \$50,000 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 – expected to generate a surplus of \$60,000 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. This surplus was reduced from last month primarily due to an anticipated increase in unemployment claims.

Ellen asked about the tax collection rate and how this drop would affect the collection rate. Tony stated that we collect about \$46M and that drop would be much of an affect.

Update on Refinancing Debt – Country Club of Woodbridge

Tony reported that the Town has notes maturing in July and we have to decide whether to issue notes which will mature again in a year and then issue again, or issue bonds when the rates are very low. To issue bonds will issue tax exempt bonds for 2/3 of outstanding amount at 1.25% (\$2.565M) for 11 years and issue taxable bonds for the remainder at 1.75% (\$1.285M). This reserves the ability for the Town to sell a portion of the property.

The Board of Finance voted (Giglietti/Scalettar) unanimously to refinance debt of the Woodbridge Country Club as 1/3 as taxable bonds (\$1.285M) and 2/3 (\$2.565M) as tax exempt bonds.

FUNDING REQUESTS

- 1920-20 Allocation.....\$29,207
- To: Various Departments
From: BOF/Contingency 1170-00/56800
- For: Fund various departments for cost of living increase not included in FY20 budget
Vote: (Giglietti/Kuriakose) unanimous
- 1920-21 Allocation.....\$10,000
- To: Info Systems/Data Processing 1145-00/52210
From: BOF/Contingency 1170-00/56800
For: Cyber Security Related Issues
Vote: (Giglietti/Jacobs) unanimous
- 1920-22 Allocation.....\$27,000
- To: CNR/WBOE-Technology 302-9100/52210/TECH
From: BOF/Contingency 1170-00/56800
For: Fund FY21 WBOE Capital Budget Request that was eliminated from budget
Vote: (Giglietti/Kenfick) unanimous

- 1920-23 Allocation.....\$40,000
- To: CNR-DPW/Equipment Reserve 302-3100/57410/PWHEQ
From: BOF/Contingency 1170-00/56800
For: Fund FY21 Capital Budget request for DPW Heavy Equipment
Vote: (Giglietti/Scalettar) unanimous
- 1920-24 Allocation.....\$48,490
- To: CNR-Police/Vehicles 302-2100/57450/RVEH
From: BOF/Contingency 1170-00/56800
For: Fund FY21 Capital Budget request for Police Vehicle
Vote: (Giglietti/Kuriakose) unanimous

APPROVAL OF SUSPENSE LIST

The Board of Finance voted (Giglietti/Scalettar) unanimously to approve the suspense list as presented by the Tax Collector.

APPROVAL OF MINUTES

The Board of Finance voted (Kenefick/Giglietti) unanimously to approve the minutes of the May 18, 2020 meeting as presented.

The Board of Finance voted (Giglietti/Kenefick) unanimously to approve the minutes of the May 21, 2020 meeting as corrected (spelling of Tony’s name).

FIRST SELECTMAN’S REPORT

Beth reported the following:

- She sent a letter to Tony as suggested at last meeting
- She attended a peaceful vigil on Saturday, June 13th on the Town Green. Everyone practiced social distancing and were wearing masks. It was very moving.
- As of June 8th all full time staff returned to work on-site. The buildings are not open to the public yet. The athletic fields, playgrounds and dog park as are open. The transfer station is open as well.
- The Tax Collector is encouraging resident s to mail in their tax payments. Residents will be able to make payments at Town Hall Monday – Friday from 9-12 and 1-3 through a window on the front porch.
- The Board of Selectmen met in executive session to approve the Amity Woodbridge Historical Society and Town of Woodbridge agreement. This was approved by the Board of Selectmen
- As of June 12th the COVID-19 numbers for Woodbridge are: 129 confirmed cases with 112 being from the assisted living facilities, 31 deaths with 24 from the assisted living facilities.

LIAISON REPORTS

Amity – Matt reported that the surplus has increased to \$2,871,307 and they decided to spend \$1,735,331 which will leave \$1,135,976 to return to the Towns. Savings were in salaries, taxes, transportation, and medical. Items that they would spend the \$1,735,331 on were some things that were cut out of the FY21 budget. They will use \$101,400 for unemployment claims. They also increased their medical reserve from 25% to 30%.

Police – Paul attended the June 9th meeting. A dispatcher is retiring and has put them in a difficult spot as the new dispatcher trainee has not gotten her certification as of yet. There is a delay due to COVID-19. The commission asked the Chief if a policy could be adopted in the Town to require more notice for retirement. They have to post internally for 10 days then they can advertise outside. It takes a while to get a qualified person hired. Tony stated that this is according to the union contract. The current dispatcher is trained and is just waiting for her certification to come through. She just can't work on her own. The department is currently at 23 officers with the 2 SRO's back from the schools.

Human Services – Tom Kenefick did not attend the meeting but stated that Jeanette is keeping the commission up to date on the department.

Library – Susan did not have a report

Fire – Susan did not have a report

WBOE – Tom Kenefick did not attend. Tom Handler attended the June 11th meeting where it was reported a surplus of \$186,000 with \$95,000 being returned to the Town. They are using the \$81,000 for unanticipated costs mostly related to COVID. The surplus has come from special ed outplacements and transportation. A lot of conversation centered on letting go the Part Time Social Worker and the hiring of a School Psychologist.

The Board of Finance voted (Giglietti/Kenefick) unanimously to adjourn at 6:51 pm

Respectfully Submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator