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

Matt welcomed Ellen Scalettar to the Board of Finance.

PUBLIC COMMENTS

None

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Matt Giglietti was nominated for Chairman by Paul Kuriakose with a second by Ellen Scalettar.

Matt asked for any other nominations.

The Board of Finance voted (Giglietti/Scalettar) unanimously to close nominations for chairman.

The Board of Finance voted unanimously for Matt Giglietti as Chairman.

Paul Kuriakose was nominated for Vice Chairman by Matt Giglietti with a second by Susan Jacobs.

Matt asked for any other nominations.

The Board of Finance voted (Giglietti/Kenefick) to close nominations for vice chairman.

The Board of Finance voted unanimously for Paul Kuriakose as Vice Chairman.
ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported unaudited revenues and expenditures through June 2019. The surplus is $558,699 which gives the Town an unaudited unassigned fund balance of $6,565,800 and represents 3.20% of the FY2019 expenditures.

Revenues

Interest Income – generated a surplus of $185,743 due to higher than anticipated rates.

Intergovernmental Revenue – State grants experienced a surplus of $239,642. This is primarily due to an increase of $75,000 in the municipal stabilization funds, $66,000 in ECS, and $90,000 in special education excess cost funds.

Charge for Services – department charges for services experienced a deficit of $114,860 at year end. This is due to lower than anticipated revenue collected from town clerk fees, recreation fees, transfer station fees and CCW pool fees.

Other Revenue – experienced a surplus of $125,535 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 the FY20 budget, $239,000 to fund WBOE FY19 deficit, and $389,417 for capital expenditures.

Expenses

Board of Selectmen – primarily due to savings in legal fees, the BOS budget generated a surplus of $24,591.

Finance Department – experienced a surplus of $33,000 due to the elimination of a payroll clerk position.

Board of Finance – experienced a surplus of $40,153 due to a remaining balance in Contingency of $37,908.

Police – generated a surplus of $37,350 primarily due to a vacant position in patrol.

Fire – generated a surplus at year-end of $35,484 due to savings in several accounts including gear replacement, medical expenses, and supplies.

Human Services – generated a surplus of $38,999 primarily due to funds remaining in part time wages.

Recreation – generated a surplus of $55,353 primarily due to funds remaining in part time seasonal wages.

Woodbridge Outdoor Pool – experienced a surplus of $44,663 in expenses due to the closure of the pool.

Library – generated a surplus of $59,645 due to the elimination of a part time bookkeeper position and other staffing vacancies.
Woodbridge Board of Education – returned $32,397 to the Town of Woodbridge for fiscal year 2019.

Matt asked Tony what the status of the scale is. Tony stated that the scale is operational and the haulers are being charged. They have pre-paid tickets and they give a ticket when they come in. There are only two haulers.

**Status of FY19 Audit**

Tony reported that the final audit review starts next week. They will be here for 3-4 weeks checking records, payroll, payables, receivables, fixed assets, debt, IT. There should be a draft by early November.

**Proposed Budget Meeting Dates**

Matt reviewed the dates with the Board and they will be voted on at the October meeting.

**Woodbridge Board of Education**

They are reporting a slight deficit of $8,100 at this time. Their enrollment is stable at this time. They expected enrollment to increase but it did not.

**FUNDING REQUESTS**

1920-02  
Allocation..............................................................................................$14,204 (Line Item Transfer)

To: CNR-Info Systems/Machinery/Cabling 302-1450/57410/CABLE  
From: CNR-Police/Machinery/Radio 302-2100/57410/RADIO  
For: Fiber-optic cabling & switches to connect PD to the FD  

*Tony explained the project to the Board. Matt stated that Shaun DeRosa from Amity presented the project at a Board of Selectmen meeting. This is using an outside vendor and we are consolidating the servers from Town Hall and Fire Department.*

Vote: (Giglietti/Kuriakose) Unanimous

1920-03  
Allocation..............................................................................................$18,280 (Line Item Transfer)

To: CNR-Info Systems/Machinery/Tech 302-1450/57410/TECH  
From: CNR-Police-Machinery-Radio 302-2100/57410/RADIO  
For: To add additional server space and licensing to consolidate Fire Department and Town server space.  

*Matt stated that there was $39,000 allocated in the FD budget for this and this is saving a lot of money. Tony stated that Shaun DeRosa is overseeing the entire project for us.*

Vote: (Giglietti/Kenefick) Unanimous
APPROVAL OF MINUTES

Motion made by Matt Giglietti and second by Tom Kenefick to approve the minutes of the July 18, 2019 meeting as presented.

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

SELECTMAN’S REPORT

In Beth’s absence, Mica Cardozo reported the following from the Board of Selectmen Meeting:

- Beth congratulated the Board of Finance and Tony of the CAFR Award for the FY18 Fiscal Year
- Work continues with the Amity Historical Society
- Amity Regional School District is looking at an early December referendum date for the turf field and other upgrades.
- Work continues with Rosa DeLauro and the Army Corps of Engineers on the flooding issue. They are looking to secure some grants for the project.
- Most of the meeting was taken up with the introduction of Brian St Pierre’s new partner for Wood Valley Estates (CCW property). They intend to make presentations to Boards and Commissions over the next few months. They are hiring a marketing firm to help with those presentations.
- May be a Special Board of Selectmen meeting on September 24th

DESIGNATION OF BOARD OF FINANCE LIAISONS

Amity Board of Education/Finance Committee – Matt Giglietti
Woodbridge Board of Education/Finance Committee – Tom Kenefick and Tom Handler
Police Commission – Paul Kuriakose
EMS Commission – Paul Kuriakose
Fire Commission – Susan Jacobs
Human Services Commission – Tom Kenefick
Library Commission – Susan Jacobs
Recreation – Ellen Scalettar

LIAISON REPORTS

Amity – Matt reported that they met in August and the projected surplus at that time was $672,000. This is due to special education, purchased services, personnel movement and corresponding health insurance. The FY19 surplus at this time is $2,443,000 of which $409,000 is designated for security projects in the buildings. They have an unaudited amount to return to the towns of $2,034,101 of which $621,011 is what should be returned to Woodbridge.
Amity is looking for bonding for facility related items (Part 1) like replacing eight air handlers installed in 1993 for $1,830,000, $245,000 for the design and installation of acoustical improvements in the gym and cafeteria at each middle school, $140,000 to refurbish chillers at Amity Regional High School, $600,000 to replace certain parking lots at the high school. Total cost of Part 1 is $2,815,000. Part 2 is for the athletic facility projects - $317,990 to install ADA walkway, bleachers and scoreboard at field 3 at high school; $2,810,859 to replace track, lights, scoreboard and install an all-weather football field. Part 2 total is $3,128,849 with a contingency of $594,000. Total of two projects is $6,636,000. They will be making presentations to each town’s board of selectmen. They are looking at November 4th for a public hearing and December 4th for the referendum for the bonding. Ellen asked if there would be two items on the referendum Part 1 and Part 2. Matt stated that he is not sure, but he is pretty sure they said it will be a two part question.

**Budget Review Task Force** – Paul reported that Beth asked the Task Force to work with Tony and meet with department heads to look for efficiencies, and look for redundancies among the departments that can be eliminated. See if we can do more with less. They have met with most all the major departments and have come to some interesting solutions. They will present to the Board of Selectmen in October. They meet every week. Matt stated that there were some interesting things that were brought up that can be looked at. It was more of an idea exchange. Mica stated if anyone would like to attend one of their meetings, they are welcome to join them. They meet at 3:00 pm on Tuesdays.

**Police Commission** – Paul reported that they met on the 10th. Andy Esposito joined them for his first meeting. The Chief reported that the Amity IT is going very well. Also, the radio installation is progressing well looking to taking the system digital. The union contract negotiations are underway and he believes there is a tentative agreement. They have replaced their old firearms to replace their old and training been scheduled. They are looking at some scheduling software for a cost of $6,400. Scheduling takes a good amount of the sergeant’s time and the software will free up some of that time.

**EMS Commission** – Paul reported that they met on August 5th. The AMR contract is expiring at the end of 2019. They have transferred medical pre-arrival instructions to AMR from Police dispatch and that is working well. If there is a medical issue and someone calls 911, they transfer the call to AMR to give instructions until AMR arrives on scene. They continue to be within their service level agreement.

**Human Services** - Tom Kenefick reported that they met on September 9th. They are looking for a Youth Services Coordinator. Fuel Assistance applications are on-line. The Ramp is complete. The lounge area is being painted and the mural is being painted over. They are finishing the rooms downstairs. They received grant they were looking for to purchase the10-passenger bus. October 2nd is the Living Treasurer Dinner and the award recipients this year are Ellie Sheehy, Charlie Whiting, Ginny Calistro and Margaret Hamilton. Tickets are $40 per person and 2 for $75 and table of 8 for $280. It starts at 5:30 and dinner is served at 6:45. Contact Human Services for tickets.

Matt stated that Mary Ellen LaRocca is retiring in January.

**WBOE** – Tom Handler reported that the board did not meet in August. The teacher’s contract has gone to arbitration. He stated that he feels the Board of Education has heard the message regarding the budget.
Tom also attends the Sustainability meetings. The Town is bronze certified and there are matching funds available up to $25,000. Towns can submit anything pertaining to sustainability. They are working with the Green Team at Beecher for a project. The Town has to present, raise the money and it is not clear whether you have to finish the project in order to get the matching funds.

The Board of Finance voted (Giglietti/Kenefick) unanimously to adjourn at 6:45 pm.

The next meeting of the Board of Finance is Thursday, October 17\textsuperscript{th}.

Respectfully submitted,

\textit{Karen Crosby}

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator