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, June 20, 2019 at 6:00 pm

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

ALSO PRESENT: Administrative Officer / Director of Finance, Anthony Genovese; Budget Analyst / Payroll and Benefits Administrator, Karen Crosby; Deputy First Selectman, Mica Cardozo (6:05 pm)

PUBLIC COMMENTS

Matt stated the Board had a very successful budget year. We started out with a budget in excess of .99% increase and through a lot of work we got it down to a .99% mill rate increase. Matt stated that people criticize the Board for basically fudging over the budget. We go line by line and there is not a whole lot to change there is very little discretionary spending. When people start talking about significant cuts to the budget, he will ask them to come to us and tell us what you don’t want us to give you – do you want the Transfer Station closed three days a week, close the library, cut police officers, fire equipment, public works equipment. The only way we can do significant cuts in this town is to cut people. If people are going to criticize, they should give us an idea as to where and what to cut. We heard a lot of criticism from very few people.

Sandy stated that maybe the Board should respond to some of the speakers to let people know what the reality is; not necessarily get into a dialogue.

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony projected a surplus of approximately $559,536 as of the end of May which would be an actual increase to Fund Balance of $159,536. The Fund Balance will increase to $5.9M or 11.85% of the annual projected expenses at the end of the year.

Revenue

Interest Income – projected to generate a surplus of $190,000 due to higher than anticipated interest rates

Intergovernmental Revenue – state grants are projected to experience a surplus of $238,853. This is primarily due to an increase of $75,000 in municipal stabilization funds, $66,000 in ECS grant revenue, and $90,000 in special education excess cost funds. Tony explained that the ECS grant is a formulary grant adopted in the legislative session and when the budget is set, you know what you are going to get from the State. The Excess Cost Grant is not known until the end of the year based on special education costs. If you pay more than 4.5 times the per student costs, above that you are supposed to get reimbursed. However, it is not fully funded every year. Since we don’t know what we get from the Excess Costs Grant will be until the end of a fiscal year, the Board of Education will budget for what they know their expenses will be and they wouldn’t estimate what they think they would be and the Town would recognize the Excess
Cost Grant as revenue. Then, at the end of the year, should they have a surplus in special education they would return it and if they had a deficit, we would fund it. They could offset the deficit with operations and they have done that some times.

Sandy stated that both her and Tom Handler went to the WBOE Finance Committee meeting and one of the questions was should the Excess Cost Grant be given to the Board of Ed. Tony stated that the flip side to that is if the Town gave the Excess Cost Grant to the Board of Education, if they have a deficit they would have to fund it. Tom Handler stated that there was some surprise as to how either the ECS or the Excess Cost Grant is handled in Woodbridge as they were told that most towns give that revenue to their board of education. Tom suggested that the level of surprise may warrant a call from Tony to the WBOE attorney. Tony stated that he would make the call.

Charge for Services – projected to experience a deficit of $96,114 primarily due to a shortfall of $83,526 due to the closure of the outdoor pool. There are also projected shortfalls projected in transfer station and town clerk fees.

Other Revenues – projected to experience a surplus of $27,181. The Town received $981,853 in surplus funds from Amity school district’s fiscal year ending June 30, 2018. Tony reduced that amount in his projection by $220,719 to reflect a potential contribution and $402,000 to offset capital expenses in the 2020 budget. Combined with Beecher HVAC funding of $84,570, the net Amity surplus amount drops to $274,564.

Tony then reviewed the use Amity Surplus Funds with the Board of Finance.

**Expenses**

Board of Selectmen – primarily due to savings in legal fees, this budget is projected to have a surplus of $12,000

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

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

Human Services – projected to generate a surplus of approximately $20,000 due to staffing issues

Woodbridge Outdoor Pool – the Town will experience a surplus of $44,706 in expenses due to the closure of the outdoor pool.

Library – projected to generate a surplus of approximately $45,000 due to the elimination of a part time bookkeeper position and other staffing issues

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.

WBOE – the Woodbridge Board of Education is reporting a deficit of $289,000. This is funded $50,000 from the special education reserve and $239,000 from the general fund.

Matt asked about the scale at the Transfer Station. Tony reported that the paving is being done next week and a communication is going to the haulers and Sheila is working on an outreach program for residents as to who pays. Information will be in many places for residents. Residents will not be paying to dispose of their household waste.
Sandy asked if there was any clarification on recycling. Tony stated that when we get to the funding requests he has some information.

**FUNDING REQUESTS**

**1819-35**

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<tr>
<th>Allocation</th>
<th>$66,000 (Line Item Transfer)</th>
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<tbody>
<tr>
<td>To:</td>
<td>CNR-Public Works – Truck Replacement 302-3100/57450/TRPL</td>
</tr>
<tr>
<td>From:</td>
<td>Revenue – Amity Surplus Funds 1-6-1500/46910</td>
</tr>
<tr>
<td>For:</td>
<td>Fund truck for DPW</td>
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<tr>
<td>Vote:</td>
<td>(Giglietti/Stein) Unanimous</td>
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Tony reported that this is for a plow truck.

**1819-36**

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<thead>
<tr>
<th>Allocation</th>
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<tbody>
<tr>
<td>To:</td>
<td>CNR-Bldg Maint/ Repair &amp; Maint Bldgs 302-3700/53530</td>
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<tr>
<td>From:</td>
<td>Human Svcs – PT Clerical - $3,400 1410-00/50310</td>
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<td>Human Svcs – Gen’l Prof Services - $6,600 1410-00/52100</td>
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<tr>
<td></td>
<td>Human Svcs – Repair/Maint-Vehicles - $1,000 1410-00/53520</td>
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<td></td>
<td>Human Svcs – Prof. Dev.Conf. - $1,000 1410-00/54610</td>
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<tr>
<td>For:</td>
<td>Painting of Senior Center</td>
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<tr>
<td>Vote:</td>
<td>(Giglietti/Kenefick) Unanimous</td>
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**1819-37**

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<tr>
<th>Allocation</th>
<th>$25,000 (Request for Funding)</th>
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<tr>
<td>To:</td>
<td>Waste Management/Recycling 1350-00/53300</td>
</tr>
<tr>
<td>From:</td>
<td>Bd of Finance / Contingency 1170-00/56800</td>
</tr>
<tr>
<td>For:</td>
<td>Cover deficit due to increase in recycling fees</td>
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Tony stated that we used to receive $16 per ton for our recycling we are now paying $65 per ton for our recycling and he heard that it is going up to $75 per ton. Keep in mind that we pay $62 per ton for our trash. Tony was informed that the plants that take our recycling are diverting 50% of the recycling to the solid waste plant because it is not marketable. The glass breaks and contaminates the cardboard or plastic and it is diverted to solid waste. Tom Handler stated that we might look into “single stream” recycling is mandated.

Vote: (Giglietti/Kuriakose) Unanimous
Tony explained that there are two projects here. A few years back we had looked into changing our servers and to work together to have one IT solution. When Amity came on board as our IT people, they did a network audit and ended up having to have an outside vendor come in to do that. A few months ago we had a server failure and Amity was able to send over a server so we could get back up and running. This is why it is more important to have Town Hall taken care of because we are on an old borrowed server.

The second part is a longer term plan and to have two data centers. One would be in the police radio room which is clean, air conditioned, secure area. For many reasons related to security, the police need to be on a separate network than the rest of the town. The second data room will be at the firehouse. It is a secured, ventilated room. Ours are in the Finance Office which is not a well ventilated area, we felt it was time to modernize the whole set up. It is for switching and fiber optic lines. It is to get our servers over to the police dept. The other part of the project is for network and wiring for the police department for redundancy. The police will be backed up on our servers and our servers will be backed up on theirs.

Matt stated that if the members could watch the Board of Selectmen meeting, Shaun DeRosa from Amity, made a great presentation on this project.

Tom Handler stated that he is concerned about having off-site backup. Tony stated that there are a number of parts which include off-site backups and how we use Office 360 vs the exchange server we are using now.

Mica stated that one question he had after the presentation was the on-going maintenance. It is his understanding that Amity will be handling our IT. Tony stated that at times, they may need another vendor for what they cannot handle.

Sandy stated that Tony had mentioned the $100,000 from the Amity Surplus Funds and can he put that aside for this project. Tony stated that there are still questions concerning the project to do it. Sandy asked if the funds could be put aside and not in Fund Balance so it could be used. Tony stated that Shaun DeRosa informed him that they fund their large project through a Capital Lease Program. Sandy stated she doesn’t want to see the funds go into the Fund Balance and not be able to get it out for the project.

Vote: (Giglietti/Kuriakose) Unanimous
Allocation……………………………………………..…………………………………….$43,762 (Line Item Transfer)

To: CNR-Info Systems/Machinery 302-1450/57410/CABLE
From: Revenue – Amity Surplus Funds 1-6-1500/46910
For: Structured cabling and switching improvements
Vote: (Giglietti/Kuriakose) Unanimous

This includes fiber optic wiring, switches and some network wiring for Voice Over IP for phones.

APPROVAL OF SUSPENSE LIST

Matt explained that this is to put items on the suspense list but the tax collector’s office takes every effort to collect the taxes due.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the Suspense List as submitted by the Tax Collector.

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Kenefick) unanimously to approve the minutes of the May 16, 2019 meeting as presented.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the May 20, 2019 meeting as corrected (Paul Kuriakose was not in attendance at that meeting).

Motion by Matt Giglietti and second by Sandy Stein to approve the minutes of the Special Meeting of May 29, 2019.

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

Motion by Matt Giglietti and second by Tom Kenefick to approve the minutes of the Special Meeting of June 10, 2019.

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

LIAISON REPORTS

Amity – Matt Reported that the Amity surplus is at $1,000,502. They have officially funded the security at the three schools with sally ports and hiring security at three schools. There is nothing earth shattering and he thinks as the year comes to an end the surplus may grow.

Police – Paul reported that Officer Sanchez has resigned. There are 24 officers and they are looking to hire another officer. Paul had a brief discussion with the chief and deputy chief regarding the SRO’s. Many towns are going to armed guards at their schools rather than full time police officers. They recruit former law enforcement officers with a minimum of 15 years of experience and continued certification of law enforcement credentials after retirement. They pay them much more reasonably and there is not the load of the health benefits. The expense is far lower than a police
officer. Our department is continually understaffed and this may be a good solution not only in the elementary school but at the high school as well.

Paul stated that there was the Register that ran a story: Newtown Armed Guards a Model for Connecticut, he invited the Board to read it. He thinks that a conversation should be started about armed guards at the schools rather than police officers. Sandy asked if we have to wait until next year for this. Maybe since we have set the tone for the budget next year it can start being looked at.

Human Services – Tom reported that they have not met yet.

WBOE – Tom Handler stated that he has been attending the Finance Meetings with Sandy. He has also been sitting in on contract negotiations. He stated that the Superintendent and the Board have heard the message loud and clear regarding next year’s budget. Bob wants the Board of Education to start talking about their budget in July in terms of what options they may have.

Library – Sandy attended the commission meeting and the Friends of the Library had a very successful book sale. The HVAC project has started and should be completed on June 21st. June 18th started the Summer Reading Program. They will be changing the circulation time for best sellers.

WBOE – Sandy reported that as of June 17th the deficit went from $289,000 to $261,000 and may go down further. Special ed costs increased from the previous month.

They had one company doing work to maintain mechanical and HVAC systems. They will have three different vendors servicing that equipment.

Matt stated that Andy Pels is no longer on the Board as he is moving to Rhode Island. Sandy will be leaving us and going on the Board of Selectmen. He wished Sandy luck. Sandy stated that it was a pleasure and a privilege to be on this Board for eight years and really enjoyed this group. It has been a rewarding experience. The level of professionalism and knowledge that this Board has she couldn’t imagine it being any better. She thanked Matt for his leadership. She has learned a lot from him on what can and can’t be done. The Town is really fortunate to have Matt in the leadership positon and the rest as members.

The Board of Finance voted (Giglietti/Kuriakose) unanimously to adjourn at 7:10 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator