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

**Link to Meeting:** [https://youtu.be/nSBCB5Ws4Q8](https://youtu.be/nSBCB5Ws4Q8)

**BOF PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Susan Jacobs; Tom Handler; Donavon Lofters

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

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

**PUBLIC COMMENTS**

None

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

Since all members are not in attendance, this will be done at the September meeting.

**ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported through June 30, 2022. This is a preliminary year end surplus of $811,090. Because the current Town budget includes an allocation from fund balance of $400,000, increase to fund balance at year end is projected to be $411,090. Fund balance on June 30th is estimated to be $7.1M or 12.81% of annual expenses.

Most of the surplus is from revenue. Intergovernmental Revenue we received $193,436 in FEMA funds for the reimbursement of expenses from the previous fiscal year. There is a surplus of $255,000 in special education excess cost grant funds. These are reimbursements for special education in the WBOE budget.

Investment Income has experienced a deficit of $72,000 due to low short term interest rates.

There was a large increase in building permit revenue a good portion from the water company project. There is a surplus in transfer station fees primarily from the bulky waste fee set by the Board of Selectmen in February. There is a small surplus in recreation.
In expenditures there are a few small surpluses. The Building Department surplus of $30,000 is due to savings in part time wages.

The library has a $42,000 surplus primarily due to savings in wages due to the timing of programming due to COVID.

The Woodbridge Board of Education is reporting a surplus of $22,000.

**Audit**

Tony reported that the auditors are currently wrapping up their preliminary field work. They have been in town for the past two weeks and have tested a number of items both on the town side and the board of education side including payroll, accounts payable, grant expenditures, tax revenues, and assessments. They randomly select transactions from each of the categories. They test to be sure there are proper procedures and back-up for each transaction. They will be back in late September until the beginning of October.

Tony included the audit plan in the packet for the Board of Finance members.

**FUNDING REQUESTS**

**2122-22**  
Allocation............................................................................$20,000 (Line Item Transfer)

To: CNR-Selectmen/Gen'l Prof. Svc 302-1100/52100  
From: Revenue – Asset Sale 1-6-1100/46210  
For: Hire consultant for the CCW property. Funds are coming from the sale of metal recycling and is adding to an existing budget of $14,245. The metal was recycled from CCW and other Town properties.  
Vote: (Giglietti/Handler) unanimous

**2122-23**  
Allocation............................................................................$38,000 (line Item Transfer)

To: Fringe Benefits-FICA $17,500 1710-00/51100  
Ret. Police $20,500 1710-00/51210  
From: Revenue – Private Duty 1-8-

**9520/48209**  
For: Cover shortfall in benefit costs related to Police Private Duty.  
Benefit costs are transferred from Administrative Fees.  
Vote: (Giglietti/Jacobs) Unanimous
2122-24 Allocation.............................................................$26,100 (Line Item Transfer)

To: CNR-Selectmen – Town Ctr Sidewalks 302-1100/52100/SIDE
From: CNR-Traffic Calming $ 6,203 302-3100/57202/TRCLM
CNR-Hvy Equip Reserve $ 2,392 302-3500/57410/WMHVE
CNR-Shuffleboard $ 1,079 302-5100/57300/COURT
CNR-Reval. Reserve $ 2,203 302-1160/52200/REVAL
CNR-Machinery-Airpacks $14,223 302-2300/57410/AIRPK

For: Design consultant for sidewalk from Amity High School to Library and connect to the other sidewalk. A grant received for the sidewalks, but Town is responsible for design

Vote: (Giglietti/Jacobs) Unanimous

2122-25 Allocation.............................................................$40,000 (Line Item Transfer)

To: Senior Ctr Construction 320-57500/SCTR
From: Human Svc – Advertising 1710-00/54310
Prof. Development 1710-00/54610
PT Clerical 1710-00/50310
PT All Other 1710-00/50350

For: Fund shortfall in senior center renovation project

Vote: (Giglietti/Jacobs) Unanimous

APPROVAL OF MINUTES

Motion by Matthew Giglietti and second by Susan Jacobs to approve the minutes of the June 16, 2022 meeting:

Vote: Aye: Lofters, Jacobs
Nay: None
Abstain: Giglietti, Handler

FIRST SELECTMAN’S REPORT

Beth reported the following:

- In case you have not yet heard, recently our labor consultant, David Ryan, passed away. Dave was an important source of knowledge, guidance, and advice for many of us, and a dear friend. He worked with the Town for more than 40 years. He will be deeply missed. At his funeral, the church was full – quite a testament to a life well lived.
In an attempt to try to streamline the Board of Selectmen meetings and thus allow us to spend more time on substantive matters, Board members are no longer expected to attend regular meetings of the boards and commissions they are assigned to. The liaisons will still be available and may attend the meetings if they would like to. We have communicated this to board and commission chairs, and they will be asked to submit updates to the Selectmen as necessary. Chairpersons should be in touch with me (or their liaisons) if there are any major issues that arise.

Beth reported that there have been several break-ins and vandalism at the Johnson Road school house. This is a town-owned property. The break-ins were discovered early, and the Town’s maintenance crew was able to fix the door and re-secure the building. Motion sensor cameras and lighting will be installed in addition to other deterrents.

On another note, there is an update with the proposed cell tower on 118 Newton Road. The neighbors and the Town filed an appeal to the decision that would have allowed the cell tower to go forward.

Beth appointed Human services chair Susan Davidson as an additional member to the ad hoc Center Building Renovation Committee. Our many large projects are moving well, including the senior center renovations and the new town center sidewalks. Our community center group is working diligently, as is the Center Building committee.

Beth discontinued four ad hoc committees which are no longer active and/or their charges have been completed: the Animal Shelter Building Committee, the Old Firehouse STEAP Grant Committee, the Oversight Simulcast System Upgrade Committee, and the Sustainability Committee.

The Ad Hoc Housing Committee members requested to continue working on Housing issues and policies, and Beth is reaching out to individual members to determine who wants to remain on the committee. Beth agrees that the Committee should continue with their important work. We all recognize that the Town’s housing policies and regulations should be subject to review and modifications to make certain we comply with State Law and provide affordable and diverse housing opportunities to our residents. Once the Committee is reconstituted Bethl will work on revising and updating the Committee’s charge.

At the recent BOS meeting, it was the consensus of the Board that I convey to our Board of Finance Chair/Amity Finance Committee representative, that it is our request that the Town of Woodbridge’s full surplus amount be returned to the Town when the Amity Board of Education votes for the disposition of the surplus. I did speak with Matt yesterday and let him know.
Recently, Tony and Beth met with the new interim Woodbridge School District Superintendent and the district’s new Business Manager. As you know, there are several capital projects at Beecher Road School that require attention such as the leaking roofs, the asphalt walkways, the north school parking lot, overgrown trees, the Kucinskas Loop, and several areas of water incursion into the building. To accomplish this and be eligible for any state grant reimbursement funds, we must appoint a Beecher Road school Building Committee to examine these projects and make recommendations to us with the best way to proceed. Beth appointed Board of Finance member and Beecher parent Donovan Lofters, Deputy First Selectman Sheila McCreven and Jeff Hughes who is the Woodbridge Board of Education Facilities Chair. We will give them their charge shortly.

Beth notified the Board that our Assistant Administrative Officer Betsy Yagla has taken a new position at a non-profit in New Haven. Her last day will be on Friday August 5th. We of course wish her all the best and will miss her very much.

LIAISON REPORTS

Amity – Matt stated that Amity does not meet in July.

Woodbridge Board of Education – Tom did not attend the last meeting.

Library – Susan did not attend the meeting but reported that Tom Shernow is now the chairman. Susan reported that she is the liaison to the teacher negotiations, and it is early in the process with nothing to report,

Fire – Donavon reported that Engine 3 is back in service. Engine 2 is having lighting changed to LED. Engine 7 is in for preventative maintenance. Rescue 1 needs tires per DOT regulations. The tires that are good are given to public works. They are in the process of replacing radios for the trucks. Truck or Treat will be back this year with fireworks.

The Board of Finance meeting adjourned at 6:23 pm

Respectfully submitted,
Karen Crosby
Budget Analyst
Payroll & Benefits Administrator