PRESENT: Chairman, Matthew Giglietti; Tom Handler; Susan Jacobs; Tom Kenefick; Paul Kuriakose

ALSO PRESENT: Deputy First Selectman, Mica Cardozo; 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 on revenues and expenditures through June 30, 2019. He reported a budgetary surplus of approximately $789,916 for the end of the fiscal year. The Fund Balance at 6/30/2019 is projected to increase by $389,916 to $6.14M or 12.3% of the annual projected expenses at the end of the year. Tony reported that GFOA recommends two months of expenditures for a Fund Balance which for Woodbridge would be 16%.

Revenues

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

Intergovernmental Revenue – State grants are projected to experience a surplus of $240,353. This is primarily due to an increase of $75,000 in the municipal stabilization funds, $66,000 in ECS grant revenue, and $90,000 in special education excess cost funds.

Charge for Services – projected to experience a deficit of $86,773 primarily due to a shortfall of $83,526 due to closure of the outdoor pool. There are also shortfalls projected in transfer station and town clerk fees.

Other Revenues – projected to experience a surplus of $124,734 primarily due to $132,717 remaining Amity Surplus funds. The Town received $981,853 from Amity and appropriated the funds as follows: $220,719 to reduce FY20 budget, $239,000 to fund WBOE FY19 deficit, and $389,417 for capital expenditures.

Expenditures

Board of Selectmen – Primarily due to savings in legal fees, the Board of Selectmen budget is projected to have a surplus of $22,000.
Finance Department – projected to generate a surplus of approximately $38,000 due to the elimination of a payroll clerk position.

Board of Finance – will experience a surplus of $40,000 due to a remaining balance in Contingency of $37,908.

Police – projected to generate a surplus of approximately $20,000 primarily due to a vacant position in patrol.

Human Services – projected to generate a surplus of approximately $20,000 primarily due to funds remaining in part time wages.

Recreation – projected to generate a surplus of approximately $25,000 primarily due to funds remaining in part time seasonal wages.

Woodbridge Outdoor Pool – 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 eliminator of a part time bookkeeper position and other staffing issues.

Benefits – projected to generate a surplus of approximately $35,000 primarily due to staffing vacancies including the elimination of a payroll clerk position, elimination of a part time bookkeeper position, and a vacant position in patrol.

Matt stated that a great job was done on the scale at the Transfer Station. Tony stated that it should be operational soon. Tony reported that there has been a lot of outreach to the public regarding the scale.

**FY19 Audit**

Tony reported that the auditors will be doing their field review the second and third week of August and return later to complete the audit.

**WBOE Financial Report**

Tony reported that the Woodbridge Board of Ed deficit has been reduced from $289,000 to $239,000.

**FUNDING REQUESTS**

1920-01  
Allocation..............................................................................................................$1,400 (Line Item Transfer)

To: Human Services/Part Time All Other 1410-00/50350
From: Human Services / Gen’l Prof. Services 1410-00/52100
For: Fund temporary agreement with Jewish Senior Services of Bridgeport for contracted senior luncheon program. This service will be used until the cook position is filled.
Vote: (Giglietti/Kenefick) Unanimous
APPROVAL OF MINUTES

A motion was made by Matthew Giglietti and second by Paul Kuriakose to approve the minutes of the June 20, 2019 meeting as presented.

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

FIRST SELECTMAN’S REPORT

Deputy First Selectman, Mica Cardozo was present to report on the following:

- The First Selectmen created a short term Ad-hoc task force to look at the budget this year. The committee will consist of 2 members from the Board of Selectmen (Mica Cardozo and Sandy Stein) and two members of the Board of Finance (Matt Giglietti and Paul Kuriakose). They will discuss ideas and ways to increase revenue and to reduce expenses. The task force will be working with Tony on the budget.
- Recycling workshop on September 3, 2019 at the Library
- The Board of Selectmen has approved an auction at the Country Club on August 5th at 11:00 am; there is a link in the e-newsletter with a link to all available items. The building will be closed down so the contents need to be emptied.

  Tony stated that there will probably be a month or little more of utilities that will need to be paid. The utilities were taken out of the budget for this year.

LIAISON REPORTS

Amity – Matt reported that Amity does not meet in July. They will meet in August and he will find out what the surplus is.

Police – Paul reported that they have not met.

Human Services – Tom reported that the commission did not meet. He reported that they have contracted with the Jewish Senior Services of Bridgeport to supply lunch at $5.25 per meal until a new cook is hired. The Living Treasure event will be held on October 2, 2019. It is a great event. They offered a CPR class, AED and First Aid classes to employees. The ramp is done. Tony stated that we are waiting for the door to be delivered then the railings will be taken care of. The project was on schedule and on budget.

Board of Ed Finance Meeting – Tom Handler reported that the deficit was lower than last reported. They are keeping an eye on special ed for next year. Contract negotiations are still going on. One more meeting before it goes to arbitration.

Fire – Tom Handler was not able to attend the meeting.
Tom Kenefick reported that there will be an Introduction to Bird Watching on August 10th at 9:00 am at the First Church.

Matt stated that the Board does not meet in August.

The Board of Finance voted (Giglietti/Kenefick) unanimously to adjourn at 6:26 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator