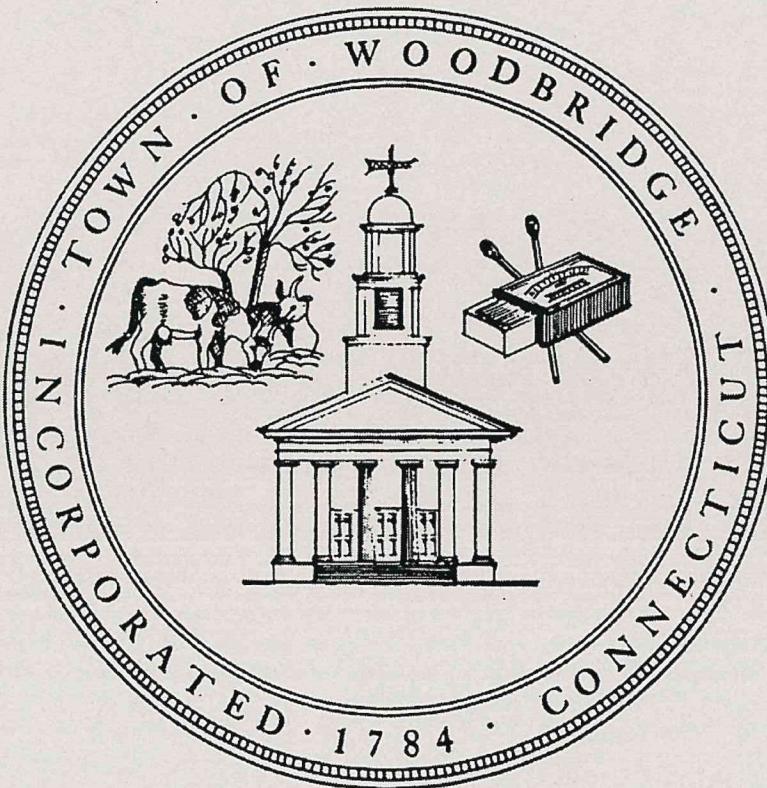
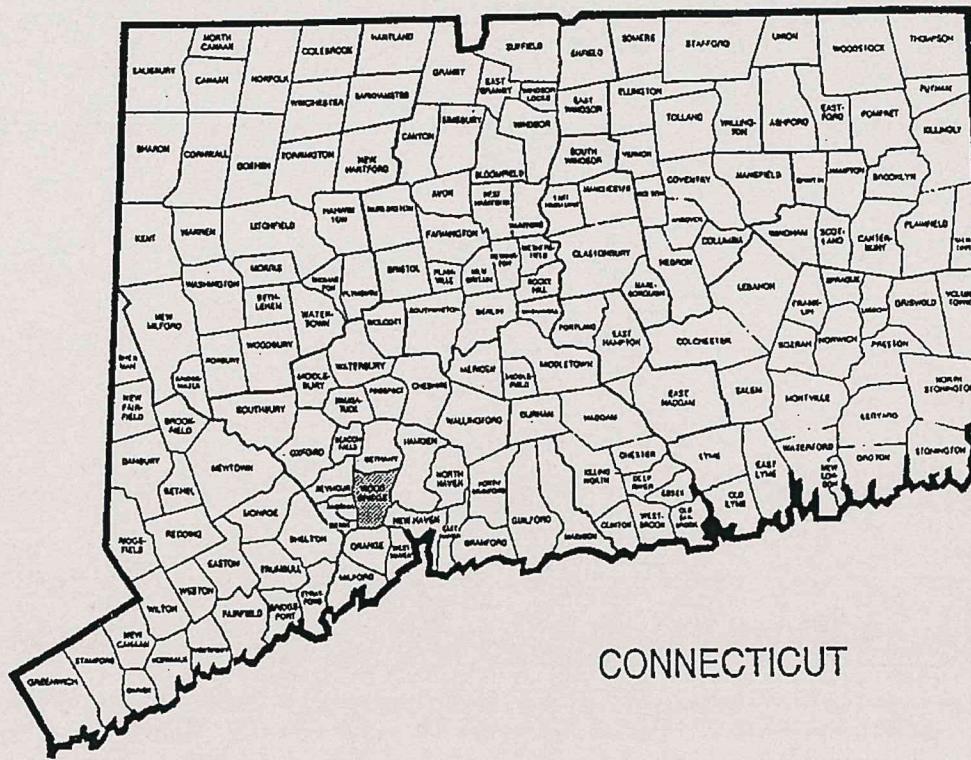


# **TOWN OF WOODBRIDGE ADOPTED BUDGET**



**WOODBRIDGE, CONNECTICUT**  
**FISCAL YEAR 2020-2021**



### ***Description of the Town***

The Town of Woodbridge was originally settled in the early 1600's as part of Milford Colony and New Haven Colony. The Town was incorporated in 1784, the eighty-first town in the State of Connecticut. The Town is 19.3 square miles located in the south central part of the state. The Town is bordered to the west by Seymour, Derby and Ansonia, to the east by Hamden and New Haven, to the north by Bethany and to the south by Orange. The Town is approximately 80 miles east of New York City, 40 miles south of Hartford and approximately 130 miles southwest of Boston. The Town is intersected by numerous major highways; from the east and west by the Wilbur Cross Parkway (Route 15), State routes 63, 67, 69, 114, 243, 313 and immediately to the west, Route 8, a four-lane north-south road that accesses I-84 to the north and I-95 to the south. The Town is served by numerous interstate transportation carriers including truck services, bus services, and Amtrak and Metro-North which provide both freight and passenger rail services in New Haven. Air transportation is also available from Bradley International Airport in Hartford, Kennedy or LaGuardia Airports in New York, or New Haven's Tweed or Stratford Sikorsky Memorial air terminals that have daily flights throughout the Northeast, Chicago, Washington, and other points throughout the country.

Woodbridge is primarily a residential community with a Plan of Development designed to maintain the composition of the existing character of the Town. The Town operates seven baseball and softball fields; two multi-purpose athletic fields; tennis courts; a gymnasium; a fitness center which includes various indoor exercise facilities; and an indoor swimming pool. Other programs the Town provides are year-round recreation activities, summer band concerts, youth dances and a very active senior center.

## **INTRODUCTION**

# **TOWN OF WOODBRIDGE, CONNECTICUT**

## **LIST OF PRINCIPAL OFFICIALS**

**May 18, 2020**

---

### **BOARD OF SELECTMEN**

Beth Heller, First Selectman

Mica J. Cardozo, Deputy First Selectman

Joseph J. Crisco, Jr.

Joseph S. Dey III

Dwight Rowland

Sandra T. Stein

### **BOARD OF FINANCE**

Matthew Giglietti, Chairman

Paul Kuriakose, Vice Chairman

Thomas Handler

Susan Jacobs

Thomas G. Kenefick

Ellen Scalettar

**TOWN OF WOODBRIDGE ADOPTED BUDGET  
JULY 1, 2020 – JUNE 30, 2021  
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Anthony F. Genovese  
Administrative Officer  
Director of Finance

**Town of Woodbridge  
Department of Finance  
11 Meetinghouse Lane  
Woodbridge, Connecticut 06525**

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FAX: (203) 389-3480  
E-MAIL: agenovese@woodbridgect.org

August 15, 2020

Honorable Beth Heller, First Selectman  
Members of the Board of Selectmen  
Members of the Board of Finance  
Citizens of the Town of Woodbridge, Connecticut

The document you have before you is the fiscal year 2020-21 Adopted Budget Document for the Town of Woodbridge. This budget is the result of several months of deliberations by the Boards of Selectmen and Finance and represents the Town's financial planning document for the 2021 fiscal year. The process began in late fall when the Town departments and the Woodbridge Board of Education submitted budget requests to the finance department. The requests were compiled and presented to the Board of Selectmen. The Board of Selectmen reviewed the requests and presented a recommended budget to the Board of Finance. After a careful review of department requests and the Board of Selectmen proposal, a preliminary budget was recommended by the Board of Finance to the Town for approval. Because of Covid-19 the budget process proceeded differently in accordance with Governor Lamont's Executive Orders to safeguard the public health. The Preliminary Budget Hearing convened to review the preliminary budget on Monday, April 20, 2020, 7:30PM, using the remote technology. Additionally, in lieu of convening the Annual Town Meeting to vote on the budget, the July 1, 2020 - June 30, 2021 budget was adopted by a vote of the Board of Finance (BOF) on May 18<sup>th</sup>, 2020.

### **Understanding the Budget**

In order to understand the budget document, this explanation is provided to help understand the layout of the document and the function and purpose of each section. The document is laid out as follows:

- Introduction – The purpose of this section is to introduce the reader to the Town and provide a general overview of the Town, the budget process, and, more specifically, this adopted budget request.

- General Fund Revenues – This section contains a detailed listing of all revenues that are part of the General Fund including a narrative by subject group explaining significant budget changes and adjustments.
- General Fund Expenditures – This section contains a detailed listing of all expenditures that are part of the General Fund including a narrative by department with goals, objectives, and performance measures to give the reader an idea of the types of functions performed in each department.
- Other Significant Data – This section includes mill rate calculations, personnel data and other information relevant to the budget process.
- Six Year Capital Plan – This section includes the Town of Woodbridge Six-Year Capital Plan. The Boards of Selectmen and Finance have listed priorities for various Town departments, by developing a Six-Year Capital Projects schedule presented later in this document.
- Debt and Related Fiscal Indicators– This section contains debt related information including existing and proposed principal and debt service schedules. Also, this section highlights certain debt fiscal indicators to help understand debt levels in context with a broader community. Town of Woodbridge direct debt and Amity overlapping debt will be incorporated into these schedules. Amity overlapping debt is the Town's portion of debt service in the Amity budget.
- Significant Financial Trends (Graphs) – Finally, the document highlights important financial trends. Among other reasons, these trends are used by outside agencies to understand and evaluate the fiscal health of the Town.

### **Priorities and Issues**

At the beginning of the budget process, we attempted to accomplish the following objectives: minimize the potential tax increases to residents; implement efficiency and effectiveness throughout the Town; maintain and enhance services provided to Town residents; and maintain General Fund equity (fund balance) between 8 and 14% of expenditures (policy recommendation by Board of Selectmen and Board of Finance).

As the Town developed the FY21 budget, several issues developed which helped to shape the current document. One issue is increased spending by the Amity Regional School District. Amity's budget increases \$790,513, or 5.28%, over FY20. This increase is based on two main factors: an increase in the Amity budget of 2.49% and an increase in Woodbridge's percent of the Amity budget due to an increase in the Town's average daily membership in the district. The Town's contribution to Amity is by far the largest of any department in the budget.

A second issue is revaluation. The FY21 budget reflects the revaluation of all real property in the Town of Woodbridge as of October 1, 2019 and reallocates the tax burden among property owners. The result is a reduction of the budgeted grand list for FY21 of \$48,191,096, or 4.13%. Real Estate dropped by \$45,253,700 driven by a reduction in the value of larger homes. This is partially offset by small increases in motor vehicle assessments. Although the amount raised by taxes decreases by 1.02%, the mill rate is increased by 3.23% to 41.53 to account for the drop in the grand list.

A third issue concerns position reductions in several Town departments. Over the past five years, the Town has worked to become more efficient while delivering the same high quality service. Since 2018, the Town has eliminated eight full time positions and turned two full time positions into part time positions. The FY21 budget eliminates two police officer positions in the police department, a grant writer position in the selectman's office, and a mechanic in public works. Additionally, the building official position is changed from a full to a part time position. The position reductions total over \$850,000 in savings to the FY21 budget.

A fourth issue is the impact of COVID-19. As the COVID-19 pandemic intensified across the country and in Woodbridge, the Town made several adjustments to the budget to reflect the changing environment. Funding for part time staff was eliminated in the library, human services, and recreation for a portion of the FY21 fiscal year totaling \$462,193. Staff reductions were primarily due to the elimination of programs based largely on safety concerns. The Town also reduced the capital budget by \$513,024 in an effort to reduce taxes in this difficult economic climate.

Finally, the Town settled contracts with both Town unions, the Connecticut Organization for Public Safety (C.O.P.S.) and the Association of Federal, State, County, and Municipal Employees (A.F.S.C.M.E.). In fiscal year 2020, the Town did not include cost of living increases in department budgets. As a result, the fiscal year 2021 department budgets contain cost of living adjustments of 2.5% for 2020 and 2.5% for 2021. There is a corresponding reduction in Contingency funds.

## Budget Overview

### Summary

The Adopted General Fund Operating Budget for Fiscal Year 2020-2021 is \$50,083,907, a decrease of \$211,776 or 0.42% over the 2020 adopted budget. To support the budget, the mill rate for real estate and personal property will be set at 41.53, an increase of 3.23% from the 2020 mill rate of 40.23. The 2021 budgeted net grand list is \$1,119,091,114. This is a 4.13% decrease from the 2020 budgeted net grand list of \$1,167,282,210 due to revaluation. Listed below are the separate component units of the General fund for 2021.

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Adopted</u>	<u>\$ change</u>	<u>% Increase</u>
Town Government	20,127,986	19,125,697	(1,002,289)	-4.98%
Woodbridge Board of Education	15,201,954	15,201,954	-	0.00%
Amity Regional School District	14,965,743	15,756,256	790,513	5.28%
<b>Total Budget</b>	<b>50,295,683</b>	<b>50,083,907</b>	<b>(211,776)</b>	<b>-0.42%</b>

As you may be aware, the Budget has two main components – revenues and expenditures. The amount needed to be raised by taxes, or the tax levy, is the result of budgeted expenditures minus budgeted non-tax revenues (this includes estimates of delinquent taxes and interest from prior years, State grant revenue, and department charges). Mill rates are then calculated using the Grand List as a basis for distributing the tax burden.

The Town of Woodbridge revenue budget is divided into 7 major areas of service. Changes in the FY21 Adopted budget from the FY20 Adopted budget of those areas of service are as follows: Property Taxes: 1.02% decrease, Non-current Tax Revenue: 3.51% increase, Intergovernmental Revenue: 3.55% decrease, Department Charges: 0.73% increase, Investment Income: 47.54% decrease, Other Revenues: 61.88% increase, and Transfers In and Other Financing Sources: 3.33% increase.

The Town of Woodbridge expenditure budget is divided into 12 major areas of service. Changes in the FY21 Adopted budget from the FY20 Adopted budget of those areas of service are as follows: General Government: 7.19% decrease, Country Club of Woodbridge: budget eliminated, Woodbridge Board of Education: no change, Public Safety: 4.78% increase, Public Works: 0.25% decrease, Town Library: 19.03% decrease, Recreation: 38.94% decrease, Human Services: 5.69% decrease, Employee Benefits: 1.96% decrease, Amity Regional School District: 5.28% increase, Debt Service: 0.87% increase, and Transfers Out and Other Financing Uses (capital expenditures): 42.16% decrease.

## Revenue Highlights

The Town General Fund has seven major revenue groups in the budget. They are summarized below.

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Adopted</u>	<u>\$ change</u>	<u>% change</u>
Property Taxes	46,954,268	46,474,272	(479,996)	-1.02%
Non-Current Tax Revenue	285,000	295,000	10,000	3.51%
Intergovernmental Revenue	980,208	945,428	(34,780)	-3.55%
Department Charges	932,551	939,377	6,826	0.73%
Investment Income	305,000	160,000	(145,000)	-47.54%
Other Revenue	688,656	1,114,830	426,174	61.88%
Operating Transfers In	150,000	155,000	5,000	3.33%
 Total Budget	 50,295,683	 50,083,907	 (211,776)	 -0.42%

- *Property Taxes* – The property tax levy for 2021 comprises 92.79% of total budgeted revenues. This will result in a reduction of \$479,996 in tax revenue. The Grand List dated October 1, 2019 decreased 4.13%, or \$48,191,096, with the real estate portion of the grand list decreasing by 4.44%. In addition, personal property decreased 0.67%, while motor vehicles increased by 0.13%, and the Water Company Pilot decreased by 0.45%. Finally, the motor vehicle supplement increased by 7.27%.
- *Non-Current Tax Revenue* – This revenue group includes all non-current tax revenue and represents .59% of total budgeted revenues. The revenue budget for collection of prior year taxes is based on anticipated collections.
- *Intergovernmental Revenue* – This revenue group includes grant revenue received mostly from the State of Connecticut and represents 1.89% of total budgeted revenues. Grants include the education cost sharing grant, town road aid, and the special education excess cost grant. This category decreases 3.55%, or \$34,780, largely due to a decrease in the Special Education Excess Cost grant of \$70,000. This is offset by an increase in Education Cost Sharing funds of \$35,380.
- *Department Charges* - This revenue group includes revenues generated where the Town collects a fee for service and represents 1.88% of total budgeted revenues. Department charges include Town Clerk fees, recreation fees, transfer station fees, building permit fees, and other fee revenues. This account group has seen a 0.73% increase in 2021 largely due to an increase in building permit of \$48,000 and conveyance tax revenues of \$60,000 offset by a reduction of \$112,556 in recreation fees.

- *Investment Income* – This revenue group contains interest earnings on all Town General Fund investments and represents 0.32% of total budgeted revenues. The Town’s investment income is projected to see a decrease of 47.54%, or \$145,000, over 2020 due to the recent downturn in the market.
- *Other Revenues* – This revenue group contains items that do not fall under any of the previous categories and represents 2.23% of total budgeted revenues. Most notably, this group contains the annual appropriation from fund balance. Every year during the budget cycle, the Boards of Selectmen and Finance use part of the fund balance of the Town to offset potential tax increases. This amount can vary, in part, depending on the level of fund balance as a percentage of expenditures and the potential mill rate impact to taxpayers. In addition, this section contains Amity surplus funds totaling \$671,460. This is an increase of \$426,174 over FY20. Over the past few years, the Boards of Selectmen and Finance have used Amity operating surpluses returned to the Town to offset tax increases in the following year.
- *Operating Transfers In and Other Financing Sources* – This section contains transfers into the general fund from other funds within the Town of Woodbridge. This revenue group represents .30% of total budgeted revenues and includes \$155,000 from police private duty administrative fees.

## Expenditure Highlights

The Town General Fund has twelve major expenditure groups in the budget. They are summarized below.

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Adopted</u>	<u>\$ change</u>	<u>% change</u>
General Government	2,562,307	2,377,960	(184,347)	-7.19%
Country Club of Woodbridge	5,000	-	(5,000)	-100.00%
Woodbridge Board of Education	15,201,954	15,201,954	-	0.00%
Public Safety	4,421,178	4,632,721	211,543	4.78%
Public Works	2,593,222	2,586,811	(6,411)	-0.25%
Town Library	812,558	657,924	(154,634)	-19.03%
Recreation	663,903	405,354	(258,549)	-38.94%
Human Services	469,279	442,595	(26,684)	-5.69%
Employee Benefits	4,564,439	4,474,848	(89,591)	-1.96%
Amity Regional School District	14,965,743	15,756,256	790,513	5.28%
Debt Service	2,819,203	2,843,611	24,408	0.87%
Operating Transfers Out	1,216,897	703,873	(513,024)	-42.16%
Total Budget	50,295,683	50,083,907	(211,776)	-0.42%

- *General Government* – The general government expenditure group contains departments whose main responsibility is to provide support services to the Town. This includes the board of selectmen, finance department, and planning departments. This expenditure group represents 4.76% of total budgeted expenditures and will experience a 7.19% decrease from the prior year primarily due to a decrease in Contingency of \$210,000. Contingency is an account used for unanticipated or unforeseen expenditures and was increased last year because the Town was in contract negotiations. The Board of Selectmen's budget also eliminated the grant writer position at \$60,997 not including benefits.
- *Country Club of Woodbridge* – The Country Club of Woodbridge budget contained expenditures related to the operation of the Country Club of Woodbridge. This budget is eliminated and all expenses related to the operation of the Country Club are in the parks or building maintenance budgets.

- *Public Safety* – Public safety departments, including police, fire, building official and EMS, includes those departments whose main concern is the safety of the citizens of Woodbridge. This expenditure group represents 9.25% of total budgeted expenditures and will experience a 4.78% increase from the prior year. The increase in this group is largely driven by increased staff costs and an additional \$131,385 in the fire department for costs related to the upgraded simulcast radio system. This is partially offset by the elimination of two police officer positions totaling \$136,667 not including benefits.
- *Public Works* – Departments in our public works group, including public works, building maintenance, waste management and parks maintenance, are mainly concerned with maintenance of publicly owned properties including buildings, roads and parks. The public works group also includes the cost of operating the transfer station. This expenditure group represents 5.16% of total budgeted expenditures and will experience a 0.25% decrease from the prior year. The increase in this group is largely driven by increased staff and tree removal costs. This is offset by the elimination of a mechanic position totaling \$67,766 not including benefits.
- *Human Services* – Human services contains not only the human services department but also youth services and the senior center. This represents .88% of the budget and is decreasing 5.69% due to the elimination of some part time staff and reduction in funding for the senior center director based largely on safety concerns related to COVID-19.
- *Recreation* – Recreation and pool and gym represent .81% of the budget and decreases 38.94% due to the elimination of part time programming from July through December 2020 based largely on safety concerns related to COVID-19.
- *Town Library* – Town library represents 1.31% of the budget and decreases 19.03% due to the elimination of part time staffing. Based primarily on safety concerns related to COVID-19, the library is planning to be closed or operate at reduced hours for a portion of the 2021 fiscal year.
- *Employee Benefits* – This account group contains all Town employee benefits including health insurance, payroll taxes, and retirement costs. The Woodbridge Board of Education and Amity budget fund benefits in their own request. Town employee benefits represent 8.93% of total budgeted expenditures and will experience a 1.96% decrease from the prior year. Budget decrease is largely due to reduction in costs related to eliminated programs and positions.
- *Debt Service* – The debt service group represents principal and interest costs resulting from Town of Woodbridge long term borrowing. This contains direct debt service only which is debt resulting from borrowing undertaken by the Town including the Woodbridge Board of Education. Direct debt service represents 5.68% of total budgeted expenditures and will experience a 0.87% increase from the prior year. The Amity School District budget includes our Town's share of debt service resulting from borrowing by Amity, called overlapping debt service.

- *Woodbridge Board of Education* – This group represents the budget for the Woodbridge Board of Education, which operates Beecher Road School for Grades K-6. Once a total budget amount is decided by the Boards of Selectmen and Finance and the Town Meeting, the authority and responsibility for the budget lies with the Board of Education. The Woodbridge Board of Education Budget represents 30.35% of total budgeted expenditures and will see no change from the prior year.
- *Amity Board of Education* – This expenditure represents the Town of Woodbridge's portion of the Amity Regional School District budget. Amity offers education to children Grades 7-12 within Bethany, Orange and Woodbridge. The Amity portion of the Town budget will increase 5.28%, or \$790,513, and represents 31.46% of the budget.
- *Operating Transfers Out and Other Financing Uses* – Operating transfers out, or capital expenditures, represent 1.41% of total budgeted expenditures and will experience a 42.16% decrease from the prior year due to decreased spending on capital improvements. This expenditure group contains funding for both capital projects and capital expenditure reserves using current budget dollars. In addition, any transfers from the General Fund to other Town funds are represented in this group.

#### General Fund Balance

A condensed projected summary of the changes in unassigned fund balance (budget basis) for the fiscal year ended June 30, 2020 and June 30, 2021 is presented below. Please see page 29 to see total fund balance information.

	<b>Year Ended June 30, 2020</b>	<b>Year Ended June 30, 2021</b>
Projected Unassigned Fund Balance	\$6,451,298	\$6,051,298

The projected FY20 unassigned fund balance of \$6,451,298 is an increase of \$105,174 or 1.66% from the FY19 unassigned fund balance of \$6,346,124 and represents 13% of the FY2020 expenditures of \$49,622,433. Consistent with conservative budget practices, we project using a portion of our fund balance in FY2020 while consistently maintaining an unassigned fund balance in a range of 8% to 14% of total budgetary expenditures.

The Town believes this practice ensures continuity of the orderly operation of the Town, provides the high level of services expected by the taxpayers, continues the stability of the tax structure and provides emergency funding for unanticipated projects or expenditures.

## **Distinguished Budget Presentation Award**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the Town of Woodbridge for its annual budget for the fiscal year beginning July 1, 2019.

In order to receive the award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operation guide, as a financial plan, and as a communication device. The award is valid for a period of one year only. The Town of Woodbridge has received this award for the last fourteen consecutive years (2007-2020). We believe our budget document will continue to conform to program requirements, and we will be submitting the adopted budget document to GFOA to determine its eligibility for another award.

## **Conclusion**

We hope you enjoy reviewing the Town of Woodbridge FY2021 Adopted Budget. The goal of the budget document is to enable the reader to become more familiar with the Town of Woodbridge's budget process and details. While we put a great deal of time and effort into the document, we understand it is the reader who should find it useful. To that end, please feel free to come by the Finance office with a question or to make suggestions for future budget documents.

The preparation of the Adopted Budget document could not have been accomplished without the efforts and dedication of the staff of the Finance Department. In particular, I would like to express my gratitude and thanks to Karen Crosby, our Budget Analyst. Her insight and support while creating this document were invaluable. I would also like to express my appreciation to other personnel from various departments who assisted in its preparation. Finally, I would like to thank the First Selectman, the Board of Selectmen, and the Board of Finance for their interest and support in planning and conducting the financial operations of the Town in a dedicated, responsible and progressive manner.

Respectfully Submitted,



Anthony F. Genovese  
Administrative Officer  
Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Woodbridge  
Connecticut**

For the Fiscal Year Beginning

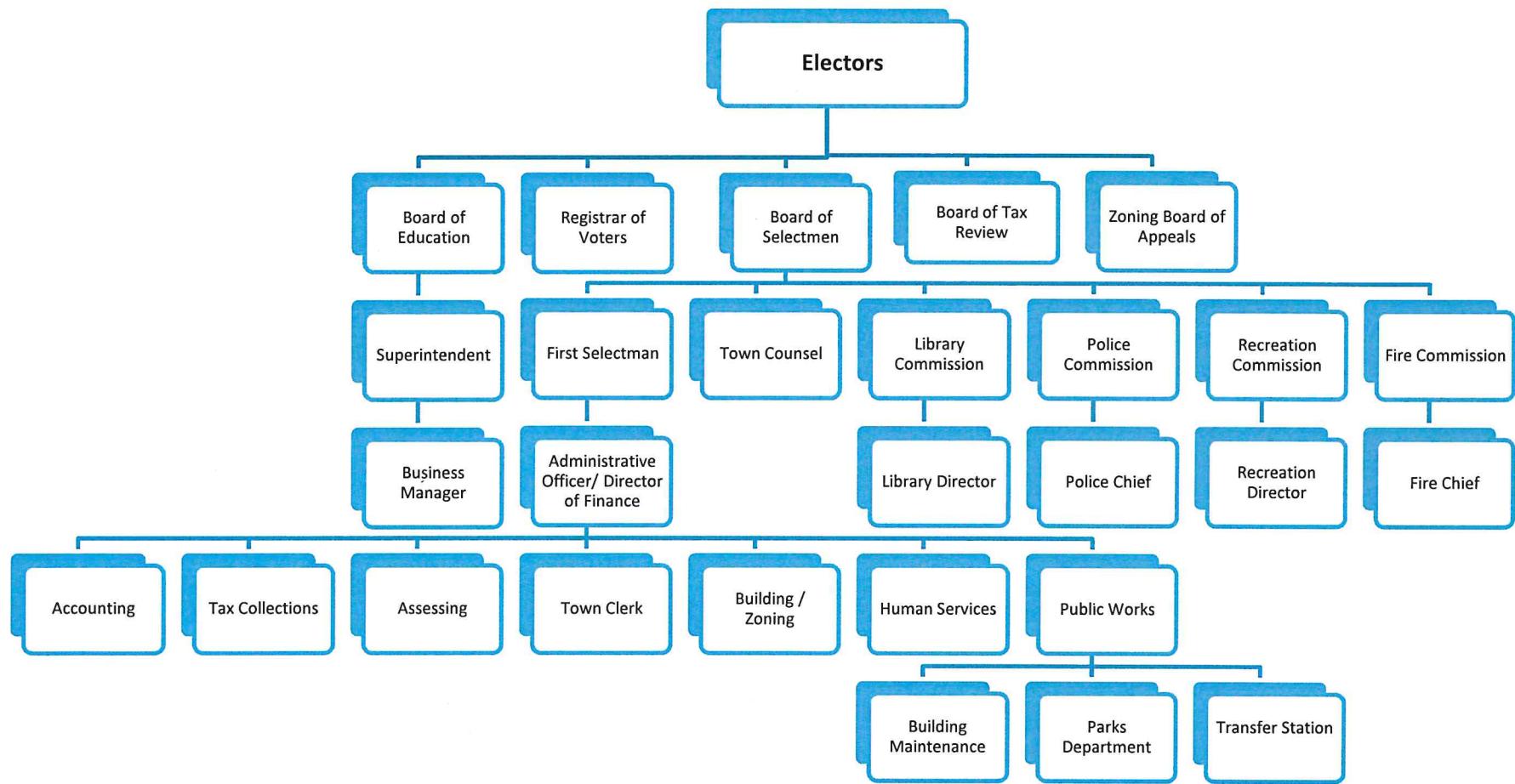
July 1, 2019

*Christopher P. Morill*

Executive Director

**TOWN OF WOODBRIDGE, CONNECTICUT**

**ORGANIZATIONAL CHART**



**TOWN OF WOODBRIDGE**  
**CHARTER SECTION CONCERNING ANNUAL BUDGET PROCESS**

**SECTION 6-2. ANNUAL APPROPRIATIONS - PROCEDURES AND SCHEDULE.**

(a) On or before February 1 in each year:

- (1) Each office, board, commission or agency of the Town (hereinafter called "spending agency"), except the Board of Selectmen, shall file with the Board of Finance, with a copy to the Board of Selectmen:
  - (i) Its request for appropriations for the following fiscal year;
  - (ii) A statement of proposed or planned capital expenditures for each of the next five fiscal years. [Amended 5-2-83; effective 6-1-83]
- (2) Any group of ten or more members of the Town Meeting may file with the Board of Finance, with a copy to the Board of Selectmen, a request for an appropriation for any lawful purpose for the following fiscal year. [Amended 5-7-79; effective 7-1-79]

(b) On or before March 1 in each year, the Board of Selectmen shall file with the Board of Finance

- (1) A statement setting forth its views with respect to each request it has received pursuant to Section 6-2(a);
- (2) A request for appropriation for the following fiscal year for the Board of Selectmen;
- (3) A statement of proposed or planned capital expenditures of the Board of Selectmen for each of the next five fiscal years;
- (4) Its request for such additional appropriations as it may deem advisable. [Amended 5-2-83; effective 6-1-83]

(c) The Board of Finance may require a spending agency or group of members filing a request for an appropriation to amend such request in order to comply with such requirements of form and detail as the Board of Finance may from time to time establish, and may require a spending agency to meet with the Board of Finance for the purpose of discussing the requested budget.

Section 6.2. Annual Appropriations - Procedures and Schedule. Continued.

(d) April 1 shall be considered to be the budget submission date. On or before April 1 in each year, the Board of Finance shall prepare a financial statement which shall include: [Amended 4-27-87; effective 5-4-87]

- (1) An itemized statement of all expenditures for the preceding fiscal year;
- (2) An itemized estimate of the projected expenditures for the current fiscal year;
- (3) All requests for appropriations filed pursuant to Section 6-2(a) and 6-2(b), unless the request is modified by the requesting agency to equal the Board's recommendation prior to the preparation of such statement; [Amended 5-2-83; effective 6-1-83]
- (4) The recommendation of the Board of Selectmen with respect to each request received pursuant to Section 6-2(b);
- (5) A budget for the following fiscal year (hereinafter called the "preliminary budget"), itemizing the preliminary recommendation of the Board of Finance for each appropriation request;
- (6) A preliminary statement of any request which the Board of Finance intends to make for a contingency fund appropriation, which request shall not exceed five percent of all other requests for appropriations;
- (7) A preliminary statement of all other requests for appropriations which the Board of Finance intends to make;
- (8) An estimate of the income of the Town for the following fiscal year;
- (9) An estimate of the tax rate which would apply if the preliminary budget were adopted without change, and of the number of dollars represented by one mill of taxes. [Added 11-7-72; effective 1-1-73] [Amended 5-7-79; effective 7-1-79]

(e) On or before April 30 in each year, the Board of Finance shall conduct a public hearing on the preliminary budget. At least five days in advance of such public hearing the Board of Finance shall cause notice of the place, day and hour of such

Section 6.2. Annual Appropriations - Procedures and Schedule. Continued.

hearing to be published one or more times in a newspaper having general circulation in the Town and shall cause a copy of the financial statement described in Section 6-2(d) to be mailed to each household occupied by a member of the Town Meeting or published one or more times in a newspaper having general circulation in the Town. [Amended 5-2-83; effective 6-1-83; Amended 8-21-00; effective 11-07-00]

(f) Subsequent to such public hearing, the Board of Finance shall prepare:

- (1) A budget (hereinafter called the "recommended budget"), which shall consist of:
  - (i) The amount which the Board of Finance recommends be appropriated with respect to each request for appropriation listed in the preliminary budget, provided that the aggregate of the requests for appropriation by the Board of Education shall constitute a single recommended budget item;
  - (ii) The request, if any, for a contingency fund appropriation, which request (a) shall not exceed five percent of all other recommended budget items and (b) may be made whether or not a preliminary statement of such a request was made in preliminary budget;
  - (iii) All other requests for appropriations by the Board of Finance, which requests may be made whether or not a preliminary statement of any such request was included in the preliminary budget;
- (2) An estimate of the tax rate for the following fiscal year. [Amended 5-7-79; effective 7-1-79]
  - (i) All recommended budget items which differ from or were not included in the preliminary budget.
  - (ii) An estimate of the tax rate for the following fiscal year.

(g) Not less than ten days prior to the annual meeting of the Town Meeting the Board of Finance shall mail to each household occupied by a member of the Town Meeting:

- (1) The recommended budget in its entirety; or,

Section 6-2. Annual Appropriations - Procedures and Schedule. Continued.

(2) If the financial statement described in Section 6-2(d) shall have been mailed pursuant to Section 6-2(e). [Amended 5-7-79; effective 7-1-79]

- (i) All recommended budget items which differ from or were not included in the preliminary budget;
- (ii) An estimate of the tax rate for the following fiscal year.

(h) The annual meeting of the Town Meeting shall be held as provided in Sections 3-2(a) and 3-2(e). The warning which gives notice of the meeting shall specify that the Town Meeting shall consider each and every recommended budget item. Final adjournment of the annual meeting of the Town Meeting shall not take place until an opportunity shall have been given to present motions, if any, addressed to each recommended budget item. As of the time of final adjournment of the annual meeting of the Town Meeting, there shall be deemed to have been appropriated a sum of money for each recommended budget item identical to the sum recommended therefore unless that sum is increased, decreased or eliminated by a vote of the Town Meeting which meets all of the following conditions:

(1) No recommended budget item may be increased to an amount which is greater than the original request for appropriation filed pursuant to Section 6-2;

(2) The total number of eligible voters present and voting when each question is put to a vote equals not less than two hundred fifty; [Amended 4-27-87; effective 5-4-87] and

(3) The votes in favor of the motion to increase, decrease or eliminate constitute not less than sixty percent of the total number of votes cast. [Amended 5-7-79; effective 7-1-79]

(i) In the event that the aggregate of all appropriations made at the annual meeting of the Town Meeting differs by more than ten percent from the aggregate of all recommended budget items, or if the appropriation for the Woodbridge Board of Education differs by more than ten percent from the recommended budget item pertaining thereto, a meeting of the Town Meeting (hereinafter called the "reconvened annual meeting") shall be held at a place, day and hour to be determined by the Town Meeting Moderator, which shall not be less than seven nor more than twenty-one days subsequent to the date of adjournment of the annual meeting of the Town Meeting. Notice of such place, day and

Section 6-2. Annual Appropriations - Procedures and Schedule. Continued

hour shall be given not less than five days in advance of said meeting by publication one time in a newspaper having a general circulation in the Town. At such meeting the recommended budget shall be reconsidered and action taken thereon in the manner provided in Section 6-2(h). The appropriations made at such meeting shall constitute the appropriations of the Town, except as hereinafter provided:

- (1) If the aggregate of all appropriations made at the reconvened annual meeting is lower than the aggregate of all recommended budget items by an amount exceeding thirty percent of such recommended budget items, the appropriations for the current fiscal year shall constitute the appropriations for the following fiscal year;
- (2) If the appropriation made at the reconvened annual meeting for the Board of Education is lower than the recommended budget item pertaining thereto by an amount exceeding thirty percent of such recommended budget item, the appropriation for the Board of Education for the current fiscal year shall constitute its appropriation for the following fiscal year.

Nothing in this Section 6-2(i) shall be construed to prevent the Town Meeting from making supplementary appropriations pursuant to Section 6-3. [Amended 11-7-72; effective 1-1-73]

(j) In the event that there is any non-compliance with the provisions of Sections 6-2(a) through 6-2(g) the annual meeting of the Town Meeting shall nevertheless be held as provided in Section 3-2(a) and, to the extent possible, appropriations shall be made in accordance with Sections 6-2(h) and 6-2(i), and the appropriations made at such meeting shall constitute the appropriations of the Town. The Board of Selectmen may consider any such non-compliance as "extraordinary circumstances" within the meaning of Section 3-2(a) and may take such measures as it deems advisable in order to provide the Town Meeting with any information it may have been prevented from receiving due to non-compliance.

(k) Not more than three days subsequent to the final adjournment of the annual meeting or reconvened annual meeting of the Town Meeting, as the case may be, the Board of Finance shall meet and lay a tax sufficient to pay the expenses of the Town for the following fiscal year. The Board of Finance shall also fix the date or dates when such tax shall be due and payable.

**TOWN OF WOODBRIDGE**  
**CHARTER SECTION CONCERNING SUPPLEMENTARY APPROPRIATIONS**

**SECTION 6-3. SUPPLEMENTARY APPROPRIATIONS AND EXPENDITURES.**

[amended 5/2/05; effective 6/2/05]

- (a) For purposes of this Section 6-3 and Section 6-4, the words below shall have the following meaning:
  - (1) "Allot or Allotment" shall refer to a sum of money allocated from the current fiscal year contingency fund;
  - (2) "Request" shall mean the written communication from a Requesting Agency to the Board of Selectmen indicating the sum it needs;
  - (3) "Requesting Agency" shall mean a Spending Agency that determines it requires a sum of money greater than its current appropriation;
  - (4) "Spending Agency" shall be as defined in Section 6-2(a)(1);
  - (5) "Supplementary Appropriation" shall refer to a sum of money allocated from the undesignated and unreserved general fund balance or if no undesignated and unreserved general fund balance shall be then available, to be financed by borrowing, which borrowing shall be included in and made part of the tax levied in the following fiscal year;
  - (6) "Town Budget" shall mean the annual Town Budget approved pursuant to Section 6-2 of this Charter;
  - (7) "Transfer" shall refer to a sum of money allocated from all or part of the Unexpended Balance of any appropriation previously approved for the current fiscal year;
  - (8) "Unexpended Balance" is that part of any appropriation previously approved for the current fiscal year which any Spending Agency has determined it will not expend during the current fiscal year.
- (b) A Requesting Agency shall file its Request with the Board of Selectmen. No more than fifteen days thereafter, the Board of Selectmen shall forward the Request to the Board of Finance together with a statement setting forth the recommendation of the Board of Selectmen as to the Request [amended 5/2/05; effective 6/1/05].
- (c) No more than fifteen days after receipt of the Request from the Board of Selectmen, the Board of Finance shall take one or more of the actions listed in Sub-Sections (1) – (3), below, and shall inform the Requesting Agency and the Board of Selectmen in writing of its action, the reasons therefor and, if an Allotment or Supplementary Appropriation is recommended pursuant to Sub-Section (1) or (3), below, whether it requests the Board of Selectmen to call a special meeting of the Town Meeting pursuant to Section (d) below:

Section 6-3. Supplementary Appropriations and Expenditures (continued)

- (1) The Board of Finance may Allot to the Requesting Agency a sum of money up to the amount of the Request, provided that the aggregate amount Allotted to any one Requesting Agency in each fiscal year shall not exceed the greater of 0.3% of the total Town Budget for that fiscal year or \$100,000. [Amended 4-27-87, effective 5-4-87; amended 7-23-98; effective 11-04-98; amended 5/2/05; effective 6/1/05]
- (2) The Board of Finance may Transfer to the Requesting Agency a sum of money up to the amount of the Request.
- (3) Subject to the second and third sentence of this Sub-Section (c)(3), the Board of Finance may make a Supplementary Appropriation to the Requesting Agency up to the amount of the Request, in an amount not exceeding the greater of .15% of the total Town Budget for that fiscal year or \$50,000. A Supplementary Appropriation to any one Requesting Agency in an amount which exceeds the greater of .15% of the total Town Budget for that fiscal year or \$50,000 can be made only upon the vote of a meeting of the Town Meeting. The Board of Finance shall not, in any fiscal year, authorize Supplementary Appropriations which exceed the greater of 0.2% of the total Town Budget for that fiscal year or \$75,000 to all Requesting Agencies without the vote of a meeting of the Town Meeting. [Amended 4-27-87; effective 5-4-87; amended 7-23-98; effective 11-04-98; amended 5/2/05; effective 6/1/05]
- (4) The Board of Finance may recommend that no Transfer, Allotment, or Supplemental Appropriation be made.

(d) In accordance with the terms of Section (c) above,

- (1) The Board of Finance may pursuant to Sub-Section (c)(1), request the Board of Selectmen to call a special meeting of the Town Meeting for the purpose of Allotting to the Requesting Agency a sum of money in an amount recommended by the Board of Finance.
- (2) The Board of Finance shall with respect to Supplementary Appropriations described in the second and third sentences of Sub-Section (c) (3) request the Board of Selectmen to call a special meeting of the Town Meeting for the purpose of making a Supplementary Appropriation to any Requesting Agency, in an amount recommended by the Board of Finance [amended 5/2/05; effective 6/1/05].
- (3) The Board of Selectmen thereupon shall call such a special meeting of the Town Meeting.

Section 6-3. Supplementary Appropriations and Expenditures (continued)

(4) At such a special meeting of the Town Meeting the recommended Allotment or Supplementary Appropriation shall be deemed to have been made unless it is increased, decreased or eliminated by a vote of the Town Meeting which meets all of the following conditions:

(a) The total number of eligible voters present when the question is put to a vote equals not less than two hundred fifty; and

(b) The votes in favor of the motion to increase, decrease or eliminate the amount recommended by the Board of Finance constitute not less than sixty percent of the total number of votes cast. [Amended 11-7-72; effective 1-1-73] [Amended 5-7-79; effective 7-1-79]  
Provided, notwithstanding the foregoing, no such recommended Allotment or Supplementary Appropriation may be increased to an amount which is greater than the Request by the Requesting Agency. [Amended 4-28-92; effective 11-3-92]

(e) If the Board of Finance pursuant to Section (c), above, Allots, Transfers or makes a Supplementary Appropriation less than the full amount or none of the Request then a special meeting of the Town Meeting can be called as provided in Article III, above, in which case, subject to the provisions of Sub-Section (d)(4), above, such special meeting of the Town Meeting may take one or more of the following actions:

(1) Make an Allotment to the Requesting Agency.

(2) Make a Transfer to the Requesting Agency.

(3) Make a Supplementary Appropriation to the Requesting Agency. [Amended 11- 7-72; effective 1-1-73]

(f) No individual or Spending Agency shall make any expenditure on behalf of the Town, or enter into any contract by which the Town shall become liable for any sum, which exceeds the appropriation for such Spending Agency, except for expenditures authorized pursuant to this Article VI, and expenditures made for the purpose of paying judgments or settling claims against the Town under provisions of law. Any individual responsible for a violation of this Section 6-3 shall be liable in a civil action in the name of the Town, and the amount unlawfully expended hereunder shall be liquidated damages in such civil action. The provisions of this Section 6-3 shall not be a limitation on the Town in issuing bonds under the provisions of law or expending the proceeds thereof in accordance with the vote of the Town Meeting.

## SCHEDULE FOR FISCAL YEAR 2021 BUDGET

September 2019	<ul style="list-style-type: none"> <li>• Capital Budget Forms prepared and sent to departments in mid-September with a due date of mid-October</li> <li>• During department budget request preparation, departments may meet with administration to discuss requests</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Capital Budget Requests reviewed by First Selectman and Administrative Officer / Director of Finance in late October</li> <li>• Departments meet with First Selectman and Administrative Officer / Director of Finance to discuss Capital requests</li> </ul>
November thru December 2019	<ul style="list-style-type: none"> <li>• Capital Budget Requests distributed to Board of Selectmen and Board of Finance for review</li> <li>• Operating Budget Forms prepared and sent to departments in November with a January due date</li> <li>• Capital Budget Request presentations by departments take place in late November / early December</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Operating Budget Requests reviewed by the First Selectman and Administrative Officer / Director of Finance in early January. Departments meet with administration when requests are submitted, if necessary</li> <li>• Operating Budget Requests assembled and distributed to Board of Selectmen and Board of Finance in mid-January. Operating Budget presentations by departments take place in late January</li> </ul>
February 2020	<ul style="list-style-type: none"> <li>• Capital and Operating Budget requests are reviewed by the Board of Selectmen and budget recommendations are made to the Board of Finance in mid-February. By Charter, recommendations must be filed with the Board of Finance before March 1st</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Board of Finance meets to make budget recommendations to the Preliminary Budget Hearing. By Charter, the Board of Finance must submit budget recommendations by April 1<sup>st</sup></li> <li>• Preliminary Budget Summary is prepared for mailing to residents and the Preliminary Budget document is prepared for the Preliminary Budget Hearing and is also posted on the Town website</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• By Charter, the Preliminary Budget Hearing is to be held by April 30<sup>th</sup> for Town residents to review and comment on department budget requests</li> <li>• Board of Finance meets after the Preliminary Budget Hearing to make final budget recommendations, based on comments from the Preliminary Budget Hearing, to the Annual Town Meeting to be held in mid-May</li> </ul>
May 2020	<ul style="list-style-type: none"> <li>• By Charter, the Annual Town Meeting is held on the 3<sup>rd</sup> Monday in May – a quorum of 250 residents must be reached to vote on the recommended budget with 60% of votes needed to increase, decrease or eliminate. If a quorum is not reached, the Board of Finance recommended budget is adopted.</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>• Adopted Budget is implemented on July 1st</li> </ul>

## TOWN OF WOODBRIDGE DEPARTMENT HEADS

Department	Department Head	Phone Number	Department	Department Head	Phone Number
Building	Andrew Rizzo	(203) 389-3418	Finance	Anthony Genovese	(203) 389-3482
Fire	Sean Rowland	(203) 389-3440	Human Services	Jeanette Glicksman	(203) 389-3430
Library	Eric Werthmann	(203) 389-3434	Police	Frank Cappiello	(203) 389-2511
Public Works	Warren Connors	(203) 389-3421	Recreation	John Adamovich	(203) 389-3446
Tax Assessor	Betsy Quist	(203) 389-3417	Tax Collector	Patricia Crisco	(203) 389-3425
Town Clerk	Stephanie Ciarleglio	(203) 389-3422			

### EDUCATION CONTACTS

Woodbridge Board of Education	Alfred Pullo, Jr. Director of Business Services / Operations	(203) 389-3410	Amity Regional School District	Terry Lumas Director of Finance & Administration	(203) 397-4813
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### FINANCE DEPARTMENT BUDGET STAFF

Administrative Officer Director of Finance	Anthony Genovese	(203) 389-3482	Budget Analyst / Payroll & Benefits Administrator	Karen Crosby	(203) 389-3482
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## FUND BALANCE POLICY GENERAL FUND

The Town of Woodbridge has a long and successful history of responsible and effective budget and financial management including use of fund balance. Fund balance is generally referred to as the difference between the assets and liabilities of the Town's governmental funds, in this case the General Fund. The Town's Fund Balance Policy for the General Fund confirms its long standing practice consistent with accomplishing the following objectives:

- Preserve the credit worthiness of the Town and meet the highest standards and expectations of rating agencies.
- Provide financial resources in the event of unexpected emergency or time sensitive situations such as natural disasters, economic uncertainty, unanticipated emergencies and other such conditions requiring use of Fund Balance for continuity of operations and emergency response.
- Maintain sufficient funds available for appropriation to address unforeseen expenditures or unforeseen revenue shortfalls identified after the adoption of the annual budget.
- Maintain adequate reserves to provide mill rate relief in subsequent budget years.
- Maintain additional levels of fund balance as deemed appropriate by the Boards of Selectmen and Finance.

### DEFINITIONS

Listed below are different types of fund balance in accordance with Government Accounting Standards Board (GASB) Pronouncement #54.

- **Non Spendable Fund Balance** – Amounts that cannot be spent because they are either:
  - Not in a spendable form (e.g. not transformable into cash within 60 days) such as long-term receivables, inventory, or prepaid expenses
  - Legally or contractually required to be maintained intact, such as an endowment fund
- **Restricted Fund Balance** – Amounts that have legally enforceable constraints placed on their use by external parties or external laws and regulations such as non-reimbursable state and federal grants or unspent bond proceeds.
- **Committed Fund Balance** – Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's legislative body such as capital project appropriations.
- **Assigned Fund Balance** – Amounts intended to be used for specific purposes, but are neither restricted nor committed such as funds reserved through encumbrances.
- **Unassigned Fund Balance** – Amounts that do not fall within any other classification and have no constraints.

### POLICY

The following policies will guide the management and use of the Unassigned Fund Balance of the Town's General Fund.

- The Town will strive to maintain a minimum level of the General Fund Unassigned Fund Balance as of June 30<sup>th</sup> of each year between 8% and 14% of general fund expenditures.
- The Unassigned Fund Balance may be appropriated by the Board of Selectmen and the Board of Finance, as applicable.
- The use of General Fund Unassigned Fund Balance, in excess of 14% and as applicable, will generally be limited to one-time, non-recurring purposes. Uses consistent with this Policy include land acquisition, Capital Projects, emergency / storm response, and other one-time, non-recurring uses determined to be in the best financial interests of the Town and in accordance with this Policy.
- In the event the Unassigned Fund Balance is used to provide for temporary funding of unforeseen emergency needs (storm response, economic, other) and falls below the minimum threshold, the Finance Director will develop and propose a plan to replenish the Fund Balance as part of the subsequent year's budget proposal. The plan will seek to restore the Unassigned General Fund Balance to the minimum 8% level within two fiscal years following the fiscal year in which the event occurred.

Revised December 15, 2016

## Town of Woodbridge Overview of Other Town Financial Policies and Procedures

The Town of Woodbridge has several financial policies and procedures which help the Town carefully account for public funds, manage municipal finances, manage growth, and plan for the provision of goods and services to the citizens of Woodbridge in the budget process in a responsible and progressive manner. These policies deal with several areas including debt, revenue, purchasing, and investing. Complete policies for investment and purchasing can be obtained by calling the finance department. The debt policy is located in the debt section of this book. Finally, please see the glossary for the Town's definition of a balanced budget.

### **Debt Policy**

The Town has a debt policy. The purpose of the debt policy is to establish parameters and guidance for the Town to make decisions on capital spending needs and issuance of debt as a means to fund them. The Debt policy gives guidance on the types of debt to be issued, credit objectives, and recommended structural features of a bond issuance by the Town. In addition, the plan identifies long-range financial planning objectives and assists the Boards of Selectmen and Finance in identifying priority capital needs of the Town in a financially prudent manner.

### **Purchasing Policy**

The Town has a purchasing policy which establishes guidelines concerning purchase of goods and services. More specifically, the Town must issue bids for any amount over \$10,000 to determine the lowest qualified bidder. In general, the lowest, responsible, qualified bidder will be awarded the order, unless it is decided that it is not in the best interests of the Town to award the contract to a low bidder. Consideration shall be given to price, quality, time for delivery, skill, ability, experience, financial responsibility, terms and other conditions required by the order. The policy also outlines bidding for professional services, exceptions to the policy, and emergency procedures.

### **Investment Policy**

This investment policy applies to the investment activities of the Town of Woodbridge for all funds. All financial assets of funds, including the general fund, special revenue funds, capital project funds, agency funds, and any other funds that may be created from time to time, shall be administered in accordance with the provisions of this policy. Funds of the Town will be invested in accordance with Connecticut General Statutes, local law, these guidelines, and written administrative procedures adopted pursuant hereto. Safety of principal shall be the foremost objective of the Town of Woodbridge. Investments of the Town of Woodbridge shall be undertaken in such a manner that seeks first to ensure that capital losses are avoided, whether arising from securities defaults or erosion of market value. Secondarily, the Town's investment portfolio shall be managed in a manner to attain the highest market rate of return throughout budgetary and economic cycles.

### **Revenue**

The Town avoids the practice of using large one-time revenues for on-going expenditures. When large one-time revenues are received, the Town will either use them for large one-time capital expenditures or deposit the funds into the undesignated fund balance. In addition, the Town regularly reviews and revises user fees to adjust for cost of the program supported by the fees.

## TOWN OF WOODBRIDGE

### BUDGETARY FUNDS OVERVIEW

#### Basis of Budgeting / Accounting

The basis of budgeting for the General Fund is the same one used for accounting. Except for encumbrance accounting, budgets are prepared using the modified accrual basis of accounting. Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in financial statements.

Under the modified accrual basis of accounting, revenues are recorded when measurable and available to finance current operations. Revenues susceptible to accrual must be collected within 60 days following the end of the fiscal year. They generally would include property taxes, expenditure-reimbursement type grants, certain intergovernmental revenues and operating transfers, and exclude licenses and permits, charges for services, assessments and miscellaneous revenues that are generally not measurable until actually received.

Expenditures are generally recognized when the related fund liability is incurred. The exceptions to this general rule are principal and interest on general long-term debt and compensated absences, which are recognized when due.

Under encumbrance accounting, purchase orders, contracts or other commitments are recorded as expenditures in order to reserve a portion of the applicable appropriation. Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued and, accordingly, encumbrances outstanding at the end of the year are reported as current year expenditures in budgetary reports.

Generally, all unencumbered appropriations lapse at year-end except those for capital project funds. Appropriations for capital projects are continued until completion of applicable projects even when project extend more than one fiscal year. Encumbered appropriations in the Town's budgetary fund are not appropriated again in the ensuing year, but are carried forward.

## TOWN OF WOODBRIDGE

### BUDGETARY FUNDS OVERVIEW

#### **Fund Structure**

The accounts of the Town of Woodbridge (Town) are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

#### **Budgetary Funds**

The Town maintains a legally adopted operating budget for its General Fund. Other special revenue funds are not controlled by legally adopted budgets, but by specific ordinances, statutes or other requirements. Also, the Board of Selectmen and Board of Finance annually adopt a six-year Capital Expenditure Plan. Appropriations are made on a project-life basis by the Board of Selectmen, Board of Finance and Annual Town Meeting.

**General Fund** – The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is the chief operating fund of the Town of Woodbridge.

The 2019-2021 Summary of Revenues, Expenditures, and Fund Balance on page 29 provides an overview of Woodbridge's budgetary fund (The General Fund), major funds (Woodbridge Country Club and Beecher School renovation) and a summary of all non-major funds (listed on pages 27-28). The schedule includes actual results for the fiscal year ended June 30, 2019, estimated results for the year ending June 30, 2020 and budgetary amounts for the year ending June 30, 2021.

## OTHER TOWN FUNDS

In addition to the General Fund, the Town operates several other funds within its governmental structure for the benefit of its citizens. Listed below is a description of those funds. For a complete description of each fund type, please refer to our glossary in the back of the book. The balances and activity for each fund can be reviewed in our Comprehensive Annual Financial Report published annually.

### MAJOR FUND

**Woodbridge Country Club** – This fund accounts for the purchase of the Country Club of Woodbridge.

### NON MAJOR FUNDS

#### Special Revenue Funds

**School Cafeteria** – To account for the operation of the public school lunch program. Funding is provided from the sale of food, Federal and State grants and USDA food donations.

**Energy Program** – To account for expenditures for fuel assistance to Town residents that meet income guidelines. Funding is provided through donations.

**Education Grants** – To account for the expenditure of numerous Federal and State education grants.

**Waterline Assessment** – To account for collections on assessments related to the financing for waterline improvements deemed to benefit the properties against which the assessments are levied.

**Police Special Account** – To account for revenues and expenditures associated with Police grant programs, including asset forfeiture that can only be used to supplement law enforcement in addition to the annual operating budget.

**2012 Housing Rehabilitation Grant** – This fund is established to account for revenues and expenditures related to the Housing Rehabilitation Grant received by the State of Connecticut.

**Woodbridge Public Library** – To account for donations received to fund programs and materials for the Woodbridge library.

**Youth Services Program** – To account for collection of grant funds and fees for expenditures related to youth service programs. This also receives a general fund subsidy from the human services department operating budget.

**Animal Control** – To account for revenues and expenditures related to the Animal Control function operated by the Woodbridge Police Department. Revenues include general fund contribution, Bethany contribution, Seymour contribution, donations and fees.

### **Capital Projects Funds**

**Capital Non Recurring Fund** – This fund accounts for capital projects that are funded on a cash basis, in lieu of borrowed funds, throughout all Town departments including the Woodbridge Board of Education.

**Open Space Reserve Fund** – This fund accounts for land acquisition by the Town for open space preservation.

**Waterways Reserve** – This fund accounts for the activities associated with the bridge reconstruction program and other waterway improvements that is part of the Town's six year capital improvement program. Funds have been set aside to establish a reserve for this purpose.

**Fire Station Restoration** - This fund accounts for the activities associated with the reconstruction and restoration of the existing fire station.

**Public Works Garage** – This fund accounts for the activities associated with the planning, design and construction of a new public works garage. This facility will house vehicles, include a truck wash bay, and improved employee facilities.

**Capital Improvement Fund** – This fund accounts for expenses and revenues related to the Animal Shelter Renovation project and the Radio System Upgrade.

**Beecher School Renovation** - This fund was established to account for the multi-year renovation project at Beecher School. This project includes a major upgrade to the school's heating, ventilation, and air conditioning systems. In addition, new windows, roof replacement, entry canopies, and security enhancements are part of the project.

### **Permanent and Trust Funds**

**Common Investments** – This fund accounts for various donations made to the Town for purposes of operating and maintaining the Northwest Cemetery.

**Clark Memorial** – This fund accounts for the residual of funds donated to the Town for the purpose of building a library.

**Other Post Employment Benefits** - This fund accounts for the Town's obligation for Other Post Employment Benefits to its current and future retired employees. In Woodbridge, retiree health care insurance is the Other Post Employment Benefit accounted for in this fund.

### **Agency Funds**

**Student Activities** – Utilized to control various activities undertaken by students of the public school system.

**Senior Center Activities** – This fund was established to account for various fundraising activities coordinated by the Town's senior center. Funds are used to subsidize activities at the Senior Center in addition to the general operating budget.

**Senior Center Arts and Crafts** – This fund was established to account for fundraising activities associated with the sale of arts and crafts coordinated by volunteers. Funds are used to subsidize the senior center programs.

TOWN OF WOODBRIDGE, CONNECTICUT  
2019-2021 SUMMARY OF REVENUES, EXPENDITURES, AND FUND BALANCE

	MAJOR FUNDS						NONMAJOR GOVERNMENTAL FUNDS			TOTAL ALL FUNDS		
	GENERAL FUND (5)			WOODBRIDGE COUNTRY CLUB (2)			2019	2020	2021	2019	2020	2021
	2019	2020	2021	ACTUAL (3)	ESTIMATED (4)	BUDGET (4)	2019	2020	2021	ACTUAL (3)	ESTIMATED (4)	BUDGET (4)
<b>Revenues:</b>												
Property taxes	\$46,608,383	\$47,239,268	\$46,769,272	\$0	\$0	\$0	\$0	\$0	\$0	\$46,608,383	\$47,239,268	\$46,769,272
Intergovernmental	\$2,194,899	\$1,055,861	\$945,428	\$0	\$0	\$0	\$1,035,965	\$1,100,000	\$1,150,000	\$3,230,864	\$2,155,861	\$2,095,428
Investment income	\$345,743	\$255,000	\$160,000	\$0	\$0	\$0	\$26,805	\$20,000	\$20,000	\$372,548	\$275,000	\$180,000
Department Charges	\$2,222,311	\$2,239,800	\$2,159,377	\$0	\$0	\$0	\$256,657	\$260,000	\$265,000	\$2,478,968	\$2,499,800	\$2,424,377
Other Revenue	\$1,141,048	\$730,859	\$1,269,830	\$0	\$0	\$0	\$88,041	\$90,000	\$100,000	\$1,229,089	\$820,859	\$1,369,830
<b>Total Revenues</b>	<b>\$52,512,384</b>	<b>\$51,520,788</b>	<b>\$51,303,907</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,407,468</b>	<b>\$1,470,000</b>	<b>\$1,535,000</b>	<b>\$53,919,852</b>	<b>\$52,990,788</b>	<b>\$52,838,907</b>
<b>Expenditures:</b>												
General Government	\$2,045,836	\$2,511,307	\$2,377,960	\$0	\$0	\$0	\$0	\$0	\$0	\$2,045,836	\$2,511,307	\$2,377,960
Woodbridge Board of Education	\$16,939,777	\$15,991,954	\$15,951,954	\$0	\$0	\$0	\$747,719	\$750,000	\$760,000	\$17,687,496	\$16,741,954	\$16,711,954
Public Safety	\$4,538,567	\$4,766,178	\$4,982,721	\$0	\$0	\$0	\$270,196	\$250,000	\$255,000	\$4,808,763	\$5,016,178	\$5,237,721
Public Works	\$2,675,117	\$2,593,222	\$2,586,811	\$0	\$0	\$0	\$10,658	\$10,000	\$12,500	\$2,685,775	\$2,603,222	\$2,599,311
Town Library	\$777,662	\$812,558	\$657,924	\$0	\$0	\$0	\$40,242	\$50,000	\$50,000	\$817,904	\$862,558	\$707,924
Recreation	\$1,115,745	\$786,903	\$525,354	\$0	\$0	\$0	\$0	\$0	\$0	\$1,115,745	\$786,903	\$525,354
Human Services	\$374,141	\$469,279	\$442,595	\$0	\$0	\$0	\$90,866	\$100,000	\$100,000	\$465,007	\$569,279	\$542,595
Employee benefits	\$4,359,200	\$4,474,439	\$4,474,848	\$0	\$0	\$0	\$0	\$0	\$0	\$4,359,200	\$4,474,439	\$4,474,848
Debt service	\$2,205,587	\$2,469,203	\$2,493,611	\$0	\$0	\$0	\$8,676	\$7,000	\$7,500	\$22,214,263	\$2,476,203	\$2,501,111
Amity Regional School District	\$14,712,485	\$14,965,743	\$15,756,256	\$0	\$0	\$0	\$0	\$0	\$0	\$14,712,485	\$14,965,743	\$15,756,256
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$4,127,739	\$1,350,000	\$1,350,000	\$4,127,739	\$1,350,000	\$1,350,000
<b>Total Financial Uses</b>	<b>\$49,744,117</b>	<b>\$49,840,786</b>	<b>\$50,250,034</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,296,096</b>	<b>\$2,517,000</b>	<b>\$2,535,000</b>	<b>\$55,040,213</b>	<b>\$52,357,786</b>	<b>\$52,785,034</b>
<b>Other Financial Sources (uses):</b>												
Operating Transfers In	\$5,200	\$2,500	\$0	\$350,000	\$350,000	\$350,000	\$2,118,101	\$1,216,897	\$703,873	\$2,473,301	\$1,569,397	\$1,053,873
Operating Transfers Out	(\$2,468,101)	(\$1,566,897)	(\$1,053,873)	\$0	\$0	\$0	(\$5,200)	(\$2,500)	\$0	(\$2,473,301)	(\$1,569,397)	(\$1,053,873)
Bond and other proceeds	\$43,627	\$0	\$0	\$0	\$0	\$3,850,000	\$2,102,888	\$0	\$0	\$2,146,515	\$0	\$3,850,000
<b>Total other financial sources (uses)</b>	<b>(\$2,419,274)</b>	<b>(\$1,564,397)</b>	<b>(\$1,053,873)</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$4,200,000</b>	<b>\$4,215,789</b>	<b>\$1,214,397</b>	<b>\$703,873</b>	<b>\$2,146,515</b>	<b>\$0</b>	<b>\$3,850,000</b>
<b>Fund Balance:</b>												
Net change in Fund Balance	\$348,993	\$115,605	\$0	\$350,000	\$350,000	\$4,200,000	\$327,161	\$167,397	(\$296,127)	\$1,026,154	\$633,002	\$3,903,873
Beginning Fund Balance - July 1 (1)	\$7,519,697	\$7,868,690	\$7,984,295	(\$4,900,000)	(\$4,550,000)	(\$4,200,000)	\$1,766,503	\$2,093,664	\$2,261,061	\$4,386,200	\$5,412,354	\$6,045,356
Ending Fund Balance - June 30	\$7,868,690	\$7,984,295	\$7,984,295	(\$4,550,000)	(\$4,200,000)	\$0	\$2,093,664	\$2,261,061	\$1,964,934	\$5,412,354	\$6,045,356	\$9,949,229

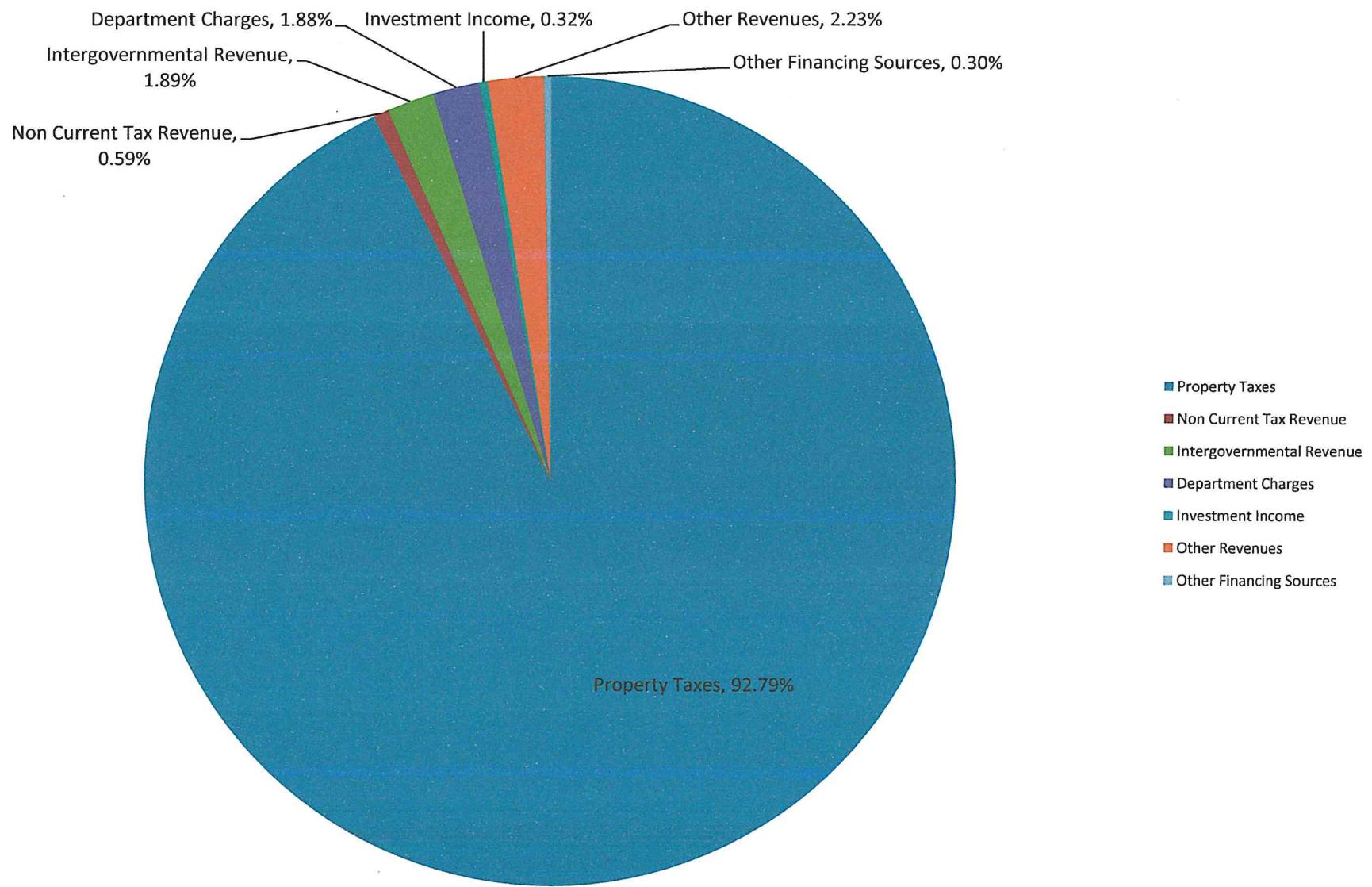
Notes:

- (1) Total Fund balance including the following fund balance categories: non-spendable, restricted, committed, assigned, and unassigned.
- (2) Deficit fund balance in Woodbridge Country Club Fund due to \$4,550,000 (FY2019) in notes issued to purchase the former Club. Revenue is not recognized until permanent financing is issued in FY21.
- (3) 2019 actuals in accordance with Generally Accepted Accounting Principles (GAAP) as described in the Town's Comprehensive Annual Financial Report.
- (4) Estimated and actual revenues and expenditures reported on a budgetary basis.
- (5) General Fund budget includes general fund operating budget, education program fund, special recreation fund, and police private duty fund. See pages 85-86 in the Town's Comprehensive Annual Financial Report

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**GENERAL FUND REVENUES**

## Woodbridge Fiscal Year 2021 Budgeted Revenues



2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Estimated Actual</i>	TOWN OF WOODBRIDGE FISCAL YEAR 2020-2021 BUDGET <u>REVENUE TOTALS</u>			2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
46,290,824	46,954,268	46,954,268	46,954,268	100	Property Taxes		50,043,209	48,018,553	47,407,796	46,474,272	-1.02%
317,559	285,000	285,000	285,000	100	Non-Current Tax Revenue		285,000	295,000	295,000	295,000	3.51%
1,225,602	980,208	1,008,961	1,055,861	1-2-1100	Intergovernmental Revenue		980,208	945,428	945,428	945,428	-3.55%
345,743	305,000	305,000	255,000	1-4-1500	Interest Income		305,000	310,000	310,000	160,000	-47.54%
848,651	932,551	932,551	849,800	1-5-1250	Department Charges		988,808	1,079,541	1,079,541	939,377	0.73%
1,107,058	688,656	717,385	711,813	1-6-1100	Other Revenue		688,656	1,119,830	1,119,830	1,114,830	61.88%
159,630	150,000	152,500	152,500	1-8-9520	Transfers In		150,000	155,000	155,000	155,000	3.33%
50,295,067	50,295,683	50,355,665	50,264,242	Totals			53,440,881	51,923,352	51,312,595	50,083,907	-0.42%

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## PROPERTY TAXES

### Property Taxes – Current

Real estate, personal property and motor vehicle taxes are the Town's largest source of General Fund Revenue. The property tax is levied on real estate July 1<sup>st</sup> of each fiscal year and is payable in semiannual installments on July 1<sup>st</sup> and January 1<sup>st</sup>. Motor vehicle and personal property taxes (on business equipment) are levied and payable in one installment on July 1<sup>st</sup>. All property is assessed on October 1<sup>st</sup> of the previous fiscal year at 70% of market value.

The FY21 budget for real estate, personal property and motor vehicle taxes was based on the October 1, 2019 Net Grand List of \$1,119,091,114. There is a decrease of 4.13% or \$48,191,096 over last years budgeted Grand List of \$1,167,282,210 primarily due to revaluation. Revaluation is the reappraisal of all real estate in town in order to bring about uniformity in property valuations. In the FY21 budget, revaluation caused the real estate portion of the Grand List to decrease by 4.44%, or \$45,253,700. In addition, the personal property portion of the Grand List decreased by .67% in the FY21 budget, or \$361,720. The Motor Vehicles increased by .13% or \$109,617 and Motor Vehicle Supplement increased by 7.27% or \$711,457. The grand list also contains reserves for both the elderly tax stabilization and firefighter abatement programs.

In computing the amount of budgeted current taxes to be collected in FY21, a collection rate of 99.6% and a mill rate of 41.53 is used.

Current Property Taxes represents 92.79% of the Town Revenue.

### Property Taxes – Prior Years

In accordance with State Statutes, property taxes are subject to a fifteen-year statute of limitations. All taxes collected for Grand List years prior to 2019 are budgeted in Prior Year Levies. Collection of these taxes is enforced through liens, foreclosure, and other legal procedures established by Statute. Delinquent Motor Vehicle and Personal Property taxes, when deemed uncollectible, are put on a Suspense List. These accounts will be removed from consideration as assets of the Town, but are not abated as a tax liability. The Suspense taxes can and will be collected whenever possible.

Interest – An interest rate of 1.5% per month is applied on delinquent taxes.

Lien Fees – Once tax delinquency goes beyond April 1<sup>st</sup>, Real Estate properties are charged a lien fee of \$24.00.

Non-Current Tax Revenue represents approximately .59% of Town Revenue.

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Estimated Actual</i>	TOWN OF WOODBRIDGE <i>FISCAL YEAR 2020-2021 BUDGET</i>				2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>	
<b><u>Property Taxes</u></b>													
46,290,824	46,954,268	46,954,268	46,954,268	41100	Property Taxes		50,043,209	48,018,553	47,407,796	46,474,272		-1.02%	
172,071	150,000	150,000	150,000	41200	Prior Property Tax Revenue		150,000	150,000	150,000	150,000		0.00%	
141,057	130,000	130,000	130,000	41400	Delinquent Interest		130,000	140,000	140,000	140,000		7.69%	
4,431	5,000	5,000	5,000	41410	Lien Fees		5,000	5,000	5,000	5,000		0.00%	
46,608,383	47,239,268	47,239,268	47,239,268	Totals				50,328,209	48,313,553	47,702,796	46,769,272		-0.99%

## **INTERGOVERNMENTAL REVENUE**

Local governments depend on State and Federal aid to supplement their revenue from property taxes and other sources of revenue. In Woodbridge, intergovernmental revenue represents 1.89% of total revenue and has decreased by 3.55%, or \$34,780 over the FY20 Adopted Budget. The Town continues to be impacted by the State's poor fiscal condition.

Education Equalization - The Education Cost Sharing (ECS) Grant Program provides aid to towns based on a State formula which takes into account the town wealth, State Guaranteed Wealth Level, State minimum education requirement and the count of "need students". This amount has increased by \$35,380 or 8.11% from the FY20 Adopted Budget.

Special Education – Excess Cost - The Special Education Excess Cost Grant partially reimburses the Town for special education costs that exceed established limits for students placed in a special education program by the school district or by a State agency. This amount has decreased 50% or \$70,000 from the FY20 Adopted Budget based on reduced eligible expenses anticipated by the Woodbridge Board of Education for FY21.

State Tax Grants - The Town receives reimbursements for various State-mandated property tax relief programs for individuals, such as the Disabled Persons Exemption and the Veterans Exemption. In FY19 the State eliminated the Elderly Circuit Breaker but the Town of Woodbridge has continued to offer the exemption without State reimbursement.

Grant for Municipal Projects – Grant for Municipal Projects is for the maintenance and construction of the Town's roads and bridges. The funding amount, at \$29,920, is the same as FY20.

Town Aid Roads – Funding received from the State for the improvement of local roadways. The funding amount, at \$240,356, is \$160 less than FY20.

Municipal Stabilization Grant – In order to help offset some of the cuts proposed in the FY19 budget, the State created the municipal stabilization grant. This grant continues in FY21. The Town is scheduled to receive \$120,477 which is the same as FY20.

## **INTEREST INCOME**

Revenue received from short-term investment of available funds in instruments as directed by State Statute including certificates of deposit and the State of Connecticut Short-Term Investment Fund (S.T.I.F). The Town uses a cash flow analysis combined with interest rate estimates to determine a budget for interest income. This is projected to decrease by 47.54% or \$145,000 from the FY20 Adopted Budget to \$160,000. Investment Income represents .32 % of Town Revenue.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Estimated Actual	TOWN OF WOODBRIDGE FISCAL YEAR 2020-2021 BUDGET		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>Intergovernmental Revenue</b>										
554,052	436,195	436,195	436,195	42100	Education Equilization	436,195	471,575	471,575	471,575	8.11%
230,858	140,000	140,000	190,000	42120	Special Ed. - Excess Cost	140,000	70,000	70,000	70,000	-50.00%
3,514	5,600	5,600	4,000	42311	State Tax Grants - Veterans	5,600	5,600	5,600	5,600	0.00%
240,441	240,516	240,516	240,516	42510	Town Road Aid	240,516	240,356	240,356	240,356	-0.07%
38,710	0	28,753	28,753	42600	Misc. Grants	0	0	0	0	0.00%
7,129	7,500	7,500	6,000	42600	Citations Grant	7,500	7,500	7,500	7,500	0.00%
120,977	120,477	120,477	120,477	42610	Municipal Stabilization Grant	120,477	120,477	120,477	120,477	0.00%
29,920	29,920	29,920	29,920	42630	Grant for Municipal Projects	29,920	29,920	29,920	29,920	0.00%
<b>1,225,602</b>	<b>980,208</b>	<b>1,008,961</b>	<b>1,055,861</b>	<b>Totals</b>		<b>980,208</b>	<b>945,428</b>	<b>945,428</b>	<b>945,428</b>	<b>-3.55%</b>
<b>Interest Income</b>										
345,743	305,000	305,000	255,000	44100	Interest Income	305,000	310,000	310,000	160,000	-47.54%
<b>345,743</b>	<b>305,000</b>	<b>305,000</b>	<b>255,000</b>	<b>Totals</b>		<b>305,000</b>	<b>310,000</b>	<b>310,000</b>	<b>160,000</b>	<b>-47.54%</b>

## **DEPARTMENT CHARGES**

This revenue source represents charges for services of Town programs and represents 1.88% of Town Revenue. Listed below are some of the major items in this category.

Conveyance Taxes – The Town of Woodbridge collects a real estate conveyance tax based on the number of real estate documents processed through the Town Clerk's office. The Town uses past history combined with anticipated real estate conveyance activity to determine the budget amount for this line item. This budget is projected to increase by 40% or \$60,000 over FY20 to \$210,000.

Town Clerk Fees – In this category, the Town retains a portion of the fees collected from a wide range of licenses and permits available in the Town Clerk's office. This includes: marriage licenses and dog licenses. The Town uses past history combined with anticipated license and permit activity to determine the budget amount for this line item. This revenue is projected to remain the same as FY20 at \$85,000.

Recreation Fees – The revenue collected in this category is generated by the recreation department based on citizen participation in various recreation programs including pool memberships and summer camp programs. The Town works with the department to determine anticipated participation levels to help determine budget. This budget is projected to decrease 70.88% or \$112,556 over FY20 to \$46,238.

Building Permits Fees – The Town increased building permit fees in July 2018. The Town charges \$50.00 for the first \$1,000.00 in value and \$20.00 for each additional \$1,000 or any fraction thereof for building permits issued by the Town. The Town works with the department to determine activity levels for the upcoming budget year to help determine budget. This budget is projected to increase 25% or \$48,000 over FY20.

Center Rental – The Town charges a rental fee for the use of the Center building and bases the budget on anticipated rental fees. This budget includes those fees paid by individuals and the Woodbridge Child Center for use of the building.

Transfer Station Fees – This budget includes all revenue generated by the transfer station including fees for the disposal of municipal solid waste, brush, demolition, and other types of solid waste. In FY20, the Town started charging haulers \$90 per ton to dispose of municipal solid waste. The Town is also discussing possibly implementing a per ton fee for demolition and bulky waste. This budget is projected to increase by 7.14% or \$10,000 over the FY20 Adopted Budget.

Amity School Resource Officer – The Amity Regional School System reimburses the Town of Woodbridge for a proportionate share, 77.5%, of salary and benefits of the Resource Officer based at Amity High School. In FY21, the district will pay the Town \$106,606.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Estimated Actual	TOWN OF WOODBRIDGE FISCAL YEAR 2020-2021 BUDGET		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>Department Charges</b>										
164,793	150,000	150,000	150,000	45110 Conveyance Tax		210,000	210,000	210,000	210,000	40.00%
62,905	85,000	85,000	70,000	45120 Town Clerk Fees		85,000	85,000	85,000	85,000	0.00%
31,637	0	0	0	45200 Country Club Pool Fees		0	0	0	0	0.00%
152,448	158,794	158,794	125,000	45210 Recreation Fees		174,402	174,402	174,402	46,238	-70.88%
13,864	12,500	12,500	12,500	45230 Pool Rental		12,500	12,500	12,500	6,250	-50.00%
55,963	61,227	61,227	61,227	45240 Center Rental		63,000	62,733	62,733	62,733	2.46%
5,966	5,500	5,500	5,500	45241 Center Gym Rental		5,500	5,500	5,500	5,500	0.00%
3,100	3,500	3,500	3,500	45250 Field Rentals		3,500	3,500	3,500	1,750	-50.00%
9,839	7,000	7,000	7,000	45310 Public Safety Fees		7,500	7,500	7,500	7,500	7.14%
1,605	1,800	1,800	1,800	45320 Burglar & Fire Alarm Fees		1,800	1,800	1,800	1,800	0.00%
95,054	95,230	95,230	101,273	45330 Amity School Resource Officer		106,606	106,606	106,606	106,606	11.95%
2,650	2,500	2,500	2,500	45410 Zoning Permits		2,500	2,500	2,500	2,500	0.00%
7,742	5,000	5,000	5,000	45420 Zoning Hearings & Regulations		5,000	5,000	5,000	5,000	0.00%
202,050	192,000	192,000	192,000	45500 Building Permits		180,000	240,000	240,000	240,000	25.00%
26,915	140,000	140,000	100,000	45600 Transfer Station Fees		120,000	150,000	150,000	150,000	7.14%
10,021	10,000	10,000	10,000	45800 Library Fines & Fees		9,000	10,000	10,000	6,000	-40.00%
2,099	2,500	2,500	2,500	45900 Senior Program Fees		2,500	2,500	2,500	2,500	0.00%
848,651	932,551	932,551	849,800	Totals		988,808	1,079,541	1,079,541	939,377	0.73%

## **OTHER REVENUE**

This category includes funds received from other miscellaneous sources. This revenue represents 2.23% of all Town Revenue.

Fund Balance Appropriation – The Town uses funds from its unassigned general fund balance to offset tax increases in future years.

Amity Surplus Funds – Over the past few years, the Town has appropriated all surplus funds received by Amity to offset future tax increases. Funds are received from Amity several months after the close of the fiscal year. For FY21, there is an appropriation of \$671,460 from Amity Surplus Funds.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Estimated Actual	TOWN OF WOODBRIDGE FISCAL YEAR 2020-2021 BUDGET		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b><u>Other Revenue</u></b>										
20,306	25,454	25,454	19,863	46100	Telecommunications Property Tax	25,454	25,454	25,454	20,454	-19.64%
5,300	5,300	5,300	5,300	46150	Regional Sewer Pilot	5,300	5,300	5,300	5,300	0.00%
7,833	10,000	10,000	10,000	46200	Replacements/Misc	10,000	10,000	10,000	10,000	0.00%
3,850	0	24,245	24,264	46210	Sale of Town Assets	0	0	0	0	0.00%
50,000	0	0	0	46230	Special Education Reserve	0	0	0	0	0.00%
9,955	7,616	7,616	7,616	46400	Anticipated Gifts	7,616	7,616	7,616	7,616	0.00%
8,394	0	4,484	4,484	46410	Donations	0	0	0	0	0.00%
19,567	19,567	19,567	19,567	46800	Tuition Revenue	19,567	0	0	0	-100.00%
0	400,000	400,000	400,000	46900	Fund Balance Appropriation	400,000	400,000	400,000	400,000	0.00%
981,853	220,719	220,719	220,719	46910	Amity Surplus Funds	220,719	671,460	671,460	671,460	204.21%
<b>1,107,058</b>	<b>688,656</b>	<b>717,385</b>	<b>711,813</b>	<b>Totals</b>		<b>688,656</b>	<b>1,119,830</b>	<b>1,119,830</b>	<b>1,114,830</b>	<b>61.88%</b>

## **TRANSFERS IN AND OTHER FINANCING SOURCES**

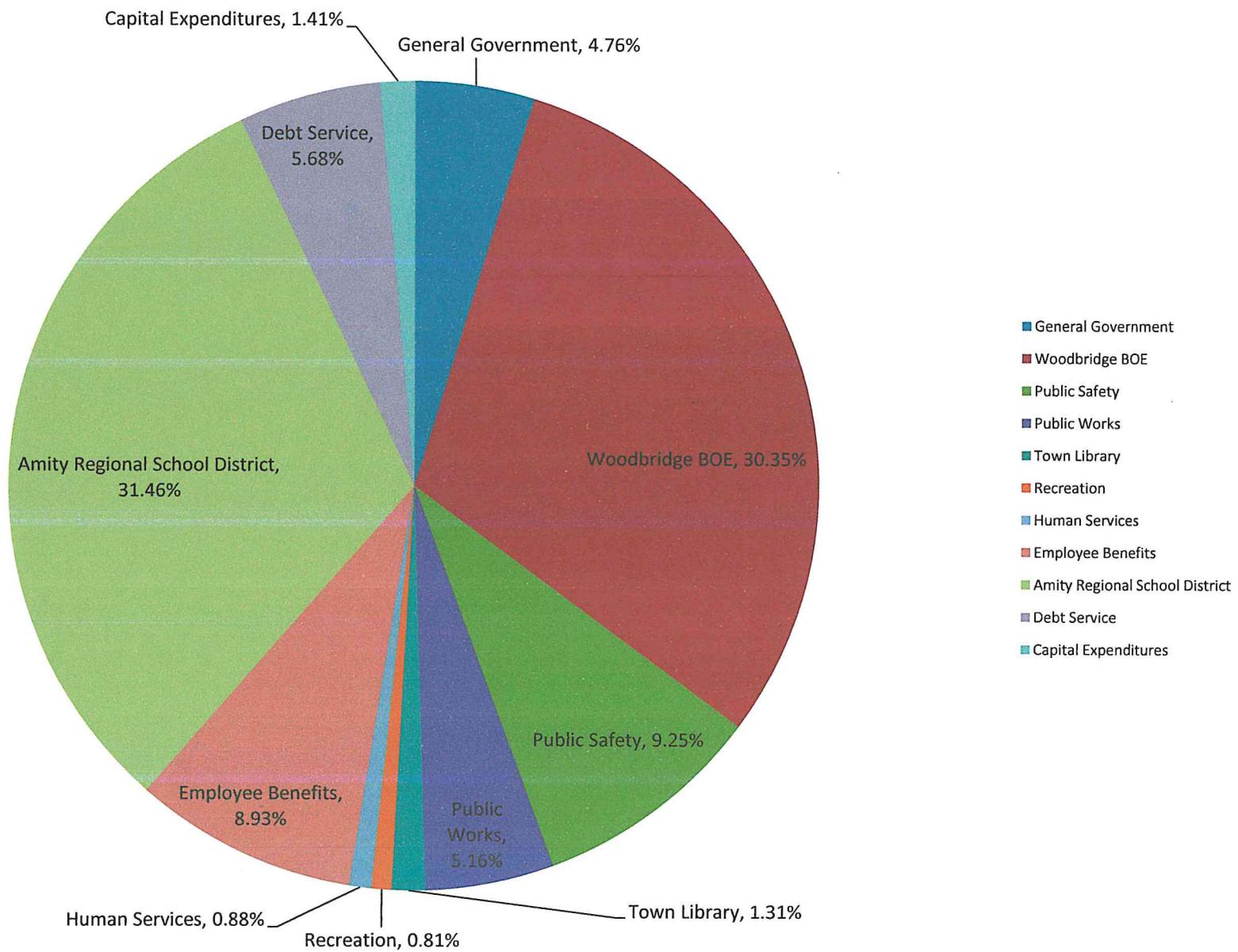
This includes transfers to the General Fund from other Town funds. In FY21, the Town is projecting \$155,000 from fees related to private duty in the police department. This represents approximately .30% of Town Revenue and is projected to increase 3.33% or \$5,000 over FY20.

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Estimated Actual</i>	TOWN OF WOODBRIDGE <i>FISCAL YEAR 2020-2021 BUDGET</i>		2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
<b><u>Transfers In</u></b>										
154,430	150,000	150,000	150,000	48209	Police Private Duty Fund	150,000	155,000	155,000	155,000	3.33%
5,200	0	2,500	2,500	48500	MISC Transfers In	0	0	0	0	0.00%
<b>159,630</b>	<b>150,000</b>	<b>152,500</b>	<b>152,500</b>	<b>Totals</b>		<b>150,000</b>	<b>155,000</b>	<b>155,000</b>	<b>155,000</b>	<b>3.33%</b>

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**GENERAL FUND EXPENDITURES**

## Woodbridge Fiscal Year 2021 Budgeted Expenses



2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	TOWN OF WOODBRIDGE FISCAL YEAR 2020-2021 BUDGET		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
	2019-20 Projected Budget									
648,906	664,250	670,281	587,479	1110-00	Board of Selectmen	626,233	626,233	626,233	626,233	-5.72%
10,599	9,500	9,500	9,479	1120-00	Probate Court	9,500	9,500	9,500	9,500	0.00%
224,133	219,818	219,818	214,255	1125-00	Town Clerk	237,832	232,432	229,932	227,932	3.69%
59,345	45,981	45,981	45,780	1130-00	Registrar of Voters	71,664	71,664	71,664	71,664	55.86%
23,407	24,717	27,217	27,758	1135-00	Government Access Television	27,429	26,029	26,029	26,029	5.31%
247,677	261,800	261,800	236,698	1140-00	General Administration	255,700	255,700	255,700	255,700	-2.33%
133,547	126,639	143,039	143,039	1145-00	Information Systems	177,721	137,721	137,721	137,721	8.75%
258,740	257,716	259,938	258,727	1150-00	Finance Department	262,809	262,809	262,809	262,809	1.98%
146,054	151,955	155,106	155,738	1155-00	Tax Collector	159,689	159,689	159,689	159,089	4.69%
168,214	170,081	173,520	173,625	1160-00	Tax Assessor	178,379	178,379	178,379	178,379	4.88%
1,667	2,300	2,550	2,550	1165-00	Board of Assessment Appeals	2,000	2,000	2,000	2,000	-13.04%
45,164	431,479	121,707	46,561	1170-00	Board of Finance	227,145	222,145	222,145	222,145	-48.52%
44,805	39,535	42,093	42,736	1180-00	Town Plan & Zoning	45,190	44,690	44,690	42,050	6.36%
2,755	5,000	5,000	5,000	1185-00	Zoning Board of Appeals	5,000	4,500	4,500	3,650	-27.00%
89,293	79,000	87,200	87,200	1190-00	The Center	81,000	81,000	81,000	81,000	2.53%
10,538	7,650	9,202	9,202	1191-00	Former Fire Station	7,800	7,800	7,800	7,800	1.96%
82,566	5,000	17,059	17,059	1192-00	Country Club of Woodbridge	0	0	0	0	-100.00%
3,001,531	3,026,375	3,026,375	2,982,027	1210-00	Police Department	3,205,215	3,087,557	3,085,057	3,085,057	1.94%
774,026	819,148	860,475	883,264	1230-00	Fire Commission	1,083,244	1,026,426	989,763	977,763	19.36%
305,447	304,781	317,981	317,781	1240-00	Medical Services	304,781	318,248	318,248	318,248	4.42%
107,070	109,316	115,490	115,490	1250-00	Animal Control	114,419	112,487	112,487	112,487	2.90%
160,089	161,558	161,558	140,171	1270-00	Building Department	141,166	139,166	139,166	139,166	-13.86%
1,442,123	1,390,221	1,411,175	1,358,596	1310-00	Public Works	1,511,557	1,459,557	1,418,357	1,358,357	-2.29%
525,746	517,167	562,167	544,579	1350-00	Waste Management	583,333	574,553	574,553	574,553	11.10%
439,629	431,794	433,594	428,919	1370-00	Building Maintenance	435,143	435,143	435,143	435,143	0.78%
424,313	469,279	469,279	480,612	1410-00	Human Services	488,478	488,478	488,478	442,595	-5.69%
528,891	577,653	577,653	580,060	1510-00	Recreation Department	622,737	622,737	597,737	331,427	-42.63%
86,439	86,250	86,250	87,791	1515-00	Pool & Gym Expense	89,553	89,553	89,553	73,927	-14.29%
252,067	254,040	257,570	265,622	1520-00	Parks Department	274,581	266,866	262,866	218,758	-13.89%
54,177	0	0	0	1530-00	Country Club Pool	0	0	0	0	0.00%
9,955	7,616	7,616	7,401	1540-00	Thomas Darling House	7,585	7,585	7,585	7,585	-0.41%
775,514	812,558	812,558	826,843	1550-00	Library	837,224	837,224	837,224	657,924	-19.03%
135	400	400	400	1610-00	Conservation Commission	9,700	400	400	400	0.00%
3,227	2,350	2,350	1,650	1620-00	Economic Dev Commission	4,300	2,250	2,250	2,250	-4.26%
34,712	54,520	57,078	58,071	1630-00	Inland Wetlands Commission	59,274	56,024	56,024	54,024	-0.91%
4,347,574	4,564,439	4,555,300	4,531,408	1710-00	Employee Fringe Benefits	4,790,150	4,720,128	4,720,128	4,474,848	-1.96%
2,555,586	2,819,203	2,819,203	2,819,203	1810-00	Debt Service	2,843,611	2,843,611	2,843,611	2,843,611	0.87%
14,928,888	15,201,954	15,201,954	15,201,954	1910-00	Woodbridge Board of Education	15,317,523	15,317,523	15,201,954	15,201,954	0.00%
14,712,485	14,965,743	14,965,743	14,965,743	1920-00	Amity Regional School District	15,985,182	15,985,182	15,744,357	15,756,256	5.28%
2,069,336	1,216,897	1,402,885	1,402,885	1950-00	Capital and Non-recurring	2,357,034	1,210,363	1,067,863	703,873	-42.16%
49,736,368	50,295,683	50,355,665	50,063,356	Totals		53,440,881	51,923,352	51,312,595	50,083,907	-0.42%

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# Board of Selectmen

## General Description of Department

The Board of Selectmen is made up of five (5) elected Selectmen and one (1) First Selectman. Their duties and responsibilities are set forth in the Town Charter. The First Selectman is the Chief Administrative and Executive Officer of the Town. In addition to the First Selectman, the Department staff consists of four (4) full time positions: Administrative Officer (half of that salary is included in the Finance Department budget), Assistant Administrative Officer, Executive Assistant, and Senior Clerk. The Department carries out and/or manages the implementation of Town policies as well as the preparation of special reports, plans and studies; oversees personnel functions; processes insurance claims; manages Town communications; applies for grants; promotes economic development; processes residents' inquiries and concerns; provides secretarial and program support for the Board of Selectmen and for other boards and commissions as needed; issues the call of the Annual and Special Town Meetings and for local and biennial elections; and manages the Town-owned cemetery.

## Accomplishments 2019-2020

- Completed ADA accessible ramp for Senior Center using grant funds
- Converted municipal buildings to LED lighting
- Finalized installation of Dog Park
- Initiated study for public-park on former CCW property
- Implemented plan for managing and promoting Town Trails
  - Worked with the Gordon Family to install memorial garden on Town Green
- Held town meeting and referendum for development of the former Country Club property
- 1st phase of renovations to Old Fire House completed using grant
- Restructured positions in the First Selectman's Office
- Held Cybersecurity workshops for Town staff
- Instituted security measures and training for Town staff

## Major Objectives 2020-2021

- Complete usage plans for Old Fire House
- Renovation of Police Station / The Center
- Develop community programs
  - Continue to work on plan for managing and promoting Town trails
  - Create a Strategic Plan
  - Complete plans for public-park on former CCW property
  - Install wayfinding signs at Town borders

	Performance Indicators		
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Regular and Special Board Meetings	21	16	16
New and Amended Ordinances	2	3	1

<i><b>2018-19 Actual</b></i>	<i><b>2019-20 Adopted Budget</b></i>	<i><b>2019-20 Amended Budget</b></i>	<i><b>2019-20 Projected Budget</b></i>		<i><b>2020-21 Dept Request</b></i>	<i><b>2020-21 BOS Proposed</b></i>	<i><b>2020-21 BOF Proposed</b></i>	<i><b>2020-21 Adopted Budget</b></i>	<i><b>FY21 Bud vs 20 Bud</b></i>
<b><u>1110-00 Board of Selectmen</u></b>									
85,526	85,526	85,526	85,526	50100 FIRST SELECTMAN	85,526	85,526	85,526	85,526	0.00%
202,166	202,158	193,351	118,715	50101 ADMINISTRATIVE OFFICER	148,316	148,316	148,316	148,316	-26.63%
116,179	118,707	118,707	121,682	50215 CLERICAL	124,720	124,720	124,720	124,720	5.07%
85	0	0	0	50420 OVERTIME CLERICAL	0	0	0	0	0.00%
9,744	10,333	10,333	10,333	50700 BUY BACK SICK	10,333	10,333	10,333	10,333	0.00%
15,080	13,685	32,125	13,685	52100 GENERAL PROFESSIONAL SERVI	13,150	13,150	13,150	13,150	-3.91%
78,000	78,000	78,000	85,000	52120 PROF. TOWN COUNSEL SERVICE	85,000	85,000	85,000	85,000	8.97%
31,326	45,000	45,000	45,000	52130 LEGAL FEES - LITIGATION	45,000	45,000	45,000	45,000	0.00%
41,932	41,932	41,932	41,932	52140 LABOR NEGOTIATIONS	42,980	42,980	42,980	42,980	2.50%
6,000	6,000	6,000	6,000	52210 CENSUS	6,000	6,000	6,000	6,000	0.00%
0	1	1	1	52220 VOLUNTEER FIRE DEPARTMENT	1	1	1	1	0.00%
24,099	25,300	25,300	25,599	52300 REGIONAL SERVICES	25,599	25,599	25,599	25,599	1.18%
2,252	1,500	1,500	1,500	54310 ADVERTISING - LEGAL ADS	1,500	1,500	1,500	1,500	0.00%
3,748	7,350	3,748	3,748	54400 PRINTING AND BINDING	7,350	7,350	7,350	7,350	0.00%
779	400	400	400	54500 CAR ALLOWANCE	400	400	400	400	0.00%
1,023	600	600	600	54610 PROF. DEVELOPMENT-CONFERE	600	600	600	600	0.00%
21,579	17,500	17,500	17,500	54700 OTHER PURCHASED SERVICES	17,500	17,500	17,500	17,500	0.00%
2,380	1,600	1,600	1,600	55112 MEETING SUPPLIES	1,600	1,600	1,600	1,600	0.00%
5,653	7,000	7,000	7,000	55115 TOWN MEETING EXPENSE	9,000	9,000	9,000	9,000	28.57%
1,355	1,658	1,658	1,658	55300 BOOKS & PERIODICALS	1,658	1,658	1,658	1,658	0.00%
648,906	664,250	670,281	587,479	Totals	626,233	626,233	626,233	626,233	-5.72%
235,205	247,526	262,364	251,223	Total Non-Salary	257,338	257,338	257,338	257,338	3.96%

## **Probate Court**

### **General Description of Department**

Effective January 4, 2011, the Woodbridge Probate Court is part of the Derby Probate Court which is located in Ansonia. The figure in the budget represents what is anticipated to be the Woodbridge portion of the operation of the Derby Probate Court.

<i>2018-19 Actual</i>	<i>2019-20 Adopted Budget</i>	<i>2019-20 Amended Budget</i>	<i>2019-20 Projected Budget</i>		<i>2020-21 Dept Request</i>	<i>2020-21 BOS Proposed</i>	<i>2020-21 BOF Proposed</i>	<i>2020-21 Adopted Budget</i>	<i>FY21 Bud vs 20 Bud</i>
<b><u>1120-00 Probate Court</u></b>									
10,599	9,500	9,500	9,479	52300 REGIONAL SERVICES		9,500	9,500	9,500	9,500 0.00%
10,599	9,500	9,500	9,479	Totals		9,500	9,500	9,500	9,500 0.00%
10,599	9,500	9,500	9,479	Total Non-Salary		9,500	9,500	9,500	9,500 0.00%

# Town Clerk

## General Description of Department

Election Official, Registrar of Vital Statistics (Birth, Death and Marriages), Record Management and Restoration, Liaison to Freedom of Information Commission, Genealogy, Voter Registration, Land Records-Maps, Grant Writing, Citation Hearing Official, Licenses, Notarial Services, Justice of the Peace, Veteran Forms, Repository for all Board, Commission and Committee Agendas and Minutes, input of agendas and minutes on Town website. Keeper of the Town Seal.

## Accomplishments 2019-2020

- Received \$5,500 Grant for Restoration of Board & Commission Minutes
- Amity \$6.7 Million Bond Referendum, Presidential Preference Primary & Amity Budget Referendum
- Cataloged & Restored documents Returned by the Historical Society
- Began Census Planning for Federal Census 2020
- Updated New Laws and Implemented with the Secretary of State and Vital Statistics Office
- Received Public Records Grant to Restore Older Documents

## Major Objectives 2020-2021

- Apply for \$5,500 Grant for Restoration of Board of Selectmen Minutes from 1800's Now Located at the Thomas Darling House
- Continue to Work with Town Clerk Committees and SOTS to Continue to Streamline Town Clerk Offices and Correct Problem Areas
- Work with Department of Public Health to Implement New Systems for Other Vital Records – Death Registry and Marriages
- Continue Restoration Work for Land Records, Minutes, Vitals, Journals
  - Continue with Records Management, Revision/Reorganization for Departments in Town Hall
- Prepare and Conduct: Primary for Local, State and Federal Office Candidates, Presidential Election, Amity Budget Referendum
- Work with SOTS Office and Town to Implement New Voting Systems for End of Night Reporting and Check-Ins for Voters
- Apply for Grant Monies to Restore and Preserve Deteriorated or Missing Gravestones and Veteran Markers at Our Town Cemeteries
- Continue with CT Town Clerk's Mentor Program

### Performance Indicators

	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Land Records	1,800	1,900	2,000
Vital Records	220	221	225
Volumes - Maps Retored	4	4	0
Dog Licenses	612	625	625
Board Minute Book Restored	0	3	4

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
71,956	71,956	71,956	73,755	50105	TOWN CLERK	75,599	75,599	75,599
84,888	84,404	84,404	80,000	50210	REGULAR ASSISTANTS	88,683	88,683	86,683
4,151	3,908	3,908	4,000	50700	BUY BACK SICK	4,000	4,000	4,000
12,000	12,000	12,000	12,000	52100	GENERAL PROFESSIONAL SERVI	12,000	12,000	12,000
20,156	20,000	20,000	20,000	52212	LAND RECORDS - TECH SERVICE	21,000	21,000	20,000
803	0	0	0	52310	SECURITY SERVICES	0	0	0
5,403	6,800	6,800	4,400	53510	REPAIR & MAINT - MACHINE&EQU	6,900	4,500	4,500
1,327	1,700	1,700	1,600	54210	COMMUNICATIONS - TELEPHONE	1,600	1,600	1,600
1,446	2,000	2,000	1,800	54250	COMMUNICATIONS - POSTAGE	2,000	2,000	2,000
2,480	2,000	2,000	2,000	54310	ADVERTISING - LEGAL ADS	2,000	2,000	2,000
1,749	2,000	2,000	2,000	54400	PRINTING AND BINDING	2,000	2,000	2,000
2,832	2,200	2,200	2,200	54610	PROF. DEVELOPMENT-CONFERE	2,200	2,200	2,200
535	450	450	400	54620	PROF. DEVELOPMENT - DUES	450	450	450
0	300	300	0	54640	PROF. DEV. SUBSCRIPTIONS/PUB	300	300	300
60	300	300	300	54700	OTHER PURCHASED SERVICES	300	300	300
3,504	3,800	3,800	3,800	55110	OFFICE	3,800	3,800	3,800
10,842	6,000	6,000	6,000	55113	ELECTION SUPPLIES	12,000	12,000	10,500
0	0	0	0	57470	CAPITAL - FURNITURE & FIXTURE	3,000	0	0
224,133	219,818	219,818	214,255	Totals		237,832	232,432	229,932
63,138	59,550	59,550	56,500	Total Non-Salary		69,550	64,150	61,650
								3.69%
								3.53%

# Registrars of Voters

## General Description of Department

The Office of the Registrar of Voters consists of two elected Registrars, two appointed Deputies/Assistants, and approximately 20 part-time poll workers, including certified election Moderators. Working with the Town Clerk and the Connecticut Secretary of the State (SOTS), the registrars conduct all town elections and referenda, and are responsible for all voter registration in the Town of Woodbridge. Title 9 of the Connecticut General Statutes governs the work of the office; requirements include completion of the Registrar of Voters Certification Program consisting of 25 hours of coursework and certification exam; maintaining certification with state-approved courses; and participation in professional development to keep current with changing election law and procedures. The Registrars of Voters keep accurate records with regard to current status, political party, voting districts, voting statistics, death records and current address. The Registrars are committed to fair and accurate elections, increasing voter turnout within our community and consistently communicating with voters regarding all election information.

## Accomplishments 2019-2020

- Conducted December 2019 Amity bond referendum and plan to conduct May 2020 Amity budget referendum and June 2020 Presidential Preference Primary
- Conducted supervised absentee balloting at assisted living facilities and annual high school student registration
- Completed NCOA canvass of all Town registered voters
- Attended all SOTS and ROVAC conferences for training and professional development
- Maintained relationship and actively communicate with all overseas voters via email including all Federal Postcard applications
- Completed moderator training for election staff moderators whose terms expired in 2019-20
- Created/updated training modules for all election workers and completed training for all

## Major Objectives 2020-2021

- Conduct August 2020 state office primary and November 2020 presidential election, and other referenda, recounts or audits that arise
- Continue to work with SOTS and IT professionals to insure security of registration records and election results
- Facilitate use of SOTS Election Management System software for end of night election results
- Increase opportunities for new residents to register to vote
- Facilitate supervised balloting at all assisted living facilities in Woodbridge and conduct high school registration sessions

<u>Performance Indicators</u>			
	Actual CY19-20	Estimated CY19-20	Projected CY20-21
Number of Voters	6,385	6,500	6,300
Number of Voters Added	318	300	250
Number of Voters removed	429	500	250
Number of Transactions	1,800	2,000	1,500

Numbers are based on Calendar years

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Projected Budget</i>		2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
<b><u>1130-00 Registrar of Voters</u></b>									
39,108	30,000	30,000	30,000	50350 PART-TIME ALL OTHER	47,063	47,063	47,063	47,063	56.88%
13,527	6,000	6,000	6,000	50355 Election Workers	15,000	15,000	15,000	15,000	150.00%
419	1,000	1,000	1,000	52210 DATA PROCESSING	1,000	1,000	1,000	1,000	0.00%
120	500	500	0	53510 REPAIR & MAINT - MACHINE&EQU	500	500	500	500	0.00%
442	500	500	500	54210 COMMUNICATIONS - TELEPHONE	500	500	500	500	0.00%
1,047	800	800	800	54250 POSTAGE	500	500	500	500	-37.50%
0	1	1	0	54310 ADVERTISING - LEGAL ADS	1	1	1	1	0.00%
1,716	2,500	2,500	2,500	54610 PROF. DEVELOPMENT-CONFERE	2,000	2,000	2,000	2,000	-20.00%
45	880	880	880	54630 PROF DEVELOPMENT - TRAINING	1,000	1,000	1,000	1,000	13.64%
691	1,600	1,600	1,600	55110 OFFICE	1,600	1,600	1,600	1,600	0.00%
2,230	2,200	2,200	2,500	55120 TECHNICAL	2,500	2,500	2,500	2,500	13.64%
59,345	45,981	45,981	45,780	Totals	71,664	71,664	71,664	71,664	55.86%
6,710	9,981	9,981	9,780	Total Non-Salary	9,601	9,601	9,601	9,601	-3.81%

# Government Access Television

## General Description of Department

*The primary goal of WGATV is to make local government more accessible and understandable to the residents of Woodbridge.... The secondary goal will be to provide a vehicle for town government access to the cable television system.... (Woodbridge Government Access Television Policies, 2006)*

Video recordings produced by this department feed Altice (Cablevision) channel 79 and Frontier TV (formerly U-Verse) channel 6109. Soon after their TV premiers, the programs are sent to our YouTube channel (wgatv79) and to a special collection of the Internet Archive (archive.org). We no longer send DVDs to the town library regularly, but residents may request such copies from the coordinator (wgatv79@gmail.com) and almost all of our recordings are on our YouTube channel. People can see the daily TV schedule on our legacy blog, <https://wgatv.blogspot.com>, as well as and links to the YouTube channel and Internet Archive collection.

## Accomplishments 2019-2020

- Continued to cover regular and special meetings. Live stream on YouTube almost all meetings from Town Hall.
- Added informational presentations sponsored by CUPOP & Sustainability Committee. Recorded training workshop for town staff who could not attend (not for channel 79)
- 2019 special award from Alliance for Community Media Northeast Region for work on Connecticut legislation

## Major Objectives 2020-2021

- Oversee audio system project in Center Gym
- Offer production training to Woodbridge citizens interested in producing more non-meeting programs
- Continue to seek internet connection for live carriage of Town Meetings from Center Gym
- Continue to pursue grants to defray expenses
- Keep track of changing state and federal legislation and regulations for community access media

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Number of Meetings recorded	92	95	95
Number of non-meeting Events recorded	16	10	10
Number of Meetings carried live on TV	63	66	66
Number of Meetings streamed on Internet	31	60	60
Programs on YouTube	102	97	100
Hours of programming	129	135	135

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1135-00 Government Access Television</b>									
16,487	17,660	17,660	18,101	50350 PART-TIME ALL OTHER	18,557	18,557	18,557	18,557	5.08%
4,107	4,297	3,297	3,297	52100 GENERAL PROFESSIONAL SERVI	4,512	4,512	4,512	4,512	5.00%
871	950	950	1,050	54610 PROF. DEVELOPMENT-CONFERE	2,350	950	950	950	0.00%
0	60	60	60	55110 OFFICE SUPPLIES	60	60	60	60	0.00%
1,943	1,750	5,250	5,250	55120 TECHNICAL	1,950	1,950	1,950	1,950	11.43%
23,407	24,717	27,217	27,758	Totals	27,429	26,029	26,029	26,029	5.31%
6,921	7,057	9,557	9,657	Total Non-Salary	8,872	7,472	7,472	7,472	5.88%

## **General Administration**

### **General Description of Department**

The General Administration Department supports the day-to-day functions of the offices and activities in the Town Hall. This department supports the postage machine, main copy machine, fax equipment, mailings, postage, and copy paper for all departments. General Administration is also responsible for telephone service for all departments located the Town Hall, the Center Building, the Recreation Department, and non-data lines at the Library. The department also provides water coolers in the Town Hall for use by employees and the general public. The General Administration Department operates under the Board of Selectmen and has no direct staffing. Employees listed in the Board of Selectmen budget perform the General Administration duties. Property and Liability Insurance is also budgeted in this department.

### **Accomplishments 2019-2020**

The consultant retained in the 2013-2014 Fiscal Year to purge and consolidate the administrative office files and the general documents stored in the Assessor's vault continues that work. We continue to seek savings in office supplies while maintaining quality. The staff continues to work with the Insurance Company Risk Management Agent to ensure that safety measures are in place in the work-place and public spaces. The Safety Committee continues to organize workshops and trainings for employees.

### **Major Objectives 2020-2021**

Continue to purge, reorganize, and streamline maintenance of files. Move toward storing most documents electronically. Continue to maintain various support services for Town Departments.

<i>2018-19</i>	<i>2019-20</i> <i>Adopted</i> <i>Actual</i>	<i>2019-20</i> <i>Amended</i> <i>Budget</i>	<i>2019-20</i> <i>Projected</i> <i>Budget</i>		<i>2020-21</i> <i>Dept</i> <i>Request</i>	<i>2020-21</i> <i>BOS</i> <i>Proposed</i>	<i>2020-21</i> <i>BOF</i> <i>Proposed</i>	<i>2020-21</i> <i>Adopted</i> <i>Budget</i>	<i>FY21</i> <i>Bud vs</i> <i>20 Bud</i>	
6,019	2,000	2,000	2,000		53510	REPAIR & MAINT - MACHINE&EQU	2,000	2,000	2,000	2,000 0.00%
4,160	4,500	4,500	4,198		53610	RENTALS - EQUIPMENT	4,200	4,200	4,200	4,200 -6.67%
189,431	207,000	207,000	183,000		54110	INSURANCE LIABILITY	201,000	201,000	201,000	201,000 -2.90%
4,536	2,800	2,800	2,800		54210	COMMUNICATIONS - TELEPHONE	2,800	2,800	2,800	2,800 0.00%
257	3,500	3,500	3,500		54250	POSTAGE	3,500	3,500	3,500	3,500 0.00%
9,892	10,000	10,000	10,000		55110	OFFICE	10,000	10,000	10,000	10,000 0.00%
23,921	25,000	25,000	24,000		55221	ELECTRIC BUILDINGS	25,000	25,000	25,000	25,000 0.00%
8,189	6,000	6,000	6,000		55222	NATURAL GAS	6,000	6,000	6,000	6,000 0.00%
1,272	1,000	1,000	1,200		55240	WATER	1,200	1,200	1,200	1,200 20.00%
247,677	261,800	261,800	236,698		<b>Totals</b>		255,700	255,700	255,700	255,700 -2.33%
247,677	261,800	261,800	236,698		<b>Total Non-Salary</b>		255,700	255,700	255,700	255,700 -2.33%

**1140-00 General Administration**

# Information Systems

## General Description of Department

The Town of Woodbridge has the responsibility of the Town Information Systems. Due to limited staffing, a consultant is used for the maintenance and improvements to the Town network and computer support. Effective March 1, 2018, the Town contracted with the Amity School District for this work. As part of the arrangement, Amity also is assisting the Police Department with IT needs. The Town is evaluating all options for IT support for FY21. This department is responsible for all computers and peripherals associated with the Town network; this includes desktop replacements, software upgrades and maintenance, service contracts on printers and copiers, repairs to equipment, and Internet connections. In addition, this budget supports the repair and replacement of servers. Computer training is also a responsibility of this department. This budget includes computer support for Town Hall offices, Human Services, the Library, Public Works, and Recreation. The Fire and Police Departments are administered and supported by their budget.

## Accomplishments 2019-2020

- Evaluated Computer Replacement Program and Updated as Necessary
- Increased Cybersecurity Preparedness Including Training & Other Protective Measures
- Reviewed Internet and Email Use Policies as well as a New Social Media Policy with Employees
- Replaced Town Hall Servers

## Major Objectives 2020-2021

- Continue Software Licensing Program
- Continue with Computer Replacement Program
- Continue to Provide Training in Software Applications Used by the Town
- Replace Police Department Servers

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
MUNIS Users (Financial Package)	44	44	44
Number of Town Networked Computers	41	41	41
Number of Help Desk Tickets Processed	130	120	120

<i>2018-19</i>	<i>2019-20</i> <i>Adopted</i> <i>Actual</i>	<i>2019-20</i> <i>Amended</i> <i>Budget</i>	<i>2019-20</i> <i>Projected</i> <i>Budget</i>		<i>2020-21</i> <i>Dept</i> <i>Request</i>	<i>2020-21</i> <i>BOS</i> <i>Proposed</i>	<i>2020-21</i> <i>BOF</i> <i>Proposed</i>	<i>2020-21</i> <i>Adopted</i> <i>Budget</i>	<i>FY21</i> <i>Bud vs</i> <i>20 Bud</i>	
3,040	0	0	0		50240	REGULAR ALL OTHER	0	0	0	0.00%
28,378	28,194	38,194	38,194		52210	DATA PROCESSING	70,000	30,000	30,000	30,000 6.41%
509	1,000	2,100	2,100		53510	REPAIR & MAINT - MACHINE&EQU	1,000	1,000	1,000	1,000 0.00%
79,066	85,075	87,075	87,075		53540	SOFTWARE MAINTENANCE	84,999	84,999	84,999	84,999 -0.09%
0	500	1,800	1,800		53541	SOFTWARE UPGRADES	0	0	0	0 -100.00%
11,261	10,870	12,870	12,870		54210	INTERNET SERVICE	15,922	15,922	15,922	15,922 46.48%
0	1,000	1,000	1,000		54630	PROF DEVELOPMENT - TRAINING	1,000	1,000	1,000	1,000 0.00%
11,292	0	0	0		55111	COMPUTER	4,800	4,800	4,800	4,800 100.00%
133,547	126,639	143,039	143,039		Totals		177,721	137,721	137,721	137,721 8.75%
130,507	126,639	143,039	143,039		Total Non-Salary		177,721	137,721	137,721	137,721 8.75%

### 1145-00 Information Systems

# Finance Department

## General Description of Department

The Finance Department is responsible for maintaining and monitoring all accounts for the Town including the general funds as well as all special revenue and capital funds. The department is also responsible for the investment of funds, debt management, financial forecasting and reporting, risk management, purchasing, budgeting, accounting, information technology, and the administration of employee benefit programs. The department also assists the Selectman's Office in special projects.

## Accomplishments 2019-2020

- Received Government Financial Officers Certificate of Excellence in Financial Reporting for fiscal year ending June 30, 2018
- Received the Government Financial Officers Distinguished Budget Presentation Award for fiscal year beginning July 1, 2019

## Major Objectives 2020-2021

- Receive Government Financial Officers Certificate of Excellence in Financial Reporting for fiscal year ending June 30, 2019
- Continue to improve the design of Town budget documents. Our goal is to provide information in the budget to help Town residents understand more about the operations of Town government. We hope to receive the Government Financial Officers Association Distinguished Presentation Award for the Fiscal Year beginning July 1, 2020 Adopted Budget.

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Consecutive Years of GFOA Audit Award	25	26	27
Consecutive Years of GFOA Budget Award	13	14	15
Invoices Processed Town / WBOE	7,430/0	7,980/3,432	9,000/3,500
W-2's Issued	376	365	320

<i>2018-19</i>	<i>2019-20 Adopted Budget</i>	<i>2019-20 Amended Budget</i>	<i>2019-20 Projected Budget</i>		<i>2020-21 Dept Request</i>	<i>2020-21 BOS Proposed</i>	<i>2020-21 BOF Proposed</i>	<i>2020-21 Adopted Budget</i>	<i>FY21 Bud vs 20 Bud</i>
<b><u>1150-00 Finance Department</u></b>									
74,904	74,904	74,904	76,777	50102 DIRECTOR OF FINANCE	78,696	78,696	78,696	78,696	5.06%
83,854	88,213	88,213	83,919	50210 REGULAR ASSISTANTS	86,039	86,039	86,039	86,039	-2.46%
59,696	59,696	59,696	61,193	50215 REGULAR CLERICAL	62,733	62,733	62,733	62,733	5.09%
387	770	1,277	1,277	50420 OVERTIME CLERICAL	770	770	770	770	0.00%
11,756	8,748	8,748	8,961	50700 BUY BACK SICK	9,186	9,186	9,186	9,186	5.01%
18,142	16,000	16,000	16,000	52160 BANKING	16,000	16,000	16,000	16,000	0.00%
1,120	1,125	1,125	1,125	54210 COMMUNICATIONS - TELEPHONE	1,125	1,125	1,125	1,125	0.00%
2,192	2,100	2,315	2,315	54250 COMMUNICATIONS - POSTAGE	2,100	2,100	2,100	2,100	0.00%
546	600	600	600	54500 CAR ALLOWANCE	600	600	600	600	0.00%
684	360	360	360	54610 PROF. DEVELOPMENT-CONFERE	360	360	360	360	0.00%
370	370	370	370	54620 PROF. DEVELOPMENT - DUES	370	370	370	370	0.00%
330	330	830	330	54640 PROF. DEV. SUBSCRIPTIONS/PUB	330	330	330	330	0.00%
1,236	1,500	1,500	1,500	55110 OFFICE	1,500	1,500	1,500	1,500	0.00%
3,521	3,000	4,000	4,000	55120 TECHNICAL	3,000	3,000	3,000	3,000	0.00%
258,740	257,716	259,938	258,727	Totals	262,809	262,809	262,809	262,809	1.98%
28,143	25,385	27,100	26,600	Total Non-Salary	25,385	25,385	25,385	25,385	0.00%

# Tax Collector

## General Description of Department

The charge of this department is to collect taxes due to the Town of Woodbridge by all means allowed by State Statute. Information developed by the Assessor is implemented using the Mill Rate from the budget process to create tax bills. In addition to collection of taxes, the Tax Collector's Office reconciles bank statements and processes journal entries for the Finance Office, processes deposits for other Town offices, provides Notary services, and administers several programs including waterline assessments, the Small Cities Rehabilitation Grant Program and C-PACE, a renewable energy project for commercial real estate.

## Accomplishments 2019-2020

- Continue 99% + collection rate with emphasis on all delinquencies
- Monitored Water and Sewer Assessment fees not yet paid. Sewer Assessment is now paid in full
- Tax records are now available on line at [www.woodbridgect.org](http://www.woodbridgect.org) at Tax Collector page
- Taxes may now be paid by credit card (on line only), the fee charged is applicable to the user and not the responsibility of the Town
- Continued to work with other Tax Collectors, and county, state and New England associations to benefit our municipalities
- Working with C-PACE, a renewable energy program to benefit Woodbridge's commercial real estate
- Processed Invoices for police private duty and collected delinquent invoices for same
- Successfully administered program money from Small Cities Grant reimbursement for projects at Senior Center. The bathroom and handicapped ramp are now completed.

## Major Objectives 2020-2021

- Continue 99% + collection rate, again with emphasis on all delinquencies
- Continue monitoring and working with Department of Motor Vehicles for benefit of our residents
- Monitor our 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Small Cities Grants for return of program monies and compliance, and to use returned money to fund new housing rehabilitation projects for more home owners
- Continue working with other Tax Collectors for the benefit of our towns, cities and state
- C-PACE projects will be monitored and billed thru our office, payments will then be forwarded to Green Bank

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Tax Collection Rate	99.50%	99.50%	99.60%
Tax Bills processed Including Reminders	15,200	15,200	15,200
Small Cities Applications Managed	12	12	12
C-PACE Applications Processed	3	4	4

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget			2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1155-00 Tax Collector</b>										
67,163	69,663	71,406	71,405	50103	TAX COLLECTOR	73,190	73,190	73,190	73,190	5.06%
53,874	56,374	57,782	57,782	50210	REGULAR ASSISTANTS	59,218	59,218	59,218	59,218	5.04%
7,271	4,883	4,883	5,216	50700	BUY BACK SICK	5,346	5,346	5,346	5,346	9.48%
250	1,000	1,000	1,000	52100	GENERAL PROFESSIONAL SERVI	1,000	1,000	1,000	1,000	0.00%
428	500	500	500	54210	COMMUNICATIONS - TELEPHONE	500	500	500	500	0.00%
5,570	7,500	7,500	7,500	54250	COMMUNICATIONS - POSTAGE	7,700	7,700	7,700	7,700	2.67%
1,791	1,600	1,600	1,800	54310	ADVERTISING - LEGAL ADS	1,800	1,800	1,800	1,800	12.50%
5,921	6,800	6,800	6,900	54400	PRINTING AND BINDING	6,900	6,900	6,900	6,900	1.47%
1,140	1,800	1,800	1,800	54500	CAR ALLOWANCE	1,800	1,800	1,800	1,800	0.00%
1,302	600	600	600	54610	PROF. DEVELOPMENT-CONFERE	1,000	1,000	1,000	400	-33.33%
285	335	335	335	54620	PROF. DEVELOPMENT - DUES	335	335	335	335	0.00%
1,059	900	900	900	55110	OFFICE	900	900	900	900	0.00%
146,054	151,955	155,106	155,738	Totals		159,689	159,689	159,689	159,089	4.69%
17,745	21,035	21,035	21,335	Total Non-Salary		21,935	21,935	21,935	21,335	1.43%

## Assessor's Office

### General Description of Department

The Assessor's Office is responsible for maintaining and updating all real, personal and motor vehicle records for the Town. The information is compiled into a summary called the Grand List which must be filed each year in the Town Clerks Office by January 31st, reflecting all the taxable property within the Town as of the preceding October 1. The department is also responsible for administering most of the State and local programs for the elderly, veterans and disabled. Our office also performs day-to-day duties of maintaining all taxable records, maps and ownership of property. Along with daily duties, "in-house" revaluations are performed for all real property every 5 years. This in-house process is an ongoing process and saves the Town thousands of dollars.

### Accomplishments 2019-2020

- Converted our Vision software to a cloud-based software for better cyber protection and storage
- Completed over 800 inspections for the 2019 revaluation
- Sent out change letter to all property owners notifying them of their new 2019 assessments
- Preparing for the appeals stage of the 2019 revaluation
- Maintain the highest quality of service in our office

### Major Objectives 2020-2021

- Complete the implementation of the Town's 2019 Revaluation
- Complete the hearing and appeal process that accompanies the revaluation process

<u>Performance Indicators</u>			
	<u>Actual FY18-19</u>	<u>Estimated FY19-20</u>	<u>Projected FY20-21</u>
Elderly Applications Processed	135	132	130
Veteran Applications Processed	63	63	65
Applications to Board of Assessment Appeals	17	60	30

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget			2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1160-00 Tax Assessor</b>										
89,107	89,107	91,335	91,335		50104 ASSESSOR		93,618	93,618	93,618	93,618 5.06%
12,000	12,000	12,000	12,000		50117 REVALUATION SUPPLEMENT		12,000	12,000	12,000	12,000 0.00%
46,304	48,592	49,803	49,803		50215 REGULAR CLERICAL		52,166	52,166	52,166	52,166 7.36%
0	200	200	200		50410 OVERTIME REGULAR		200	200	200	200 0.00%
5,141	4,202	4,202	4,307		50700 BUY BACK SICK		4,415	4,415	4,415	4,415 5.07%
1,950	3,000	3,000	3,000		52100 GENERAL PROFESSIONAL SERVI		3,000	3,000	3,000	3,000 0.00%
924	480	480	480		54210 COMMUNICATIONS - TELEPHONE		480	480	480	480 0.00%
1,368	1,500	1,500	1,500		54250 COMMUNICATIONS - POSTAGE		1,500	1,500	1,500	1,500 0.00%
0	200	200	200		54310 ADVERTISING - LEGAL ADS		200	200	200	200 0.00%
2,750	2,750	2,750	2,750		54400 PRINTING AND BINDING		2,750	2,750	2,750	2,750 0.00%
2,851	2,750	2,750	2,750		54500 CAR ALLOWANCE		2,750	2,750	2,750	2,750 0.00%
3,259	2,000	2,000	2,000		54610 PROF. DEVELOPMENT-CONFERE		2,000	2,000	2,000	2,000 0.00%
395	450	450	450		54620 PROF. DEVELOPMENT - DUES		450	450	450	450 0.00%
455	650	650	650		54640 PROF. DEV. SUBSCRIPTIONS/PUB		650	650	650	650 0.00%
1,710	2,200	2,200	2,200		55110 OFFICE		2,200	2,200	2,200	2,200 0.00%
168,214	170,081	173,520	173,625	<b>Totals</b>		178,379	178,379	178,379	178,379	4.88%
15,662	15,980	15,980	15,980	<b>Total Non-Salary</b>		15,980	15,980	15,980	15,980	0.00%

## **Board of Assessment Appeals**

The Board of Assessment Appeals is an elected body that serves the taxpayers as a statutory board to hear appeals concerning real estate, motor vehicles and personal property if aggrieved by the actions of the assessor. The board consists of three members elected to staggered four-year terms at the regular Town election in May. The Board of Assessment Appeals is the only paid board in Woodbridge per State Statute. The budget of this department funds their salary, a clerk and any legal advertising and postage needed.

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Projected Budget</i>		2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
<b><u>1165-00 Board of Assessment Appeals</u></b>									
950	1,000	1,050	1,050	50240	REGULAR ALL OTHER	1,000	1,000	1,000	1,000 0.00%
717	500	700	700	50310	PART-TIME CLERICAL	500	500	500	500 0.00%
0	400	400	400	54250	POSTAGE	200	200	200	200 -50.00%
0	200	200	200	54310	ADVERTISING - LEGAL ADS	200	200	200	200 0.00%
0	200	200	200	55112	MEETING SUPPLIES	100	100	100	100 -50.00%
1,667	2,300	2,550	2,550	<b>Totals</b>		2,000	2,000	2,000	2,000 -13.04%
0	800	800	800	<b>Total Non-Salary</b>		500	500	500	500 -37.50%

## **Board of Finance**

### **General Description of Department**

The Charter of the Town of Woodbridge provides for the establishment of an appointed six member Board of Finance. The Board of Finance receives from any spending agency statements of its current and projected financial position and needs. The Board establishes rules of procedure pertaining to reporting by and budget preparation of all spending agencies, including the determination of the form and content of requests for appropriations, the preliminary budget and the recommended budget. The Board of Finance is also responsible for the preparation of a six-year capital plan setting forth the amount, purpose and proposed method of financing of capital expenditures. In addition, the Board of Finance oversees the audit of the Town's financial statements and maintains a contingency fund for unanticipated expenditures.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget			2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1170-00 Board of Finance</b>										
3,279	3,279	3,279	3,361		50310	PART-TIME CLERICAL		3,445	3,445	3,445
34,315	38,000	38,000	37,500		52110	PROFESSIONAL AUDIT SERVICES		38,000	38,000	38,000
182	200	200	200		54310	ADVERTISING - LEGAL ADS		200	200	200
6,746	4,500	4,500	5,000		54400	PRINTING AND BINDING		5,000	5,000	5,000
642	500	500	500		55112	MEETING SUPPLIES		500	500	500
0	385,000	75,228	0		56800	CONTINGENCY		180,000	175,000	175,000
45,164	431,479	121,707	46,561	Totals			227,145	222,145	222,145	-48.52%
41,885	428,200	118,428	43,200	Total Non-Salary			223,700	218,700	218,700	-48.93%

# **Town Plan and Zoning Commission**

## **General Description of Department**

The Town Plan and Zoning Commission is established by State Statute and Town Ordinance. It is responsible for adopting and administering both the Zoning and Subdivision Regulations for the Town of Woodbridge and the Town Plan of Conservation and Development (TPCD). The commission is assisted by clerical and land use staff in furtherance of the commission's purposes, including the orderly growth of the Town and preservation of the natural environment and quality of life.

## **Accomplishments 2019-2020**

Proposed revisions to Zoning Regulations and Zoning Map were the subject of a series of public hearings. In response to public input in the course of those public hearings, the Commission further revised the proposed Zoning Regulations and adopted updated Zoning Regulations and Zoning Map with an effective date of July 1, 2019. Throughout the year the commission held regular monthly meetings and special work session meetings on an as-needed basis to discuss and take appropriate action on applications for residential, commercial and institutional development within the town, as well as action on other statutory referrals and business appropriate to come before the Commission.

## **Major Objectives 2020-2021**

The Commission will continue its work on reviewing and updating the Zoning Regulations as needed. The Commission will also begin discussion on updating the Town Plan of Conservation and Development which must be completed by 2025. The Commission will continue to take appropriate action on matters required to come before the Commission. As appropriate, Commission members and staff will attend educational and training programs to enhance their knowledge and promote professional development. Staff will continue to be available to the public to assist with processing of Commission applications and providing information on matters regulated by the Commission.

<b>Performance Indicators</b>			
	<b>Actual FY18-19</b>	<b>Estimated FY19-20</b>	<b>Projected FY20-21</b>
Non-Residential Site Development	2	1	1
Subdivisions/Resubdivisions	1	1	0
Connecticut General Statute 8-24 Referrals	5	4	4
Business Change of Use	3	2	2
Farm Stand	1	0	0
Free Standing Sign commercial uses	2	2	2
Amendment to Zoning Regulations	1	2	1

<i>2018-19</i>	<i>2019-20</i> <i>Adopted</i> <i>Budget</i>	<i>2019-20</i> <i>Amended</i> <i>Budget</i>	<i>2019-20</i> <i>Projected</i> <i>Budget</i>		<i>2020-21</i> <i>Dept</i> <i>Request</i>	<i>2020-21</i> <i>BOS</i> <i>Proposed</i>	<i>2020-21</i> <i>BOF</i> <i>Proposed</i>	<i>2020-21</i> <i>Adopted</i> <i>Budget</i>	<i>FY21</i> <i>Bud vs</i> <i>20 Bud</i>
<b><u>1180-00 Town Plan &amp; Zoning</u></b>									
28,739	28,739	31,297	31,297	50215 REGULAR CLERICAL	33,214	33,214	33,214	33,214	15.57%
0	2,640	2,640	2,640	50310 PART-TIME CLERICAL	2,640	2,640	2,640	0	-100.00%
1,658	1,161	1,161	1,304	50700 BUY BACK SICK	1,341	1,341	1,341	1,341	15.50%
10,359	0	0	0	52100 GENERAL PROFESSIONAL SERVI	0	0	0	0	0.00%
0	1,500	1,500	1,500	52150 ENGINEERING	1,500	1,500	1,500	1,500	0.00%
0	500	500	500	52211 COURT STENOGRAPHER	500	500	500	500	0.00%
442	500	500	500	54210 COMMUNICATIONS - TELEPHONE	500	500	500	500	0.00%
30	500	500	500	54250 POSTAGE	500	500	500	500	0.00%
2,940	3,000	3,000	3,000	54310 ADVERTISING - LEGAL ADS	3,000	2,500	2,500	2,500	-16.67%
214	500	500	500	54400 PRINTING AND BINDING	500	500	500	500	0.00%
0	0	0	500	54500 CAR ALLOWANCE	1,000	1,000	1,000	1,000	100.00%
110	95	95	95	54620 PROF. DEVELOPMENT - DUES	95	95	95	95	0.00%
313	400	400	400	55110 OFFICE	400	400	400	400	0.00%
<b>44,805</b>	<b>39,535</b>	<b>42,093</b>	<b>42,736</b>	<b>Totals</b>	<b>45,190</b>	<b>44,690</b>	<b>44,690</b>	<b>42,050</b>	<b>6.36%</b>
<b>14,408</b>	<b>6,995</b>	<b>6,995</b>	<b>7,495</b>	<b>Total Non-Salary</b>	<b>7,995</b>	<b>7,495</b>	<b>7,495</b>	<b>7,495</b>	<b>7.15%</b>

## **Zoning Board of Appeals**

### **General Description of Board**

The powers and duties of the Woodbridge Zoning Board of Appeals are set forth in the Zoning Regulations for the Town of Woodbridge, and applicable State Statutes. The Board is empowered to act on appeals of decisions of the Enforcement Officer, matters delegated to it by the Zoning Regulations, and requests for variances of the Zoning Regulations.

The Board is assisted by land use staff in furtherance of the Board's business.

### **Accomplishments 2019-2020**

Throughout the year the Board holds monthly meetings on an as-needed basis, to hear and decide matters that are required to come before it.

### **Major Objectives 2020-2021**

Board members shall continue to hear matters appropriate to come before the Board. As appropriate, board members and staff will attend educational and training programs to enhance their knowledge and promote professional development. Staff will continue to be available to the public to assist with processing of Board applications and providing information on matters regulated by the Commission.

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
Variance Requests Approved	5	3	3
Variance Requests Denied	1	0	0
Approvals Per Section 5.11	0	1	1
Withdrawn Applications	0	0	0

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget			2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud	
<b>1185-00 Zoning Board of Appeals</b>											
0	850	850	850		50310	PART-TIME CLERICAL		850	850	0	-100.00%
0	500	500	500		52211	COURT STENOGRAFHER		500	500	500	0.00%
85	350	350	350		54250	POSTAGE		350	350	350	0.00%
2,543	3,000	3,000	3,000		54310	ADVERTISING - LEGAL ADS		3,000	2,500	2,500	-16.67%
55	100	100	100		54610	PROF. DEVELOPMENT-CONFERE		100	100	100	0.00%
71	200	200	200		55110	OFFICE		200	200	200	0.00%
2,755	5,000	5,000	5,000	Totals			5,000	4,500	4,500	3,650	-27.00%
2,755	4,150	4,150	4,150	Total Non-Salary			4,150	3,650	3,650	3,650	-12.05%

## **The Center Building**

### **General Description of Department**

The Center Building is used for Town office space as well as a Fitness Center, Human Services, Senior Center, and general meeting rooms for various outside organizations.

<i>2018-19</i>	<i>2019-20</i> <i>Actual</i>	<i>2019-20</i> <i>Adopted</i> <i>Budget</i>	<i>2019-20</i> <i>Amended</i> <i>Budget</i>	<i>2019-20</i> <i>Projected</i> <i>Budget</i>	<i>2020-21</i> <i>Dept</i> <i>Request</i>	<i>2020-21</i> <i>BOS</i> <i>Proposed</i>	<i>2020-21</i> <i>BOF</i> <i>Proposed</i>	<i>2020-21</i> <i>Adopted</i> <i>Budget</i>	<i>FY21</i> <i>Bud vs</i> <i>20 Bud</i>	
<b><u>1190-00 The Center</u></b>										
221	250	250	250	250	54210	COMMUNICATIONS - TELEPHONE	250	250	250	0.00%
51,418	50,000	52,000	52,000	52,000	55221	ELECTRIC BUILDINGS	52,000	52,000	52,000	4.00%
35,049	26,000	31,400	31,400	31,400	55222	NATURAL GAS	26,000	26,000	26,000	0.00%
2,605	2,750	3,550	3,550	3,550	55240	WATER	2,750	2,750	2,750	0.00%
89,293	79,000	87,200	87,200	87,200	<b>Totals</b>		81,000	81,000	81,000	2.53%
89,293	79,000	87,200	87,200	87,200	<b>Total Non-Salary</b>		81,000	81,000	81,000	2.53%

## **Former Fire Station**

### **General Description of Department**

The Former Fire Station, as the name indicates, is the building that was formerly used as a fire station in the Town of Woodbridge until 2009. The building was damaged by fire in October of 2006 and is currently being restored through a combination of insurance proceeds and Town funds. Once completed, the Board of Selectmen will decide on the proper use of the building.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b><u>1191-00 Former Fire Station</u></b>									
392	400	400	400	54260	COMMUNICATIONS - SECURITY S	400	400	400	0.00%
1,837	1,850	3,402	3,402	55221	ELECTRIC BUILDINGS	2,000	2,000	2,000	8.11%
7,762	5,000	5,000	5,000	55222	NATURAL GAS	5,000	5,000	5,000	0.00%
547	400	400	400	55240	WATER	400	400	400	0.00%
10,538	7,650	9,202	9,202	Totals		7,800	7,800	7,800	1.96%
10,538	7,650	9,202	9,202	Total Non-Salary		7,800	7,800	7,800	1.96%

## **Country Club of Woodbridge**

At the Annual Town Meeting held on May 18, 2009, the residents of Woodbridge approved the purchase of the Woodbridge Country Club (now called the Country Club of Woodbridge). The Town ceased golf operations on December 31, 2016. Utilities and other operating costs were eliminated in FY20 due to the closure of the main facility.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1192-00 Country Club of Woodbridge</b>								
3,230	0	0	0	52310	SECURITY SERVICES	0	0	0 0.00%
12,600	5,000	5,000	5,000	53400	GROUNDSKEEPING SERVICE	0	0	0 -100.00%
1,039	0	0	0	53530	REPAIR & MAINTENANCE - BUILDI	0	0	0 0.00%
3,991	0	767	767	54210	TELEPHONE	0	0	0 0.00%
369	0	0	0	55140	EQUIPMENT PARTS	0	0	0 0.00%
24,112	0	7,591	7,591	55221	ELECTRIC BUILDINGS	0	0	0 0.00%
20,666	0	0	0	55230	OIL HEATING	0	0	0 0.00%
16,559	0	3,701	3,701	55240	WATER	0	0	0 0.00%
82,566	5,000	17,059	17,059	<b>Totals</b>		0	0	0 -100.00%
82,566	5,000	17,059	17,059	<b>Total Non-Salary</b>		0	0	0 -100.00%

# Police Department

## General Description of Department

The Woodbridge Police Department provides the Town with Police Services utilizing an authorized strength of 23 full-time officers (one of which is funded by the Woodbridge Board of Education) and 9 civilian personnel. Personnel consists of the Chief of Police, a Deputy Chief, 5 Sergeants, 16 Patrol Officers, 6 Dispatchers, an Administrative Assistant to the Chief, a Records Clerk, and a part-time Mechanic. These numbers allow us to maintain a visible police presence in Town to provide prompt and efficient response to calls for service, while at the same time, enabling us to continue with crucial specialized assignments. These include the Investigative Services Unit (ISU), participation in the Southwest Region Special Response Team, and providing full-time School Resource Officers at both the Amity High School and Beecher Road School.

## Accomplishments 2019-2020

- Acquisition of a mobile License Plate Recognition System to deter crime and enhance Officer safety
- Participation with the Radio Committee on implementation of a new town-wide Simulcast Radio System
- Upgraded and transitioned the entire Department to new handguns
- Collaborated with other Town departments in sharing resources to maximize current IT efficiency
- Compliance with 2019 legislative requirements pertaining to newly enacted POSTC Law Enforcement Standards and Practices Program

## Major Objectives 2020-2021

- Implementation of an administratively controlled door access system to ensure police facility safety
- Replacement of computer main servers and network components and enhancement of support services to further improve IT efficiency
- Final completion of Simulcast Radio System project and mobile/portable radio reprogramming
- Acquisition of additional Speed Awareness Monitoring equipment to promote highway safety
- Upgrading and expansion of aging security camera monitoring system
- Move forward with planning of renovations of the existing outdated Police facility

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
Number of Driving Under the Influence Arrests	16	16	18
Number of Motor Vehicle Accidents	332	325	320
Number of Deterrent Patrol/Radar Runs	16,520	17,400	18,225
Number of Traffic Enforcement Stops	2,376	2,500	2,600
Number of Calls for Medical Assistance	992	995	1,000
Total Calls for Service	26,598	28,000	29,500

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
	2019-20 Budget	2019-20 Budget	2019-20 Budget		2020-21 Budget	2020-21 Budget	2020-21 Budget	2020-21 Budget
<b>1210-00 Police Department</b>								
115,899	115,540	115,540	119,206	50106	POLICE CHIEF	122,597	122,597	122,597
105,482	105,123	105,123	108,529	50107	DEPUTY POLICE CHIEF	111,652	111,652	111,652
104,832	104,826	104,826	107,457	50215	REGULAR CLERICAL	110,135	110,135	110,135
1,430,092	1,537,607	1,537,607	1,478,032	50220	POLICE OFFICERS	1,604,046	1,486,014	1,486,014
319,605	320,988	320,988	306,799	50225	DISPATCHERS	332,322	332,322	332,322
15,013	14,402	14,402	14,762	50330	PART-TIME MAINTENANCE	15,125	15,125	15,125
1,592	0	0	588	50350	PART-TIME ALL OTHER	0	0	0
4,055	4,000	4,000	4,000	50420	OVERTIME CLERICAL	4,000	4,000	4,000
145,420	110,000	110,000	134,400	50430	OVERTIME - POLICE OFFICERS	135,000	125,000	125,000
30,443	15,000	15,000	14,555	50431	OVERTIME - INVESTIGATIVE SVC	15,000	15,000	15,000
31,510	40,000	40,000	40,000	50435	Training - O/T	42,000	42,000	42,000
28,979	20,000	20,000	32,204	50440	OVERTIME - DISPATCHERS	20,000	20,000	20,000
15,538	15,000	15,000	12,240	50450	SHIFT DIFFERENTIAL	15,000	15,000	15,000
122,082	115,080	115,080	108,474	50460	HOLIDAY PAY	127,047	114,863	114,863
104,216	109,741	109,741	110,739	50500	LONGEVITY	129,314	129,314	129,314
78,340	83,749	83,749	76,543	50600	COLLEGE INCENTIVES	92,583	83,141	83,141
10,635	15,000	15,000	10,899	50700	BUY BACK SICK	15,000	15,000	15,000
8,231	10,250	10,250	9,400	50800	DEFIBRILLATOR CERTIFICATION	10,300	9,500	9,500
37,352	42,000	42,000	40,400	51800	UNIFORM ALLOWANCE	42,000	39,700	39,700
22,580	22,580	22,580	22,580	52140	LABOR NEGOTIATIONS	23,144	23,144	23,144
3,923	3,000	3,000	4,012	52170	MEDICAL EXPENSE	3,500	3,500	3,500
28,733	41,000	41,000	41,000	52210	DATA PROCESSING	41,000	81,000	81,000
12,900	13,500	13,500	13,500	52300	REGIONAL SERVICES	13,500	13,500	13,500
41,894	11,989	11,989	18,925	53510	REPAIR & MAINT - MACHINE&EQU	22,250	22,250	22,250
13,470	14,000	14,000	14,751	53520	REPAIR & MAINTENANCE - VEHIC	14,000	14,000	14,000
4,383	4,900	4,900	4,650	53530	REPAIR & MAINTENANCE - BUILDI	4,900	4,900	4,900
3,621	3,000	3,000	2,805	53610	RENTALS - EQUIPMENT	3,000	3,000	3,000
27,629	25,000	25,000	22,464	54210	COMMUNICATIONS - TELEPHONE	22,500	22,500	22,500
8,521	8,500	8,500	8,527	54220	COMMUNICATIONS - CELLULAR P	8,500	8,500	8,500
946	1,200	1,200	1,200	54250	COMMUNICATIONS - POSTAGE	1,200	1,200	1,200
0	1,000	1,000	1,000	54320	ADVERTISING - OTHER	1,000	1,000	1,000
182	400	400	325	54500	CAR ALLOWANCE	400	400	400

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud	
1,118	2,500	2,000	2,500		54610 PROF. DEVELOPMENT-CONFERE	2,500	2,500	2,500	0.00%	
1,235	1,900	1,900	2,160		54620 PROF. DEVELOPMENT - DUES	2,200	2,200	2,200	15.79%	
17,367	20,000	20,000	20,000		54630 PROF DEVELOPMENT - TRAINING	20,000	17,500	17,500	-12.50%	
1,801	2,000	2,000	2,000		54640 PROF. DEV. SUBSCRIPTIONS/PUB	2,000	2,000	2,000	0.00%	
9,397	9,000	9,000	9,000		55110 OFFICE	9,000	9,000	9,000	0.00%	
2,261	2,700	2,700	2,700		55112 MEETING SUPPLIES	2,700	2,700	2,700	0.00%	
4,309	3,300	3,800	3,300		55120 TECHNICAL	3,300	3,300	3,300	0.00%	
3,281	3,000	3,000	3,000		55121 D.A.R.E	3,000	3,000	3,000	0.00%	
1,449	1,500	1,500	1,500		55140 EQUIPMENT PARTS	1,500	1,500	1,500	0.00%	
46,277	45,000	45,000	43,869		55145 TIRES, OIL, & GAS	45,000	45,000	45,000	0.00%	
4,543	5,000	5,000	5,000		55150 VEHICLE PARTS	5,000	5,000	5,000	0.00%	
2,805	2,100	2,100	2,032		55223 ELECTRIC STREET & STOP LIGHT	2,100	2,100	2,100	0.00%	
18,775	0	0	0		57410 CAPITAL - MACHINERY	3,900	2,500	0	0.00%	
8,818	0	0	0		57470 CAPITAL - FURNITURE & FIXTURE	1,000	0	0	0.00%	
3,001,531	3,026,375	3,026,375	2,982,027	Totals		3,205,215	3,087,557	3,085,057	3,085,057	1.94%
329,570	290,069	290,069	293,200	Total Non-Salary		304,094	336,894	334,394	334,394	15.28%

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# Fire Commission

## General Description of Department

The Woodbridge Fire Department serves the Town as First Responders to fire suppression, rescue, medical emergency (EMT level), and hazardous material incidents 24 hours a day, 365 days a year. The WFD continues to replace, update, and add much needed equipment. This, combined with a comprehensive training program, enables the WFD to better serve the Town's fire, medical, rescue and emergency needs. Our 50+ members hold professional certifications from the State of Connecticut and various national accreditation organizations such as Firefighter, Emergency Medical Technician, Commercial Driver License or "Q" Endorsement, and Fire Service Instructor. There is also a Junior Corps, for youth ages 15-17. In addition to emergency response, the WVFA uses donations raised throughout the year to actively support the community in various ways. Available by appointment, 4 members are certified Child Passenger Safety Technicians. The WVFA assists at events such as Relay for Life, Road Race, Father's Baseball League Opening Day, and Ice Rink. The WVFA hosts Santa and Mrs. Claus at the fire house, collects toys for the Yale New Haven Hospital Toy Closet, and provides smoke and carbon monoxide detectors to residents. Members will replace detector batteries for seniors. We held a successful 8<sup>TH</sup> annual Truck or Treat event on Halloween that had over 4,000 people attend. The Office of the Fire Marshal is overseen by the Fire Chief and receives its authority from the State of Connecticut. The Office conducts fire investigations and holds several fire prevention classes. The Office performs state-mandated inspections, including those for large gathering places, health department license renewals, and liquor licenses. The Office approves and issues permits for special activities, approves designs and inspects renovations for commercial and educational buildings, conducts annual inspections as required, conducts hazardous material inspections and inspects for certificates of occupancies. Per Connecticut State Statute, the Fire Marshal is also required to complete at least ninety hours of continuing education over a three-year period.

## Accomplishments 2019-2020

- Responded to 535 incident calls in calendar year 2019
- Renewed certification at the Supplemental First Responder level of service by the CT Department of Public Health
- Two new members joined as well as three juniors
- Training for new certifications: 2 new Firefighters in FFI, 1 in FFII
- Continued renewals of AED and CPR certifications
- Continue training to enhance structural firefighting capability
- Continue specialized technical rescue training to accommodate call volume: stabilization struts & Amkus extrication system
- Replaced Tire Air Compressor
- Ordered new engine to replace 1989 Engine 3
- 10 EMT's recertified and 3 new EMT's

## Major Objectives 2021-2021

- Continue to replace aging apparatus, order Engine 9
- Continue program of advanced rescue training utilizing the equipment on the rescue vehicle
- Continue training firefighters to higher level / Certify 3 new EMTs

	Performance Indicators		
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Incident Response/Calls for Service	535	550	560
Car Seat Installs	53	70	75
Fire Marshal Inspections	648	660	660

<i>2018-19 Actual</i>	<i>2019-20 Adopted Budget</i>	<i>2019-20 Amended Budget</i>	<i>2019-20 Projected Budget</i>	<i>2020-21 Dept Request</i>	<i>2020-21 BOS Proposed</i>	<i>2020-21 BOF Proposed</i>	<i>2020-21 Adopted Budget</i>	<i>FY21 Bud vs 20 Bud</i>
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### 1230-00 Fire Commission

27,595	27,595	30,671	30,671	50109	FIRE CHIEF	36,000	36,000	28,992	28,992	5.06%
47,353	46,682	49,711	49,711	50110	FIRE MARSHAL	63,700	63,700	49,045	49,045	5.06%
13,246	13,246	14,722	14,722	50116	ASSISTANT FIRE CHIEF	13,916	13,916	13,916	13,916	5.06%
44,507	49,650	53,396	53,396	50215	REGULAR CLERICAL	57,779	57,779	57,779	57,779	16.37%
0	0	0	0	50310	PART-TIME CLERICAL	18,038	0	0	0	0.00%
11,941	12,000	12,000	12,000	50350	PART-TIME ALL OTHER	13,000	12,000	12,000	12,000	0.00%
4,498	0	0	2,500	50420	OVERTIME CLERICAL	2,500	2,500	2,500	2,500	100.00%
6,662	0	0	2,864	50700	BUY BACK SICK	2,864	2,864	2,864	2,864	100.00%
24,545	33,000	33,000	33,000	52170	MEDICAL EXPENSE	34,980	33,000	33,000	33,000	0.00%
17,829	23,000	23,000	23,000	52210	DATA PROCESSING	23,000	23,000	23,000	23,000	0.00%
69,999	70,000	70,000	70,000	52225	VOLUNTEER INCENTIVES	80,000	80,000	70,000	70,000	0.00%
14,962	16,000	16,000	16,000	53100	CLEANING/ CUSTODIAL SERVICE	16,000	16,000	16,000	16,000	0.00%
87,012	68,000	98,000	100,000	53510	REP & MAINT - MACHINE&EQUIP	100,000	80,000	75,000	75,000	10.29%
27,222	29,000	29,000	29,000	53520	REP & MAINT - TESTING	31,000	29,000	29,000	29,000	0.00%
42,322	33,500	33,500	33,500	53530	REP & MAINT - BUILDING	35,000	33,000	33,000	33,000	-1.49%
18,598	23,000	23,000	23,000	53540	SOFTWARE MAINTENANCE	25,000	25,000	25,000	25,000	8.70%
14,446	18,000	18,000	19,000	53610	RENTALS - EQUIPMENT	18,000	18,000	18,000	18,000	0.00%
7,065	7,000	7,000	9,500	54210	COMM - TELEPHONE	9,500	9,500	9,500	9,500	35.71%
9,470	12,500	12,500	12,500	54220	COMM - CELLULAR PHONE	12,500	12,500	12,500	12,500	0.00%
2,958	3,000	3,000	3,000	54230	COMM - PAGERS	3,000	3,000	3,000	3,000	0.00%
0	33,125	33,125	33,500	54240	COMM - RADIO	164,510	164,510	164,510	164,510	396.63%
33	600	600	600	54250	POSTAGE	600	600	600	600	0.00%
2,911	3,600	3,600	3,600	54260	COMM - SECURITY SERV	4,000	3,600	3,600	3,600	0.00%
291	300	300	300	54320	ADVERTISING - OTHER	300	100	100	100	-66.67%
421	2,000	2,000	2,000	54610	PROF. DEVELOPMENT-CONFERE	2,000	2,000	2,000	2,000	0.00%
2,928	2,800	2,800	2,800	54620	PROF. DEVELOPMENT - DUES	3,000	3,000	3,000	3,000	7.14%
18,484	30,000	30,000	30,000	54630	PROF DEVELOPMENT - TRAINING	35,000	30,000	30,000	30,000	0.00%
534	600	600	600	54640	PROF. DEV. SUBSCRIPTIONS/PUB	600	600	600	600	0.00%
4,795	5,000	5,000	5,000	54710	Programs and Publicity	5,000	5,000	5,000	5,000	0.00%
1,230	2,300	2,300	2,300	55110	OFFICE	2,500	2,300	2,300	2,300	0.00%
8,386	10,000	10,000	10,000	55111	COMPUTER	10,000	10,000	10,000	10,000	0.00%
939	1,200	1,200	1,200	55112	MEETING SUPPLIES	1,200	1,200	1,200	1,200	0.00%

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
38,876	42,000	42,000	42,000		55120 TECHNICAL			42,000	0.00%
1,650	3,500	3,500	3,500		55122 FIRE MARSHAL EXPENSE			3,500	0.00%
19,910	30,000	30,000	30,000		55125 GEAR REPLACEMENT			30,000	0.00%
1,369	7,000	7,000	7,000		55145 TIRES			7,000	0.00%
11,203	12,500	12,500	12,500		55210 GAS			12,500	0.00%
36,109	36,000	36,000	36,000		55221 ELECTRIC BUILDINGS			36,000	0.00%
15,857	10,000	10,000	15,000		55222 NATURAL GAS			15,000	50.00%
800	1,000	1,000	1,000		55240 WATER			1,000	0.00%
90,931	88,450	88,450	95,000		55245 Hydrants			93,757	6.00%
24,138	12,000	12,000	12,000		57410 CAPITAL - MACHINERY			12,000	-100.00%
774,026	819,148	860,475	883,264	Totals		1,083,244	1,026,426	989,763	977,763
618,224	669,975	699,975	717,400	Total Non-Salary		875,447	837,667	822,667	810,667
									21.00%

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## Medical Services

### General Description of Department

The emergency medical services department provides emergency medical care to residents through two programs: (1) paramedic fly-car and ambulance transport service through AMR (American Medical Response), and (2) emergency medical dispatch service and mutual aid outreach.

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Paramedic Calls Priority 1	873	945	940
Paramedic Calls Priority 2	228	238	235
Ambulance Calls Priority 1	894	891	900
Ambulance Calls Priority 2	408	364	365

<i>2018-19</i>	<i>2019-20 Adopted Budget</i>	<i>2019-20 Amended Budget</i>	<i>2019-20 Projected Budget</i>		<i>2020-21 Dept Request</i>	<i>2020-21 BOS Proposed</i>	<i>2020-21 BOF Proposed</i>	<i>2020-21 Adopted Budget</i>	<i>FY21 Bud vs 20 Bud</i>
<b><u>1240-00 Medical Services</u></b>									
1,003	750	750	750	50310 PART-TIME CLERICAL	750	750	750	750	0.00%
296,332	296,331	309,531	309,531	52100 GENERAL PROFESSIONAL SERVI	296,331	309,798	309,798	309,798	4.54%
6,651	6,700	6,700	6,500	52300 REGIONAL SERVICES	6,700	6,700	6,700	6,700	0.00%
1,462	1,000	1,000	1,000	55110 OFFICE SUPPLIES	1,000	1,000	1,000	1,000	0.00%
305,447	304,781	317,981	317,781	Totals	304,781	318,248	318,248	318,248	4.42%
304,444	304,031	317,231	317,031	Total Non-Salary	304,031	317,498	317,498	317,498	4.43%

# Woodbridge Regional Animal Control

## General Description of Department

Woodbridge Regional Animal Control provides enforcement of all Connecticut General Statutes, local and State laws and ordinances pertaining to dogs, cats, and other animals. Animal Control Officer responsibilities include, but are not limited to, responding to calls for stray; roaming; abandoned; sick or injured animals; dog bites; cat bites; animal nuisance and animal cruelty complaints. Our Officers conduct investigations and inspections, issue citations, written warnings and apply for arrest warrants as needed. Woodbridge Regional Animal Control ensures public safety in the Towns of Woodbridge, Bethany, and Seymour which our Officers protect and serve. The Officers and staff also maintain the Animal Shelter facility at 135 Bradley Road, Woodbridge in accordance with said laws providing humane and healthy environment for the animals impounded there. Woodbridge Regional Animal Control consists of two full time Animal Control Officers, two part time Kennel Maintenance employees and one per diem employee (as needed). This budget represents the Town of Woodbridge contribution to Woodbridge Animal Control. Expenditures totaling \$260,846 as well as contributions from Bethany and Seymour are accounted for in the Animal Control Fund as described on page 27.

## Accomplishments 2019-2020

- Move forward with essential upgrades and additions to the facility
- Continue Fund Raising for shelter and additions through One Big Dog Animal Respite Fund, Inc.
- Animal Control Officers continued advanced training in Emergency Response and Animal and Shelter management
- Explore the possibility of adding additional towns to the Regional Shelter

## Major Objectives 2020-2021

- Continue Fund Raising for shelter upgrades and additions through One Big Dog Animal Respite Fund, Inc.
- Continue advanced training for Animal Control Officers
- Continue to explore the possibility of adding additional towns to the Regional Shelter

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Number of Impounds	250	265	270
Complaint Responses	1,100	1,230	1,275
Infractions/Summons Issued	15	19	21
Visitors to Shelter	1,350	1,400	1,450

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b><u>1250-00 Animal Control</u></b>								
107,070	109,316	115,490	115,490	52300 REGIONAL SERVICES	114,419	112,487	112,487	112,487 2.90%
107,070	109,316	115,490	115,490	Totals	114,419	112,487	112,487	112,487 2.90%
107,070	109,316	115,490	115,490	Total Non-Salary	114,419	112,487	112,487	112,487 2.90%

# **Building Department**

## **General Description of Department**

The Woodbridge Building Department reviews applications for new structures, additions and alterations for all structures proposed to be constructed in the Town of Woodbridge. The State of Connecticut requires the Building Official to determine if construction meets the minimum standard of the State Building Code.

## **Accomplishments 2019-2020**

With the passing of long-time Building Official Terry Gilbertson who also served as Zoning Enforcement Officer and Wetland Enforcement Officer, the duties of Zoning and Wetland Enforcement were delegated to the Land Use Analyst and the position of Building Official was scaled back to a part time position. The Building Official continues to participate in the State of Connecticut continuing education program required for code officials to maintain licensing and to provide access to new information.

The Building Department went live with an online electronic permitting program which can be accessed both offsite and in the Building Department Office. Personal plan review for projects remains available with the Building Official. The program as implemented allows for the electronic processing and reporting of building and zoning related permits as well as access to geographic information of individual parcels of land. Historical electronic permit data was converted into the new permit system. Older, non-electronic, permit data is still retained and is available for review in the Building Department Office.

## **Major Objectives 2020-2021**

The Building Department will continue to work towards the fine-tuning of the online electronic permitting program which enables the department to share information with other town departments. The Building Department will also work on assisting those unfamiliar with the online permitting system with accessing and utilizing that system.

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
New Residences	1	2	1
Residential Additions	17	12	12
Residential Alterations	240	225	200
New Commercial	0	0	0
Commercial Additions	4	0	1
Commercial Alterations	6	4	4

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud		
	2019-20 Budget	2019-20 Budget	2019-20 Budget		2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud		
<b>1270-00 Building Department</b>										
88,414	88,457	88,457	60,398	50112	BUILDING OFFICIAL	66,625	66,625	66,625		
49,650	49,650	49,650	50,898	50215	REGULAR CLERICAL	52,166	52,166	52,166		
2,053	5,576	5,576	2,500	50700	BUY BACK SICK	2,500	2,500	2,500		
7,884	5,000	5,000	12,000	52100	GENERAL PROFESSIONAL SERVI	5,000	5,000	5,000		
4,516	2,500	2,500	2,500	53510	REPAIR & MAINT - MACHINE&EQU	2,500	2,500	2,500		
2,327	2,000	2,000	2,000	53520	REPAIR & MAINTENANCE - VEHIC	2,000	0	0		
885	1,000	1,000	1,000	54210	COMMUNICATIONS - TELEPHONE	1,000	1,000	1,000		
515	775	775	775	54250	COMMUNICATIONS - POSTAGE	775	775	775		
288	800	800	800	54400	PRINTING AND BINDING	800	800	800		
0	0	0	1,500	54500	CAR ALLOWANCE	2,000	2,000	2,000		
350	1,500	1,500	1,500	54610	PROF. DEVELOPMENT-CONFERE	1,500	1,500	1,500		
230	1,000	1,000	1,000	54620	PROF. DEVELOPMENT - DUES	1,000	1,000	1,000		
2,596	1,500	1,500	1,500	54640	PROF. DEV. SUBSCRIPTIONS/PUB	1,500	1,500	1,500		
382	1,800	1,800	1,800	55110	OFFICE	1,800	1,800	1,800		
<b>160,089</b>	<b>161,558</b>	<b>161,558</b>	<b>140,171</b>	<b>Totals</b>		<b>141,166</b>	<b>139,166</b>	<b>139,166</b>		
<b>19,972</b>	<b>17,875</b>	<b>17,875</b>	<b>26,375</b>	<b>Total Non-Salary</b>		<b>19,875</b>	<b>17,875</b>	<b>17,875</b>		
-13.86%										
0.00%										

## Public Works

### General Description of Department

Public Works maintains approximately 80 miles of highway infrastructure. Responsibilities include pavement repairs and improvements, roadside vegetation control, sweeping, drainage structures, signage, snow plowing, and a variety of maintenance tasks. Review and inspection of new road development and driveway apron inspections. Vendor services such as catch basin cleaning, pipe jetting, line painting, and tree removals supplement department activities. A furniture and appliance collection is performed several months of the year by appointment for residents to dispose of larger items.

### Accomplishments 2019 - 2020

- Major Road Improvements
  - Mill & Overlay – Acorn Hill Rd., Peck Hill Rd. (segment), Pease Rd. (segment), Woodfield Rd. (segment).
- Hazardous Tree Pruning & Removal
  - Approximately 200<sup>+</sup> trees in various locations – a contracted service.
  - U.I. assisted with removals in proximity to poles and wires

### Major Objectives 2020 - 2021

Continue a paving program as aggressive as budget and inflation will accommodate – inclusive of pavement preservation methods.

<u>Performance Indicators</u>			
	Actual FY 18 - 19	Estimated FY 19 - 20	Projected FY 20 - 21
Miles of road paved	3.72	3.00	3.00
Catch basins maintained	1,639	1,634	1,634
Hazardous trees removed or pruned	152	150	200

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1310-00 Public Works</b>									
92,273	92,273	92,273	94,580	50111 DIRECTOR OF PUBLIC WORKS	96,945	96,945	96,945	96,945	5.06%
108,316	108,411	108,411	111,128	50215 REGULAR CLERICAL	113,903	113,903	113,903	113,903	5.07%
552,906	603,195	603,195	543,546	50230 HIGHWAY	562,171	562,171	562,171	562,171	-6.80%
0	0	0	0	50320 PART-TIME SEASONAL	31,200	31,200	0	0	0.00%
96,922	50,000	50,000	50,000	50410 OVERTIME REGULAR	60,000	60,000	50,000	50,000	0.00%
26,740	32,394	32,394	32,394	50700 BUY BACK SICK	31,218	31,218	31,218	31,218	-3.63%
5,441	6,500	6,500	6,500	51800 UNIFORM ALLOWANCE	6,500	6,500	6,500	6,500	0.00%
1,469	1,400	1,400	1,400	51810 MEAL ALLOWANCE	1,400	1,400	1,400	1,400	0.00%
22	0	0	0	52100 GENERAL PROFESSIONAL SERVI	0	0	0	0	0.00%
1,000	6,000	6,000	6,000	52150 ENGINEERING	6,000	6,000	6,000	6,000	0.00%
1,265	1,200	1,200	1,200	52170 MEDICAL EXPENSE	1,272	1,272	1,272	1,272	6.00%
246,129	181,893	209,893	209,893	53610 CONTRACTED SERVICES	290,993	240,993	240,993	195,993	7.75%
3,751	2,000	2,000	2,000	54210 COMMUNICATIONS - TELEPHONE	2,000	2,000	2,000	2,000	0.00%
2,030	1,700	1,700	1,700	54240 COMMUNICATIONS - RADIO	1,700	1,700	1,700	1,700	0.00%
35	500	500	500	54250 COMMUNICATIONS - POSTAGE	500	500	500	500	0.00%
296	1,800	1,800	1,800	54310 ADVERTISING - LEGAL ADS	1,800	1,800	1,800	1,800	0.00%
353	300	300	300	54620 PROF. DEVELOPMENT - DUES	300	300	300	300	0.00%
200	2,000	2,000	2,000	54630 PROF DEVELOPMENT - TRAINING	2,000	2,000	2,000	2,000	0.00%
1,434	1,500	1,500	1,500	55110 OFFICE	1,500	1,500	1,500	1,500	0.00%
11,115	10,500	10,500	10,500	55130 MAINTENANCE	10,500	10,500	10,500	10,500	0.00%
18,690	20,000	20,954	20,000	55140 EQUIPMENT PARTS	20,000	20,000	20,000	20,000	0.00%
31,949	25,000	25,000	25,000	55150 VEHICLE PARTS	25,000	25,000	25,000	25,000	0.00%
85,125	96,055	96,055	96,055	55160 HIGHWAY MAINTENANCE-SAND E	96,055	96,055	96,055	81,055	-15.62%
31,805	38,600	30,600	30,600	55170 ROAD MAINTENANCE	38,600	38,600	38,600	38,600	0.00%
51,559	37,000	37,000	37,000	55210 GAS	37,000	37,000	37,000	37,000	0.00%
24,056	22,000	22,000	25,000	55221 ELECTRIC BUILDINGS	25,000	23,000	23,000	23,000	4.55%
11,814	10,000	10,000	10,000	55222 NATURAL GAS	10,000	10,000	10,000	10,000	0.00%
33,587	33,000	33,000	33,000	55223 ELECTRIC STREET & STOP LIGHT	33,000	33,000	33,000	33,000	0.00%
1,842	5,000	5,000	5,000	55240 WATER	5,000	5,000	5,000	5,000	0.00%
1,442,123	1,390,221	1,411,175	1,358,596	Totals	1,511,557	1,459,557	1,418,357	1,358,357	-2.29%
564,967	503,948	524,902	526,948	Total Non-Salary	616,120	564,120	564,120	504,120	0.03%

## **Waste Management**

### **General Description of Department**

The Woodbridge Transfer Station services the households of Woodbridge residents only for household waste and recycling. All vehicles using the Transfer Station must have a permit. The Transfer Station is open Tuesday – Saturday, 8:30a.m. – 3:00p.m. and is closed on major holidays.

### **Accomplishments 2019-2020**

- 20 tons of electronics estimated for collection and recycled
- Household Hazardous Satellite collection held September 14, 2019
- 2600 tons of MSW estimated to be collected and processed at Wheelabrator Bridgeport
- 425 tons of demolition estimated to be collected and processed
- 580 tons of single stream recyclables (cardboard, newspaper, paper, plastic, & glass)
- 1030 gallons estimated oil recycled
- 100 tons of metals estimated recycled
- 4.0 tons of paper shredded

### **Major Objectives 2020-2021**

Maintain the recycle program – residents are reminded that Hazardous Waste is not accepted at the Transfer Station other than during a satellite collection. Recyclables now a single stream process may be scrutinized in the future. E-Waste is a separate part of the recycling program that is performing extremely well. Paint recycling for residents continues as well as a bulk paper shredding operation.

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
MSW	2,766	2,600	2,600
Tons of Recyclables	631	600	600

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1350-00 Waste Management</b>									
90,549	126,500	126,500	108,912	50240	REGULAR ALL OTHER	135,990	135,990	135,990	135,990 7.50%
19,503	7,500	7,500	7,500	50410	OVERTIME REGULAR	7,500	7,500	7,500	7,500 0.00%
3,733	5,226	5,226	5,226	50700	BUY BACK SICK	5,492	5,492	5,492	5,492 5.09%
844	900	900	900	51800	UNIFORM ALLOWANCE	900	900	900	900 0.00%
25,882	20,000	20,000	20,000	52100	GENERAL PROFESSIONAL SERVI	20,000	20,000	20,000	20,000 0.00%
137	500	500	500	52170	MEDICAL EXPENSE	500	500	500	500 0.00%
8,923	15,000	15,000	15,000	52300	REGIONAL SERVICES	15,000	15,000	15,000	15,000 0.00%
212,970	209,861	209,861	209,861	53201	WASTE DISPOSAL TIPPING FEES	208,062	208,062	208,062	208,062 -0.86%
50,566	50,000	50,000	50,000	53204	BULKY WASTE DISPOSAL	78,780	70,000	70,000	70,000 40.00%
85,802	70,000	115,000	115,000	53300	RECYCLING	99,429	99,429	99,429	99,429 42.04%
11,604	3,500	3,500	3,500	53510	REPAIR & MAINT - MACHINE&EQU	3,500	3,500	3,500	3,500 0.00%
1,325	580	580	580	54210	COMMUNICATIONS - TELEPHONE	580	580	580	580 0.00%
2,371	2,500	2,500	2,500	55210	GAS	2,500	2,500	2,500	2,500 0.00%
10,510	5,100	5,100	5,100	55221	ELECTRIC BUILDINGS	5,100	5,100	5,100	5,100 0.00%
1,026	0	0	0	57410	CAPITAL - MACHINERY	0	0	0	0 0.00%
525,746	517,167	562,167	544,579	<b>Totals</b>		583,333	574,553	574,553	574,553 11.10%
411,962	377,941	422,941	422,941	<b>Total Non-Salary</b>		434,351	425,571	425,571	425,571 12.60%

## **Building Maintenance**

### **General Description of Department**

This department is responsible for general upkeep and repairs to Town-owned buildings comprised of Town Hall, Center Building, Library, Police Department, Fire Station, Former Fire House, Thomas Darling House, Transfer Station, Public Works Garage, Animal Control Building, Old South School and the Country Club of Woodbridge.

### **Accomplished 2019-2020**

- Interior renovations at Police Department and Human Services
- Install new HVAC equipment at the Library
- Install new roof at Town Hall

### **Major Objectives 2020-2021**

- Interior Renovations at Police Department

<u>Performance Indicators</u>			
	<u>Actual FY18-19</u>	<u>Estimated FY19-20</u>	<u>Projected FY20-21</u>
Work Orders	260	300	325
Number of Town Buildings Managed	12	12	12

<i>2018-19 Actual</i>	<i>2019-20 Adopted Budget</i>	<i>2019-20 Amended Budget</i>	<i>2019-20 Projected Budget</i>		<i>2020-21 Dept Request</i>	<i>2020-21 BOS Proposed</i>	<i>2020-21 BOF Proposed</i>	<i>2020-21 Adopted Budget</i>	<i>FY21 Bud vs 20 Bud</i>	
<b><u>1370-00 Building Maintenance</u></b>										
194,801	211,454	211,454	216,713		50240	REGULAR ALL OTHER	221,919	221,919	221,919	221,919 4.95%
45,859	52,102	52,102	42,968		50330	PART-TIME MAINTENANCE	44,046	44,046	44,046	44,046 -15.46%
22,086	18,000	18,000	18,000		50410	OVERTIME REGULAR	18,000	18,000	18,000	18,000 0.00%
12,561	8,438	8,438	8,438		50700	BUY BACK SICK	9,378	9,378	9,378	9,378 11.14%
0	0	0	0		51800	UNIFORM ALLOWANCE	500	500	500	500 100.00%
64,253	53,000	53,800	53,000		52100	GENERAL PROFESSIONAL SERVI	52,500	52,500	52,500	52,500 -0.94%
495	600	1,600	1,600		53520	REPAIR & MAINTENANCE - VEHIC	600	600	600	600 0.00%
61,340	50,000	50,000	50,000		53530	REPAIR & MAINTENANCE - BUILDI	50,000	50,000	50,000	50,000 0.00%
1,697	2,300	2,300	2,300		54220	COMMUNICATIONS - CELLULAR P	2,300	2,300	2,300	2,300 0.00%
14	0	0	0		54250	POSTAGE	0	0	0	0 0.00%
1,399	1,400	1,400	1,400		55110	OFFICE SUPPLIES	1,400	1,400	1,400	1,400 0.00%
15,076	15,000	15,000	15,000		55130	MAINTENANCE SUPPLIES	15,000	15,000	15,000	15,000 0.00%
16,643	17,500	17,500	17,500		55140	EQUIPMENT PARTS	17,500	17,500	17,500	17,500 0.00%
3,405	2,000	2,000	2,000		55210	GAS	2,000	2,000	2,000	2,000 0.00%
439,629	431,794	433,594	428,919	Totals			435,143	435,143	435,143	435,143 0.78%
164,322	141,800	143,600	142,800	Total Non-Salary			141,800	141,800	141,800	141,800 0.00%

# Human Services

## General Description of Department

It is the mission of the **Human Services Department** to ensure the availability of health and human services to Woodbridge residents by taking a leadership position to coordinate local services, collaborate with public and non-public agencies, assess and evaluate community needs. The Department includes The Woodbridge Center (Senior Center), Youth Services Bureau and the following social services: Fuel Assistance Program intake site, administration of Town Fuel & Food Fund, coordination of emergency food closet, emergency shelter and holiday food baskets, client advocacy, referral and outreach concerning health & social services programs and the Friendly Visitor/Telephone Reassurance Program. **Youth Services** provides youth with opportunities to develop healthy relationships and connections to family, school, peers, and community through positive youth development programs in Woodbridge. Partnerships and collaborations are fostered with schools, agencies, and organizations to provide information, referrals, and advocacy. **The Woodbridge Center** is responsible for the development, operation, and management of health, wellness, education, arts, technology, cultural, and exercise programs as well as nutritional and transportation services for senior and disabled residents.

## Accomplishments 2019-2020

**Human Services** – Human Services secured a \$5,000 grant from the One of a Kind Foundation, The Woodbridge Center received a \$3,475 grant from the Area on Aging of South Central CT and Youth Services received an increase of \$3,986 in their Enrichment Grant. Also, The Woodbridge Center was selected to receive a state Department of Transportation 5310 Grant for a ten passenger handicapped accessible bus. **Youth Services** – Procured two Dept. of Children and Families grants totaling \$22,588. Collaborated with local schools to identify program needs and provide anti-bullying, evening, and after-school positive youth development programs. Partnered with the towns of Orange and Bethany to share program costs in joint evening programs for teens and prevention programs for teens and parents. Provided after-school programs promoting kindness and life skills. **The Woodbridge Center** – Completion of ADA compliant ramp and fencing. Through grant funding, installed new carpeting in the lounge. Painting was completed in the café, lounge and stairwell entrance and new signs were installed to aid in way-finding. Continued to expand programming, build community and offer exercise nine times each week. Executed the 2nd annual Living Treasure Award dinner fundraising event. Negotiated to outsource the lunches to Jewish Senior Services of Bridgeport creating a significant savings to the Town.

## Major Objectives 2020-2021

**Human Services** – Pursue human and monetary resources in order to ensure continued development of community programs and services. **Youth Services** – Foster collaborations with schools, local prevention councils and the Towns of Bethany and Orange to share expenses for programs which promote the socialization, development, and well-being of each youth in the community. Implement state requirements for Youth Service Bureaus. **The Woodbridge Center** – Expand and implement new programming in health, wellness, nutrition, exercise, education and socialization for adults age 55 and older in our community.

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Human Services - Municipal Aid	882	900	900
Fuel Assistance / Town Fuel Fund	32 / 11	38 / 15	40 / 15
Youth Services - YEP Program	1,154	1,225	1,240
After School Programs	60	40	70
Senior Center Lunch Program	3,135	3,250	3,400
Transportation	2,341	2,500	2,600

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1410-00 Human Services</b>									
77,028	77,028	77,028	78,954	50115	HUMAN SERVICES DIRECTOR	80,928	80,928	80,928	80,928 5.06%
52,562	52,554	52,554	53,872	50210	REGULAR ASSISTANTS	55,219	55,219	55,219	27,609 -47.47%
43,930	43,919	43,919	45,032	50215	REGULAR CLERICAL	46,158	46,158	46,158	46,158 5.10%
26,194	30,636	30,636	31,398	50310	PART-TIME CLERICAL	32,176	32,176	32,176	32,176 5.03%
58,247	92,693	91,293	82,480	50350	PART-TIME ALL OTHER	84,448	84,448	84,448	76,175 -17.82%
6,180	9,022	9,022	9,259	50700	BUY BACK SICK	9,490	9,490	9,490	9,490 5.19%
11,723	0	1,400	16,190	52100	GENERAL PROFESSIONAL SERVI	16,190	16,190	16,190	16,190 100.00%
67,396	68,071	68,071	68,071	52300	REGIONAL SERVICES	68,356	68,356	68,356	68,356 0.42%
1,406	1,900	1,900	1,900	53510	REPAIR & MAINT - MACHINE&EQU	1,900	1,900	1,900	1,900 0.00%
3,549	5,400	5,400	5,400	53520	REPAIR & MAINTENANCE - VEHIC	5,400	5,400	5,400	5,400 0.00%
1,925	3,400	3,400	3,400	53610	RENTALS - EQUIPMENT	3,400	3,400	3,400	3,400 0.00%
2,439	2,560	2,560	2,560	54210	COMMUNICATIONS - TELEPHONE	2,560	2,560	2,560	2,560 0.00%
547	450	450	450	54220	COMMUNICATIONS - CELLULAR P	450	450	450	450 0.00%
706	1,000	1,000	1,000	54250	COMMUNICATIONS - POSTAGE	1,000	1,000	1,000	1,000 0.00%
520	550	550	550	54260	COMMUNICATIONS - SECURITY S	0	0	0	0 -100.00%
450	500	500	500	54310	ADVERTISING - LEGAL ADS	500	500	500	500 0.00%
941	1,000	1,000	1,000	54500	CAR ALLOWANCE	1,000	1,000	1,000	1,000 0.00%
706	1,800	1,800	1,800	54610	PROF. DEVELOPMENT-CONFERE	1,800	1,800	1,800	1,800 0.00%
764	1,000	1,000	1,000	54620	PROF. DEVELOPMENT - DUES	1,000	1,000	1,000	1,000 0.00%
10,909	12,572	12,572	12,572	54710	Programs and Publicity	12,572	12,572	12,572	12,572 0.00%
117	500	500	500	54750	General Assistance	500	500	500	500 0.00%
3,019	3,200	3,200	3,200	55110	OFFICE	3,200	3,200	3,200	3,200 0.00%
3,760	4,000	4,000	4,000	55210	GAS	4,000	4,000	4,000	4,000 0.00%
548	0	0	0	57470	CAPITAL - FURNITURE & FIXTURE	0	0	0	0 0.00%
48,748	55,524	55,524	55,524	58212	TRANS. OUT-YOUTH SERVICES F	56,231	56,231	56,231	46,231 -16.74%
424,313	469,279	469,279	480,612	<b>Totals</b>		488,478	488,478	488,478	442,595 -5.69%
160,173	163,427	164,827	179,617	<b>Total Non-Salary</b>		180,059	180,059	180,059	170,059 4.06%

# **Recreation Department**

## **General Description of Department**

The Woodbridge Recreation Department is a year round recreational facility that offers a multitude of programs to the public. Programs may include swimming, fitness center, youth after school sporting activities, guitar, karate, dance & drama, night basketball youth and adult, summer adult softball, summer camp and pre-school summer camp, swim lessons and yoga.

## **Accomplishments 2019-2020**

- Adult Sand Volleyball League
- Very Successful Learn to Swim Program
- Well Attended Fall Running Program
- Outstanding Summer Concert Program
- Successful Yoga Program
- Successful Adult Badminton Program
- Grade 4, 5, 6 Classic Basketball League
- Portable Skating Rink
- Saturday Private Swim Lessons
- Year Round Adult Co-ed Volleyball League
- Successful Clay Date Program
- Ice Rink Re-opened for Winter Season (resealed)
- Online Registration for Better Personnel Planning
- Junior High Basketball League
- Outdoor Shuffleboard Court
- Popular Indoor & Outdoor Tennis Program for Youth and Adults year round
- Expand Running Program to Beecher Campus Running Track and include the winter months

## **Major Objectives 2020-2021**

- Development of Passive Recreation Activities
- Develop an Indoor Area for Year Round Game Center and Study Area
- Develop Program Incentive to Attract More Program Users
- Add Local Bands to Summer Concerts
- Replace Old Equipment in Fitness Center and Recreation Programs (on going)
- Better Distribution of Recreation Information Materials

<u>Performance Indicators</u>			
	<u>Actual FY18-19</u>	<u>Estimated FY19-20</u>	<u>Projected FY20-21</u>
Summer Camp	1,270	1,300	1,325
Aquatic Programs	300	237	290
Other Programs	1,125	1,077	1,100

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Projected Budget</i>		2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>	
46,360	46,360	46,360	47,519							
31,033	33,540	33,540	33,540							
49,650	49,650	49,650	50,898							
338,302	386,201	386,201	386,201							
14,901	18,428	18,428	18,428							
1,244	0	0	0							
2,673	2,050	2,050	2,050							
3,761	3,000	3,000	3,000							
827	1,000	1,000	1,000							
1,326	1,250	1,250	1,250							
175	350	350	350							
16,471	13,770	13,770	13,770							
6,141	5,528	5,528	5,528							
13,117	13,026	13,026	13,026							
2,910	3,500	3,500	3,500							
528,891	577,653	577,653	580,060	Totals		622,737	622,737	597,737	331,427	-42.63%
44,727	41,424	41,424	41,424	Total Non-Salary		42,869	42,869	42,869	32,869	-20.65%

**1510-00 Recreation Department**

50114	RECREATION DIRECTOR	48,707	48,707	48,707	48,707	5.06%
50210	REGULAR ASSISTANTS	34,203	34,203	34,203	18,360	-45.26%
50215	REGULAR CLERICAL	52,170	52,170	52,170	52,170	5.08%
50320	PART-TIME SEASONAL	421,768	421,768	396,768	172,666	-55.29%
50330	PART-TIME MAINTENANCE	20,970	20,970	20,970	4,605	-75.01%
50420	OVERTIME CLERICAL	0	0	0	0	0.00%
50700	BUY BACK SICK	2,050	2,050	2,050	2,050	0.00%
52160	BANKING	4,000	4,000	4,000	2,000	-33.33%
54210	COMMUNICATIONS - TELEPHONE	1,000	1,000	1,000	1,000	0.00%
54500	CAR ALLOWANCE	1,275	1,275	1,275	1,275	2.00%
54620	PROF. DEVELOPMENT - DUES	350	350	350	350	0.00%
54710	Programs and Publicity	14,190	14,190	14,190	6,190	-55.05%
55110	OFFICE	5,528	5,528	5,528	5,528	0.00%
55120	TECHNICAL	13,026	13,026	13,026	13,026	0.00%
55130	MAINTENANCE	3,500	3,500	3,500	3,500	0.00%

## **Pool & Gym**

### **General Description of Department**

The Town of Woodbridge has one indoor pool located at Beecher Road School. As part of an arrangement with the Woodbridge Board of Education, the Town performs daily maintenance of and is responsible for the safety of the pool. As a result, the Town provided funds for a maintenance person; janitorial service; telephone; supplies, including pool chemicals. The Woodbridge Board of Education budget reflects the building-related heat and electricity as well as natural gas to heat the pool water.

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Projected Budget</i>			2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
<b><u>1515-00 Pool &amp; Gym Expense</u></b>										
36,587	36,587	36,587	37,502		50240	REGULAR ALL OTHER		38,438	38,438	38,438
25,997	24,985	24,985	25,611		50330	PART-TIME MAINTENANCE		26,252	26,252	26,252
5,143	4,000	4,000	4,000		50410	OVERTIME REGULAR		4,000	4,000	4,000
1,570	1,478	1,478	1,478		50700	BUY BACK SICK		1,663	1,663	1,663
1,731	1,700	1,700	1,700		54210	COMMUNICATIONS - TELEPHONE		1,700	1,700	1,700
15,410	17,500	17,500	17,500		55130	MAINTENANCE		17,500	17,500	17,500
86,439	86,250	86,250	87,791	Totals			89,553	89,553	89,553	73,927
17,141	19,200	19,200	19,200	Total Non-Salary			19,200	19,200	19,200	16,700
										-13.02%

## **Parks Department**

### **General Description of Department**

The Parks Department is responsible for the upkeep and general maintenance of the Town properties, parks, and ball fields.

### **Accomplishments 2019-2020**

Completion of Crack Sealing and Court Painting at Beecher Road School North and Center Road Tennis Courts

### **Major Objectives 2020-2021**

Complete Installation of Concrete Dugouts at Center Field One Baseball Field

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
Line Paint Fields	224	224	224
Mowing Parks and Fields	304	304	304
Grooming Baseball Fields	575	575	575

<i>2018-19 Actual</i>	<i>2019-20 Adopted Budget</i>	<i>2019-20 Amended Budget</i>	<i>2019-20 Projected Budget</i>		<i>2020-21 Dept Request</i>	<i>2020-21 BOS Proposed</i>	<i>2020-21 BOF Proposed</i>	<i>2020-21 Adopted Budget</i>	<i>FY21 Bud vs 20 Bud</i>
<b><u>1520-00 Parks Department</u></b>									
120,399	107,848	107,848	110,553	50240 REGULAR ALL OTHER	113,552	113,552	113,552	113,552	5.29%
49,277	61,660	61,660	69,037	50320 PART-TIME SEASONAL	72,497	64,782	64,782	20,674	-66.47%
4,360	5,000	6,500	6,500	50410 OVERTIME REGULAR	5,000	5,000	5,000	5,000	0.00%
2,707	4,982	4,982	4,982	50700 BUY BACK SICK	4,982	4,982	4,982	4,982	0.00%
1,450	1,000	1,000	1,000	51800 UNIFORM ALLOWANCE	1,000	1,000	1,000	1,000	0.00%
988	750	750	750	52170 MEDICAL EXPENSE	750	750	750	750	0.00%
9,413	10,000	10,000	10,000	53610 RENTALS - EQUIPMENT	10,000	10,000	10,000	10,000	0.00%
774	890	890	890	54210 TELEPHONE	890	890	890	890	0.00%
0	250	250	250	54240 COMMUNICATIONS - RADIO	250	250	250	250	0.00%
0	60	60	60	54620 PROF. DEVELOPMENT - DUES	60	60	60	60	0.00%
145	600	600	600	54630 PROF DEVELOPMENT - TRAINING	600	600	600	600	0.00%
38,788	36,000	38,030	36,000	55130 MAINTENANCE SUPPLIES	36,000	36,000	36,000	36,000	0.00%
4,931	4,500	4,500	4,500	55140 EQUIPMENT PARTS	4,500	4,500	4,500	4,500	0.00%
3,543	3,500	3,500	3,500	55150 VEHICLE PARTS AND SUPPLIES	3,500	3,500	3,500	3,500	0.00%
6,746	6,000	6,000	6,000	55210 GAS	6,000	6,000	6,000	6,000	0.00%
827	1,000	1,000	1,000	55221 ELECTRIC BUILDINGS	1,000	1,000	1,000	1,000	0.00%
7,719	10,000	10,000	10,000	55240 WATER	10,000	10,000	10,000	10,000	0.00%
0	0	0	0	57410 CAPITAL - MACHINERY	4,000	4,000	0	0	0.00%
Totals					274,581	266,866	262,866	218,758	-13.89%
Total Non-Salary					78,550	78,550	74,550	74,550	0.00%

## **Woodbridge Outdoor Pool**

### **General Description of Department**

At the Annual Town Meeting held on May 18, 2009, the residents of Woodbridge approved the purchase of the Woodbridge Country Club (now called the Country Club of Woodbridge). The Town of Woodbridge entered into a contract with Billy Casper Golf for the operation, management and maintenance of the Country Club of Woodbridge effective March 1, 2012. An amended agreement went into effect on January 1, 2014 in which the Town of Woodbridge has taken over the operation of the outdoor pool located at the Country Club of Woodbridge. At their November 13, 2018 meeting, the Board of Selectmen voted to close the Woodbridge Outdoor Pool.

2018-19 <i>Actual</i>	2019-20 <i>Adopted</i>	2019-20 <i>Amended</i>	2019-20 <i>Projected</i>		2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>						
<b><u>1530-00 Country Club Pool</u></b>									
49,516	0	0	0	50320 PART-TIME SEASONAL	0	0	0	0	0.00%
825	0	0	0	52100 GENERAL PROFESSIONAL SERVI	0	0	0	0	0.00%
1,123	0	0	0	53530 REPAIR & MAINTENANCE - BUILDI	0	0	0	0	0.00%
-13	0	0	0	54210 TELEPHONE	0	0	0	0	0.00%
836	0	0	0	55120 TECHNICAL	0	0	0	0	0.00%
1,890	0	0	0	55130 MAINTENANCE SUPPLIES	0	0	0	0	0.00%
54,177	0	0	0	Totals	0	0	0	0	0.00%
4,661	0	0	0	Total Non-Salary	0	0	0	0	0.00%

## **Thomas Darling House**

### **General Description of Department**

The Town of Woodbridge pays for minor repairs and maintenance, telephone, electric, heating oil and water use for the Thomas Darling House out of the expenditure budget of the Town. The Town is then reimbursed for these expenditures by the Amity Historical Society in the other revenues section under the line entitled anticipated gifts. The Town bills the historical society for these expenditures a few times per year.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget	2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1540-00 Thomas Darling House</b>								
618	0	0	0	53530	REPAIR & MAINTENANCE - BUILDING	0	0	0.00%
197	198	198	206	54210	COMMUNICATIONS - TELEPHONE	200	200	200 1.01%
2,910	3,000	3,000	2,500	55221	ELECTRIC BUILDINGS	2,500	2,500	2,500 -16.67%
5,265	3,618	3,618	3,895	55230	OIL HEATING	4,085	4,085	4,085 12.91%
966	800	800	800	55240	WATER	800	800	800 0.00%
9,955	7,616	7,616	7,401	Totals		7,585	7,585	7,585 -0.41%
9,955	7,616	7,616	7,401	Total Non-Salary		7,585	7,585	7,585 -0.41%

# Woodbridge Town Library

## General Description of Department

The Woodbridge Town Library serves as a welcoming 21<sup>st</sup>-century community hub, with up-to-date technology, online research tools and downloadable books, music and movies. It fosters a love of reading and learning, and provides resources, programs and services to residents of all ages. People come to the Library to check out bestsellers, browse DVDs, use our Wi-Fi, attend lectures, watch movies, bring children to story times, hunt for jobs, ask complex reference questions or flip through the latest magazines. The Library strives to work collaboratively with other town departments, as well as with local schools and community organizations.

## Accomplishments 2019-2020

- Continued expanded fundraising efforts with Friends of the Library, including annual book sale and mini-golf event
- Introduced *Kanopy*, a streaming service providing access to thousands of classic, foreign, documentary and other critically-acclaimed films
- Increased frequency and intensity of social media activity, including the revitalization of our Instagram account
- Installed new shelving in the Children's Department to highlight series chapter books
- Continued presenting outdoor movies at dusk on the Town Green on Tuesdays in August

## Major Objectives 2020-2021

- Develop new Library website with a modern look and increased functionality and accessibility
- Bring back our *One Book, One Town* community reading program, with several programs devoted to a single title
- Introduce *Creative Bug*, an online service providing unlimited access to high-quality arts and crafts instructional videos
- Invest in updated furniture, including new computer chairs, lounge chairs, display shelving and board book shelving
- Introduce courtesy renewals, so that checked-out items will be automatically renewed if they are eligible

	<u>Performance Indicators</u>		
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Total circulation	148,971	149,500	151,000
Downloadable and streaming circulation	18,139	21,000	23,000
Number of items in collection	82,668	83,000	83,000
Children's programs	350	325	355
Total children's program attendance	6,000	5,800	6,100
Adult programs	102	110	115
Total adult program attendance	2,068	2,100	2,200

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b>1550-00 Library</b>									
71,748	71,748	71,748	73,541	50113	LIBRARY DIRECTOR	75,380	75,380	75,380	75,380 5.06%
295,050	293,782	293,782	301,130	50210	REGULAR ASSISTANTS	293,502	293,502	293,502	293,502 -0.10%
175,458	209,762	209,762	215,006	50350	PART-TIME ALL OTHER	230,951	230,951	230,951	70,951 -66.18%
7,359	9,055	9,055	9,055	50700	BUY BACK SICK	9,055	9,055	9,055	9,055 0.00%
40,969	40,968	40,968	40,968	52213	Automation	40,968	40,968	40,968	40,968 0.00%
3,314	3,900	3,900	3,900	53510	REPAIR & MAINT - MACHINE&EQU	3,900	3,900	3,900	3,900 0.00%
1,109	2,300	2,300	1,600	53530	REPAIR & MAINTENANCE - BUILDI	1,800	1,800	1,800	1,800 -21.74%
6,630	6,550	6,550	6,650	54210	COMMUNICATIONS - TELEPHONE	6,650	6,650	6,650	6,650 1.53%
159	150	150	150	54250	COMMUNICATIONS - POSTAGE	150	150	150	150 0.00%
3,800	3,800	3,800	3,800	54260	COMMUNICATIONS - SECURITY S	3,800	3,800	3,800	3,800 0.00%
1,694	1,700	1,700	1,700	54610	PROF. DEVELOPMENT-CONFERE	1,700	1,700	1,700	0 -100.00%
1,120	1,185	1,185	1,185	54620	PROF. DEVELOPMENT - DUES	1,210	1,210	1,210	1,210 2.11%
2,992	3,000	3,000	3,000	54710	Programs and Publicity	3,000	3,000	3,000	3,000 0.00%
4,930	5,000	5,000	5,000	54711	PROGRAMS AND PUBLICITY - CHI	5,000	5,000	5,000	5,000 0.00%
7,580	7,600	7,600	7,600	55110	OFFICE	7,600	7,600	7,600	5,000 -34.21%
1,158	1,300	1,300	1,300	55111	COMPUTER	1,300	1,300	1,300	1,300 0.00%
45	0	0	0	55120	TECHNICAL	0	0	0	0 0.00%
1,150	1,150	1,150	1,150	55130	MAINTENANCE	1,150	1,150	1,150	1,150 0.00%
52,685	53,500	53,500	53,500	55221	ELECTRIC BUILDINGS	53,500	53,500	53,500	53,500 0.00%
10,493	10,000	10,000	10,500	55222	NATURAL GAS	10,500	10,500	10,500	10,500 5.00%
924	950	950	950	55240	WATER	950	950	950	950 0.00%
75,347	75,358	75,358	75,358	55300	BOOKS, MUSIC & MOVIES	75,358	75,358	75,358	60,358 -19.90%
9,800	9,800	9,800	9,800	55310	Subscriptions	9,800	9,800	9,800	9,800 0.00%
775,514	812,558	812,558	826,843	Totals		837,224	837,224	837,224	657,924 -19.03%
225,899	228,211	228,211	228,111	Total Non-Salary		228,336	228,336	228,336	199,036 -12.78%

## **Conservation Commission**

### **General Description of Department**

The Conservation Commission is a seven member appointed commission involved in protecting open space and natural resources in Woodbridge. In the FY21 budget, the Commission would like to continue evaluation of open space and inventory natural resources in Woodbridge and advocate the continued protection and acquisition of open space to promote the quality of life in Woodbridge.

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget			2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b><u>1610-00 Conservation Commission</u></b>										
0	0	0	0		52100	GENERAL PROFESSIONAL SERVI	8,000	0	0	0 0.00%
0	0	0	0		54400	PRINTING AND BINDING	600	0	0	0 0.00%
135	400	400	400		54620	PROF. DEVELOPMENT - DUES	500	400	400	400 0.00%
0	0	0	0		54710	Programs and Publicity	400	0	0	0 0.00%
0	0	0	0		55110	OFFICE	200	0	0	0 0.00%
135	400	400	400	<b>Totals</b>		9,700	400	400	400	0.00%
135	400	400	400	<b>Total Non-Salary</b>		9,700	400	400	400	0.00%

# **Economic Development Commission**

## **General Description of Department**

The Economic Development Commission (EDC) is the local governmental body responsible for the promotion and development of the Town's business community. The EDC conducts research into business conditions in the Town and seeks to coordinate activities to promote the Town as a place to live and do business. EDC members strive to develop and promote a vibrant business community.

## **Accomplishments 2019-2020**

- Initiated business sector meetings: Wellness group and a Retail/Service sector meet monthly
- Created promotional posters to highlight business and community offerings
- Organized business happy hours
- Mailed two letters from First Selectman to all businesses in town
- Distributed and promoted brochure with map and retail business information including hiking trails
- Drafted mission statement and goals
- Created and presented Beautification Plan at Commercial Property Owners' forum
- Converted one-on-one business survey to a mass survey
- Considered tax abatements and incentives

## **Major Objectives 2020-2021**

- Continue to mail biannual letters from First Selectman to all businesses in town
- Update and distribute brochure with map and retail business information
- Continue and grow business sector meetings
- Continue and grow networking opportunities
- Use business survey data to identify areas of improvement

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
Businesses surveyed	15	15	100
Business events attended/organized	3	30	30
New business stories	3	8	8

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget			2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud
<b><u>1620-00 Economic Dev Commission</u></b>										
3,000	0	0	0		52100	GENERAL PROFESSIONAL SERVI		0	0	0.00%
0	0	0	0		54250	POSTAGE		700	0	0.00%
0	1,500	1,500	1,500		54400	PRINTING AND BINDING		1,850	1,500	1,500 0.00%
170	200	200	0		54610	PROF. DEVELOPMENT-CONFERE		100	100	100 -50.00%
0	150	150	150		54620	PROF. DEVELOPMENT - DUES		150	150	150 0.00%
57	500	500	0		55112	MEETING SUPPLIES		500	500	500 0.00%
0	0	0	0		55130	MAINTENANCE SUPPLIES		1,000	0	0 0.00%
3,227	2,350	2,350	1,650	Totals			4,300	2,250	2,250	2,250 -4.26%
3,227	2,350	2,350	1,650	Total Non-Salary			4,300	2,250	2,250	2,250 -4.26%

## **Inland Wetlands Agency**

### **General Description of Department**

The Woodbridge Inland Wetlands Agency was established by Town Ordinance as required by State Statute, to regulate activities affecting the Wetlands and Watercourses of the Town of Woodbridge. The Agency retains and employs consultants and staff to render technical or other assistance in furtherance of the Agency's purposes. In addition, the Board of Selectmen appoints an Inland-Wetlands Enforcement Officer to assist the Agency with enforcement of its regulations.

### **Accomplishments 2019-2020**

Throughout the year the Agency holds regular monthly meetings, special meetings on an as-needed basis, and conducts site inspections of properties that are the subject of action by the Agency. Applications to the Agency for regulated activities are approved, denied, withdrawn or delegated to the Agency's Duly Authorized Agent for approval. In addition, on an as-needed basis, the Agency or its Agent takes appropriate enforcement actions, including issuance of Notices of Violation and Cease and Desist or Cease and Restore Orders.

### **Major Objectives 2020-2021**

Agency members and staff shall continue to regulate activities affecting the Wetlands and Watercourses of the Town. As appropriate, agency members and staff will attend educational and training programs to enhance their knowledge and promote professional development. Staff will continue to be available to the public to provide guidelines and information on activities regulated by the Agency. As needed, the Agency will revise its regulations to conform to any changes in the Connecticut General Statutes governing Inland Wetland Agencies.

<u>Performance Indicators</u>			
	<u>Actual</u> <u>FY18-19</u>	<u>Estimated</u> <u>FY19-20</u>	<u>Projected</u> <u>FY20-21</u>
Applications	9	8	8
Enforcement Orders	1	1	1

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Projected Budget</i>		2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
<b>1630-00 Inland Wetlands Commission</b>									
28,739	28,739	31,297	32,290	50215 REGULAR CLERICAL	33,214	33,214	33,214	33,214	15.57%
0	2,000	2,000	2,000	50310 PART-TIME CLERICAL	2,000	2,000	2,000	0	-100.00%
1,658	1,161	1,161	1,161	50700 BUY BACK SICK	1,440	1,440	1,440	1,440	24.03%
2,690	18,000	18,000	18,000	52200 TECHNICAL CONSULTING - GENE	18,000	15,000	15,000	15,000	-16.67%
0	750	750	750	52211 COURT STENOGRAPHER	750	750	750	750	0.00%
52	800	800	800	54250 COMMUNICATIONS - POSTAGE	800	800	800	800	0.00%
335	1,750	1,750	1,750	54310 ADVERTISING - LEGAL ADS	1,750	1,500	1,500	1,500	-14.29%
505	560	560	560	54610 PROF. DEVELOPMENT-CONFERE	560	560	560	560	0.00%
60	60	60	60	54620 PROF. DEVELOPMENT - DUES	60	60	60	60	0.00%
672	700	700	700	55110 OFFICE	700	700	700	700	0.00%
34,712	54,520	57,078	58,071	Totals	59,274	56,024	56,024	54,024	-0.91%
4,314	22,620	22,620	22,620	Total Non-Salary	22,620	19,370	19,370	19,370	-14.37%

## **Employee Benefits**

### **General Description of Department**

The Employee Fringe Benefits department represents an accounting of benefits for Town employees. This includes health insurance, retirement, unemployment, workers compensation, and payroll taxes. The administration of this department is largely performed by the Finance Department.

### **Accomplishments 2019-2020**

- Continued to contribute to the Other Post Employment Benefits Trust Fund as recommended by GASB #45
- Held Safety Committee meetings to educate employees on safety programs to reduce work related injuries

### **Major Objectives 2020-2021**

- Work closer with departments to implement safety programs designed to reduce work related injuries and reduce claims for workers compensation
- Work towards fully funding the outstanding liability for Other Post Employment Benefits

<u>Performance Indicators</u>			
	<u>Actual FY18-19</u>	<u>Estimated FY19-20</u>	<u>Projected FY20-21</u>
Active Employees Enrolled in Medical Insurance	61	60	58
Retirees Enrolled in Medical Insurance	22	23	24
Individuals Covered in Medicare Supplement	46	48	49
Total Employees Enrolled in Life Insurance	83	80	77

2018-19 <i>Actual</i>	2019-20 <i>Adopted Budget</i>	2019-20 <i>Amended Budget</i>	2019-20 <i>Projected Budget</i>						2020-21 <i>Dept Request</i>	2020-21 <i>BOS Proposed</i>	2020-21 <i>BOF Proposed</i>	2020-21 <i>Adopted Budget</i>	FY21 <i>Bud vs 20 Bud</i>
<b><u>1710-00 Employee Fringe Benefits</u></b>													
474,117	476,500	471,258	471,258	51100	FICA				490,000	482,000	482,000	449,331	-5.70%
110,952	111,500	110,500	110,500	51110	MEDICARE				115,000	113,000	113,000	105,389	-5.48%
477,154	547,813	547,813	575,000	51200	RETIREMENT - GENERAL TOWN				605,000	605,000	605,000	595,000	8.61%
440,704	498,976	498,976	510,000	51210	RETIREMENT - POLICE				570,000	538,500	538,500	538,500	7.92%
885,983	920,000	917,103	875,000	51300	HEALTH INS. - GENERAL TOWN				925,000	925,000	925,000	900,000	-2.17%
380,162	402,000	402,000	385,000	51310	HEALTH INS. - POLICE				438,500	415,500	415,500	415,500	3.36%
804,052	853,000	853,000	890,000	51320	HEALTH INS. - RETIREES				905,000	905,000	905,000	905,000	6.10%
300,000	225,000	225,000	225,000	51330	OPEB CONTRIBUTION				225,000	225,000	225,000	55,000	-75.56%
13,354	17,650	17,650	17,650	51400	LIFE INSURANCE				17,650	17,428	17,428	17,428	-1.26%
20,749	12,000	12,000	12,000	51500	UNEMPLOYMENT COMPENSATIO				12,000	12,000	12,000	12,000	0.00%
440,348	500,000	500,000	460,000	51600	WORKERS COMPENSATION - INS				487,000	481,700	481,700	481,700	-3.66%
4,347,574	4,564,439	4,555,300	4,531,408	<b>Totals</b>					4,790,150	4,720,128	4,720,128	4,474,848	-1.96%
4,347,574	4,564,439	4,555,300	4,531,408	<b>Total Non-Salary</b>					4,790,150	4,720,128	4,720,128	4,474,848	-1.96%

## Debt Service

### General Description of Department

This department is responsible for repayment of debt service for all Town related borrowings (direct debt). This includes projects for the Town of Woodbridge and the Woodbridge Board of Education. This does not include debt service related to the Amity Regional School District (overlapping debt). The debt service related to Amity is paid for out of their operating budget. Projects financed with debt issued by the Town include open space, library construction, and large capital improvements to Beecher Road School.

### Accomplishments 2019-2020

- Maintained Aaa Moody's Bond Rating
- Monitored Town debt and related fiscal indicators and presented periodic reports to Boards of Selectmen and Finance

### Major Objectives 2020-2021

- Maintain Moody's Aaa Bond Rating
- Continue to plan for future bonded capital needs by the Town in the context of existing Town debt and municipal rating agency recommendations

<u>Performance Indicators</u>			
	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Bonds Outstanding (in thousands)	17,875	16,030	18,055
Notes Outstanding (in thousands)	4,930	4,550	0
Moody's Bond Rating	Aaa	Aaa	Aaa

2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Projected Budget		2020-21 Dept Request	2020-21 BOS Proposed	2020-21 BOF Proposed	2020-21 Adopted Budget	FY21 Bud vs 20 Bud	
<b>1810-00 Debt Service</b>										
30,928	17,535	17,535	17,535	56123 RADIO SYSTEM INTEREST	54,863	54,863	54,863	54,863	212.88%	
108,033	145,117	145,117	145,117	56127 WCC PURCHASE INTEREST	110,787	110,787	110,787	110,787	-23.66%	
120,988	112,988	112,988	112,988	56128 PUBLIC WORKS FACILITY INTERE	106,188	106,188	106,188	106,188	-6.02%	
143,500	109,500	109,500	109,500	56129 2015 REFUNDING INTEREST	74,100	74,100	74,100	74,100	-32.33%	
257,138	239,063	239,063	239,063	56130 BEECHER RENOVATION INTERES	219,863	219,863	219,863	219,863	-8.03%	
0	210,000	210,000	210,000	56223 RADIO SYSTEM PRINCIPAL	210,000	210,000	210,000	210,000	0.00%	
350,000	350,000	350,000	350,000	56227 WCC PURCHASE PRINCIPAL	350,000	350,000	350,000	350,000	0.00%	
260,000	260,000	260,000	260,000	56228 PUBLIC WORKS FAC. PRINCIPAL	260,000	260,000	260,000	260,000	0.00%	
805,000	895,000	895,000	895,000	56229 2015 REFUNDING PRINCIPAL	875,000	875,000	875,000	875,000	-2.23%	
480,000	480,000	480,000	480,000	56230 BEECHER RENOVATION PRINCIP	582,810	582,810	582,810	582,810	21.42%	
2,555,586	2,819,203	2,819,203	2,819,203	Totals		2,843,611	2,843,611	2,843,611	2,843,611	0.87%
2,555,586	2,819,203	2,819,203	2,819,203	Total Non-Salary		2,843,611	2,843,611	2,843,611	2,843,611	0.87%

## **WOODBRIDGE BOARD OF EDUCATION PROPOSED 2020-21 OPERATING BUDGET**

Dear Woodbridge Citizens,

I am pleased to present for your consideration the FY20-21 Superintendent's proposed operating budget. This budget request, approved in December by the Woodbridge Board of Education, totals \$15,317,523 which represents a net increase of \$115,569 (0.76%) over the current FY19-20 Budget.

Each year our budget is developed with our two longstanding guiding principles uppermost in mind:

1. Improve the quality of education that supports the district's educational mission, vision and goals
2. Develop a budget that respects the taxpayer

The key drivers of this budget request are:

- Responsiveness to the town's financial needs
- Salary and benefit increases
- Increased student needs
- Building the capacity of in-district Special Education staff and programs in order to reduce out of district costs
- Collaborative and ongoing efforts in maximizing cost efficiencies
- Supporting Strategic Plan initiatives that are key to our continuous development and improvement.

In summary, our spending plan not only continues to support the academic, emotional, social and physical needs of our students in order to prepare them for a successful future as responsible global citizens, but it responds to the fiscal needs of our supportive town. Thank you for your consideration of the budget presented.

Robert 'Bob' Gilbert  
Superintendent of Schools

**Woodbridge Board of Education  
Budget Summary for 2020-2021**

	<b>2018-2019 ACTUAL</b>	<b>2019-2020 BUDGET</b>	<b>2020-2021 REQUESTED</b>	<b>WBOE PERCENT CHANGE</b>
<b>Salaries</b>				
Certified & Administrative	\$ 6,859,438	\$ 7,175,591	\$ 7,473,864	4.2%
Teacher Assistants	\$ 720,867	\$ 728,954	\$ 743,634	2.0%
Administrative Assistant/Clerical	\$ 383,618	\$ 367,651	\$ 377,381	2.6%
Custodial	\$ 399,844	\$ 421,628	\$ 430,677	2.1%
Salaries Other	\$ 201,261	\$ 207,701	\$ 212,934	2.5%
<b>Salaries Total</b>	<b>\$ 8,565,028</b>	<b>\$ 8,901,525</b>	<b>\$ 9,238,490</b>	<b>3.8%</b>
<b>Benefits</b>				
	\$ 2,663,773	\$ 2,764,039	\$ 3,025,061	9.4%
<b>SUBTOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 11,228,801</b>	<b>\$ 11,665,563</b>	<b>\$ 12,263,550</b>	<b>5.1%</b>
<b>Services</b>				
Services - Professional / Technical	\$ 596,739	\$ 543,817	\$ 536,345	-1.4%
Utilities	\$ 216,775	\$ 193,343	\$ 192,278	-0.6%
Heating	\$ 76,577	\$ 66,532	\$ 68,386	2.8%
Services - Property	\$ 394,249	\$ 283,438	\$ 273,239	-3.6%
Transportation	\$ 734,330	\$ 757,216	\$ 633,353	-16.4%
Tuition-Out of District	\$ 765,722	\$ 653,821	\$ 305,161	-53.3%
Purchased Services	\$ 523,830	\$ 553,372	\$ 540,977	-2.2%
General Supplies	\$ 238,942	\$ 315,737	\$ 331,414	5.0%
Furniture & Equipment	\$ 87,360	\$ 95,600	\$ 103,760	8.5%
Dues & Fees/Other	\$ 65,564	\$ 73,515	\$ 69,062	-6.1%
<b>Services Total</b>	<b>\$ 3,700,088</b>	<b>\$ 3,536,391</b>	<b>\$ 3,053,975</b>	<b>-13.6%</b>
<b>BOARD OF EDUCATION TOTAL</b>	<b>\$ 14,928,889</b>	<b>\$ 15,201,954</b>	<b>\$ 15,317,525</b>	<b>0.76%</b>
<b>Board of Selectmen Recommendation</b>			<b>\$ 15,317,525</b>	<b>0.76%</b>
<b>Board of Finance Recommendation</b>			<b>\$ 15,201,954</b>	<b>0.00%</b>
<b>Adopted Budget</b>			<b>\$ 15,201,954</b>	<b>0.00%</b>

## **AMITY REGIONAL SCHOOL DISTRICT**

The Town of Woodbridge is part of the Amity Regional School District for grades 7-12 which also includes the Towns of Bethany and Orange. The budget is voted on by all three Towns in a tri-Town referendum with each Town paying a portion of the Budget based on enrollment in the district. The Town of Woodbridge budgeted \$15,756,256 for FY2021. The Amity budget line item report in this book is a summary report containing expenditures, including debt service. More detailed information including revenues, detailed expenses, enrollment, and other important information is available in the Amity Regional School District Finance office or online at [www.amityregion5.org](http://www.amityregion5.org)

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**2020-2021 BOARD OF EDUCATION ADOPTED BUDGET**

Category	Budget 2019-2020	Proposed 2020-2021	Variance \$ To Budget	Variance % To Budget
<b>Revenues</b>				
Bethany Allocation	8,926,150	9,000,731	74,581	0.84%
Orange Allocation	24,736,074	25,003,802	267,728	1.08%
Woodbridge Allocation	14,965,743	15,756,256	790,513	5.28%
<b>MEMBER TOWN ALLOCATIONS</b>	<b>48,627,967</b>	<b>49,760,789</b>	<b>1,132,822</b>	<b>2.33%</b>
Adult Education	3,042	3,042	0	0.00%
Parking Income	29,000	32,000	3,000	10.34%
Investment Income	75,000	35,000	(40,000)	-53.33%
Athletics	25,000	22,000	(3,000)	-12.00%
Tuition Revenue	90,535	129,675	39,140	43.23%
Transportation Income	26,000	26,600	600	2.31%
Transportation BOWA Agreement	0	0	0	0.00%
<b>OTHER REVENUE</b>	<b>248,577</b>	<b>248,317</b>	<b>(260)</b>	<b>-0.10%</b>
Special Education Grants	592,878	731,653	138,775	23.41%
<b>OTHER STATE GRANTS</b>	<b>592,878</b>	<b>731,653</b>	<b>138,775</b>	<b>3.32%</b>
Rental Income	21,000	14,000	(7,000)	-33.33%
Intergovernmental	32,885	4,750	(28,135)	-85.56%
Other Revenue	25,000	25,000	0	0.00%
<b>MISCELLANEOUS INCOME</b>	<b>78,885</b>	<b>43,750</b>	<b>(35,135)</b>	<b>-44.54%</b>
<b>BUILDING RENOVATION GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>49,548,307</b>	<b>50,784,509</b>	<b>1,236,202</b>	<b>2.49%</b>

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**2020-2021 BOARD OF EDUCATION ADOPTED BUDGET**

Category	Budget 2019-2020	Proposed 2020-2021	Variance \$ To Budget	Variance % To Budget
<b>Expenditures</b>				
5111-Certified Salaries	21,776,498	22,123,005	346,507	1.59%
5112-Classified Salaries	4,878,926	5,045,746	166,820	3.42%
<b>Salaries</b>	<b>26,655,424</b>	<b>27,168,751</b>	<b>513,327</b>	<b>1.93%</b>
5200-Medicare - ER	364,933	393,384	28,451	7.80%
5210-FICA - ER	287,766	315,690	27,924	9.70%
5220-Workers' Compensation	237,774	237,774	0	0.00%
5255-Medical & Dental Insurance	4,060,498	4,229,925	169,427	4.17%
5860-OPBEB Trust	40,950	31,678	(9,272)	-22.64%
5260-Life Insurance	44,579	47,280	2,701	6.06%
5275-Disability Insurance	10,222	10,529	307	3.00%
5280-Pension Plan - Classified	851,987	790,234	(61,753)	-7.25%
5281-Defined Contribution Retirement Plan	69,787	120,224	50,437	100.00%
5290-Unemployment Compensation	10,000	7,431	(2,569)	-25.69%
5291-Clothing Allowance	2,000	2,000	0	100.00%
<b>BENEFITS</b>	<b>5,980,496</b>	<b>6,186,149</b>	<b>205,653</b>	<b>3.44%</b>
5322-Instructional Prog Improvement	39,700	22,200	(17,500)	-44.08%
5327-Data Processing	95,276	102,829	7,553	7.93%
5330-Other Professional & Technical Svc	1,467,869	1,759,359	291,490	19.86%
5440-Rentals - Land, Bldg, Equipment	118,750	113,634	(5,116)	-4.31%
5510-Pupil Transportation	3,100,537	3,544,897	444,360	14.33%
5521-General Liability Insurance	243,217	247,562	4,345	1.79%
5550-Communications: Tel, Post, Etc.	115,356	114,356	(1,000)	-0.87%
5560-Tuition Expense	3,213,232	3,446,498	233,266	7.26%
5590-Other Purchased Services	103,867	99,307	(4,560)	-4.39%
<b>PURCHASED SERVICES</b>	<b>8,497,804</b>	<b>9,450,642</b>	<b>952,838</b>	<b>11.21%</b>
5830-Interest	809,210	788,835	(20,375)	-2.52%
5910-Redemption of Principal	3,750,000	3,665,000	(85,000)	-2.27%
Bonding of Facilities Capital Items	0	0	0	100.00%
<b>DEBT SERVICE</b>	<b>4,559,210</b>	<b>4,453,835</b>	<b>(105,375)</b>	<b>-2.31%</b>

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**2020-2021 BOARD OF EDUCATION ADOPTED BUDGET**

<b>Category</b>	<b>Budget 2019-2020</b>	<b>Proposed 2020-2021</b>	<b>Variance \$ To Budget</b>	<b>Variance % To Budget</b>
5410-Utilities, Excluding Heat	696,046	709,866	13,820	1.99%
5420-Repairs, Maintenance & Cleaning	752,384	761,354	8,970	1.19%
5611-Instructional Supplies	382,393	366,196	(16,197)	-4.24%
5613-Maintenace/Custodial Supplies	229,057	229,557	500	0.22%
5620-Oil Used for Heating	42,700	42,700	0	0.00%
5621-Natural Gas	65,206	67,173	1,967	100.00%
5627-Transportation Supplies	122,400	124,202	1,802	1.47%
5641-Textbooks & Digital Resources	162,147	63,779	(98,368)	-60.67%
5642-Library Books & Periodicals	21,615	20,215	(1,400)	-6.48%
5690-Other Supplies	499,080	522,933	23,853	4.78%
<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,973,028</b>	<b>2,907,975</b>	<b>(65,053)</b>	<b>-2.19%</b>
5730-Equipment - New	128,582	70,947	(57,635)	-44.82%
5731-Equipment - Replacement	121,965	63,106	(58,859)	-48.26%
<b>EQUIPMENT</b>	<b>250,547</b>	<b>134,053</b>	<b>(116,494)</b>	<b>-46.50%</b>
5715-Improvements to Buildings	133,000	55,940	(77,060)	-57.94%
5715-Facilities Contingency	100,000	100,000	0	0.00%
5720-Improvements to Sites	81,000	0	(81,000)	-100.00%
5850-Contingency	150,000	150,000	0	0.00%
<b>IMPROVEMENTS / CONTINGENCY</b>	<b>464,000</b>	<b>305,940</b>	<b>(158,060)</b>	<b>-34.06%</b>
5580-Staff Travel	25,350	24,850	(500)	-1.97%
5581-Travel - Conferences	37,445	46,660	9,215	24.61%
5810-Dues & Fees	105,003	105,654	651	0.62%
<b>DUES AND FEES</b>	<b>167,798</b>	<b>177,164</b>	<b>9,366</b>	<b>5.58%</b>
<b>TOTAL EXPENDITURES</b>	<b>49,548,307</b>	<b>50,784,509</b>	<b>1,236,202</b>	<b>2.49%</b>

## **TRANSFERS OUT AND OTHER FINANCING USES (CAPITAL EXPENDITURES)**

This budget item decreased 42.16% over FY2020 and represents 1.41% of the FY2021 budget. These funds are transferred from the General Fund operating budget to other funds and are used to fund a variety of capital projects and expenditure reserves that cover one or more than one fiscal year. A schedule of this is located in the Capital Improvement Plan on page 140. The funding from the General Fund is on page 143 and corresponds with the amount in this budget. These project totals are funded using current operating dollars only and not borrowed funds or grant funds. In some cases, total project costs are supplemented with grant funds or other funding sources from outside the General Fund. You can also get more information on proposed capital projects for fiscal year 2021 in the footnote section for the capital and non-recurring budget. Most of the projects funded from this budget are larger capital projects that are routine in nature. This does not include any large non-routine bonded projects.

(1) 2018-19 Actual	(2) 2019-20 Adopted Budget	(3) 2019-20 Amended Budget	(4) 2019-20 Estimated Actual		(5) 2020-2021 Dept Request	(6) 2020-2021 BOS Proposed	(7) 2020-2021 BOF Proposed	(8) 2020-2021 Adopted Budget	(1+4+8) 3 Year Funding Total	
				<u>1950-00</u>	<u>Transfers Out and Other Financing Uses</u>					
				9100	<b>Woodbridge Board of Education</b>					
\$46,000	\$31,700	\$58,700	\$58,700		Technology Replacement & Improvement	\$27,000	\$27,000	\$27,000	\$0	\$104,700
\$84,570	\$23,384	\$23,384	\$23,384		HVAC - Temperature & Humidity					\$107,954
					Equipment (HVAC & Misc)					\$54,540
					Equipment (HVAC & Misc.)					\$42,000
					Grounds Care - Site Improvements					\$25,000
				1100	<b>Board of Selectmen</b>					\$0
					Town Center Beautification Plan	\$12,500	\$0	\$0	\$0	\$0
					Wayfinding Signs for Business District					
					Landscaping Design - Former CCW					\$24,245
				1350	<b>Government Access Television</b>					
\$16,840					Equipment Purchase					\$13,400
					Technology Project					\$28,753
				1450	<b>Information Systems</b>					
\$34,085					Town Server Replacement					\$34,085
\$43,762					Cabling and Switching Improvements					\$43,762
					Network Upgrade	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
				1600	<b>Assessor</b>					
\$50,000					Revaluation Reserve					\$50,000
				2100	<b>Police Commission</b>					
\$117,910					Vehicle Replacement	\$89,111	\$48,490	\$48,490	\$0	\$166,400
\$15,855					Computer Enhancement					\$15,855
					Security / Surveillance Recording System	\$14,750	\$0	\$0	\$0	\$0
					Speed Awareness Monitoring Equipment	\$17,000	\$8,500	\$8,500	\$0	\$0
					Automated Fingerprint Identification System					\$20,287
\$20,287					Automated External Defibrillators (AED)					\$11,154
\$11,154				2300	<b>Fire Commission</b>					
					Engine 7	\$158,176	\$158,176	\$158,176	\$158,176	\$474,528
					Air Packs	\$70,697	\$70,697	\$70,697	\$70,697	\$212,091
					Engine 3	\$166,000	\$0	\$0	\$0	\$0
					Breathing Air Compressor					\$105,000
\$105,000					Lucas 3.1 Device	\$18,000	\$18,000	\$0	\$0	\$0
					Car 201	\$70,000	\$70,000	\$0	\$0	\$0
					Air Compressor					\$14,500
\$14,500					Engine 9	\$170,000	\$0	\$0	\$0	\$0
					Rescue Boat	\$17,500	\$0	\$0	\$0	\$0
				2700	<b>Building Department</b>					
					Software Package					\$12,500
\$12,500				3100	<b>Public Works</b>					
					Equipment Reserve	\$73,000	\$60,000	\$60,000	\$0	\$155,000
					Truck Replacement Reserve	\$130,000	\$70,000	\$70,000	\$0	\$358,000
					Bridge & Waterways Reserve	\$50,000	\$25,000	\$0	\$0	\$25,000
					Road Construction Reserve	\$785,000	\$585,000	\$585,000	\$435,000	\$1,845,000

(1) 2018-19 Actual	(2) 2019-20 Adopted Budget	(3) 2019-20 Amended Budget	(4) 2019-20 Estimated Actual	(5) 2020-2021 Dept Request	(6) 2020-2021 BOS Proposed	(7) 2020-2021 BOF Proposed	(8) 2020-2021 Adopted Budget	(1+4+8) 3 Year Funding Total		
				1950-00	Transfers Out and Other Financing Uses					
				3700	<b>Building Maintenance</b>					
\$27,800					Darling House Restoration Plan			\$27,800		
					HVAC Repairs - Library	\$121,800	\$0	\$0		
					Center Building Roof Repair	\$7,500	\$7,500	\$0		
					Fence - Outdoor HVAC	\$10,000	\$10,000	\$0		
					Police Interior Remodel			\$21,200		
\$21,200					Police Interior Remodel - Dark Room & ISU			\$25,000		
\$25,000					Monitoring Wells			\$21,000		
\$21,000					Senior Center Remodel	\$195,000	\$0	\$0		
\$12,000					Roof Repair - Town Hall			\$12,000		
				4100	<b>Human Services</b>					
					Woodbridge Center Cafeteria Chairs	\$15,000	\$0	\$0		
					Vehicle for Senior Center Transportation Pgm	\$35,000	\$0	\$0		
					8-10 Passenger Lift Equipped Vehicle			\$13,400		
				5100	<b>Recreation</b>					
					Treadmill Replacement & Elliptical Machines	\$12,000	\$12,000	\$0		
\$10,000					Outdoor Volleyball Court	\$4,000	\$0	\$0		
				5200	<b>Parks</b>					
					Irrigation - Center Field	\$10,000	\$0	\$0		
					Irrigation System - West River Complex	\$30,000	\$0	\$0		
					Bleachers at Center Field	\$8,000	\$0	\$0		
					Tennis Court Maintenance - Center Rd Courts			\$8,000		
\$8,000										
\$33,000								\$33,000		
\$2,069,336	\$1,216,897	\$1,402,885	\$1,402,885		<b>Totals</b>	\$2,357,034	\$1,210,363	\$1,067,863	\$703,873	\$4,172,654

**OTHER SIGNIFICANT DATA**

## TAX CALCULATIONS FOR 2020 / 2021

	<u>2019 ACTUAL</u>	<u>2020 ADOPTED</u>	<u>2021 ADOPTED</u>	<u>VARIANCE</u>
<b><u>EXPENDITURES</u></b>				
GENERAL GOVERNMENT	2,162,872	2,562,307	2,377,960	-7.19%
COUNTRY CLUB OF WOODBRIDGE	82,566	5,000	0	-100.00%
WOODBRIDGE BOARD OF EDUCATION	14,928,888	15,201,954	15,201,954	0.00%
PUBLIC SAFETY	4,348,162	4,421,178	4,632,721	4.78%
PUBLIC WORKS	2,659,565	2,593,222	2,586,811	-0.25%
TOWN LIBRARY	775,514	812,558	657,924	-19.03%
RECREATION	615,330	663,903	405,354	-38.94%
COUNTRY CLUB POOL	54,177	0	0	0.00%
HUMAN SERVICES	424,313	469,279	442,595	-5.69%
EMPLOYEE BENEFITS	4,347,574	4,564,439	4,474,848	-1.96%
AMITY REGIONAL SCHOOL DISTRICT	14,712,485	14,965,743	15,756,256	5.28%
DEBT SERVICE	2,555,586	2,819,203	2,843,611	0.87%
TRANSFERS OUT & OTHER FINANCING USES	2,069,336	1,216,897	703,873	-42.16%
	49,736,368	50,295,683	50,083,907	-0.42%
<b><u>NON-TAX REVENUE</u></b>				
NON-CURRENT TAX REVENUE	317,559	285,000	295,000	3.51%
INTERGOVERNMENTAL	1,225,602	980,208	945,428	-3.55%
DEPARTMENT CHARGES	848,650	932,551	939,377	0.73%
INVESTMENT INCOME	345,743	305,000	160,000	-47.54%
OTHER REVENUES	1,107,058	688,656	1,114,830	61.88%
OPERATING TRANSFERS IN	159,630	150,000	155,000	3.33%
<b>TOTAL NON-TAX REVENUES</b>	<b>4,004,242</b>	<b>3,341,415</b>	<b>3,609,635</b>	<b>8.03%</b>
<b>AMOUNT TO BE RAISED BY TAXES</b>		<b>46,954,268</b>	<b>46,474,272</b>	<b>-1.02%</b>
<b><u>GRAND LIST</u></b>				
REAL ESTATE	1,019,270,260	974,016,560	974,016,560	-4.44%
PERSONAL PROPERTY	53,721,626	53,359,906	53,359,906	-0.67%
MOTOR VEHICLE	83,712,626	83,822,243	83,822,243	0.13%
MOTOR VEHICLE SUPPLEMENT	9,788,543	10,500,000	10,500,000	7.27%
REGIONAL WATER COMPANY PILOT	10,959,690	10,910,719	10,910,719	-0.45%
RESERVE FOR UNCOLLECTED TAXES	(5,074,245)	(9,534,439)	(9,534,439)	87.90%
RESERVE FOR FIREFIGHTER ABATEMENT	(621,493)	(426,844)	(426,844)	-31.32%
RESERVE FOR ELDERLY TAX STABILIZATION	(4,474,797)	(3,557,031)	(3,557,031)	-20.51%
<b>NET ADJUSTED GRAND LIST</b>	<b>1,167,282,210</b>	<b>1,119,091,114</b>	<b>1,119,091,114</b>	<b>-4.13%</b>
<b>MILL RATE</b>		<b>40.23</b>	<b>41.53</b>	<b>3.23%</b>
Number of dollars represented by one mill of taxes		1,167,146	1,119,053	-4.12%

**Town of Woodbridge, Connecticut**

**Principal Property Taxpayers**  
**Current Year and Nine Years Ago**  
**(Unaudited)**

Taxpayer	2019			2010		
	Taxable Assessed Value	Rank	Percentage of Total Town Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Town Taxable Assessed Value
Connecticut Light & Power Co.	\$ 25,942,720	1	2.25%	\$ 32,869,420	1	2.64%
United Illuminating Co.	\$ 12,541,740	2	1.09%	-	-	-
Benchmark GPT Woodbridge, LLC	-	-	-	\$ 6,755,550	2	0.54%
Harborside Connecticut LP	-	-	-	\$ 5,827,880	3	0.47%
Oak Lane Country Club Inc.	-	-	-	\$ 5,806,890	4	0.47%
Woodbridge Country Club	-	-	-	\$ 5,290,500	5	0.43%
CNL Retirement	-	-	-	\$ 4,480,000	6	0.37%
Edgewood Woodbridge LLC	-	-	-	\$ 3,583,670	8	0.37%
Toyota Motor Credit Corp.	-	-	-	\$ 2,396,690	10	0.37%
21 Bradley Road Woodbridge LLC	\$ 7,481,390	3	0.65%	-	-	-
S H Forty Nine Propco Woodbridge LLC	\$ 4,858,350	5	0.42%	-	-	-
KFP Family Ltd. Partnership	\$ 4,661,930	6	0.40%	\$ 4,388,790	7	0.35%
1764 Litchfield Turnpike LLC	\$ 4,319,370	7	0.37%	-	-	-
SABRA Health Care Holdings III LLC	\$ 6,038,690	4	0.52%	-	-	-
OP Inc.	\$ 3,077,970	8	0.27%	\$ 2,983,730	9	0.24%
Research Development AT Bradley Road LLC	\$ 2,549,470	9	0.22%	-	-	-
FPJ Amity Holdings	\$ 2,033,990	10	0.18%	-	-	-
<b>Total</b>	<b>\$ 73,505,620</b>		<b>6.36%</b>	<b>\$ 74,383,120</b>		<b>6.25%</b>

Source: Town of Woodbridge Assessor's Office

TOWN OF WOODBRIDGE  
PERSONNEL SUMMARY  
NUMBER OF FULL TIME PERMANENT PERSONNEL

2018-2019 ACTUAL	2019-20 ADOPTED	2019-20 PROJECTED	DEPARTMENT	2020-2021 DEPT. REQUEST	2020-2021 SELECTMEN PROPOSED	2020-2021 FINANCE PROPOSED	2020-2021 ADOPTED
5.50	5.50	4.50	1110-00 Board of Selectmen	4.50	4.50	4.50	4.50
1.00	1.00	1.00	1125-00 Town Clerk	1.00	1.00	1.00	1.00
2.50	2.50	2.50	1150-00 Finance Department	2.50	2.50	2.50	2.50
2.00	2.00	2.00	1155-00 Tax Collector	2.00	2.00	2.00	2.00
2.00	2.00	2.00	1160-00 Tax Assessor	2.00	2.00	2.00	2.00
0.50	0.50	0.50	1180-00 Town Planning & Zoning	0.50	0.50	0.50	0.50
32.00	32.00	32.00	1210-00 Police Department	32.00	30.00	30.00	30.00
1.00	1.00	1.00	1230-00 Fire Department	1.00	1.00	1.00	1.00
2.00	2.00	1.00	1270-00 Building Department	1.00	1.00	1.00	1.00
12.00	12.00	12.00	1310-00 Public Works	11.00	11.00	11.00	11.00
2.00	2.00	2.00	1350-00 Waste Management	2.00	2.00	2.00	2.00
3.75	3.75	3.75	1370-00 Building Maintenance	3.75	3.75	3.75	3.75
3.00	3.00	3.00	1410-00 Human Services	3.00	3.00	3.00	3.00
1.00	1.00	1.00	1510-00 Recreation	1.00	1.00	1.00	1.00
0.50	0.50	0.50	1515-00 Pool & Gym	0.50	0.50	0.50	0.50
1.75	1.75	1.75	1520-00 Parks Department	1.75	1.75	1.75	1.75
7.00	7.00	7.00	1550-00 Library	7.00	7.00	7.00	7.00
0.50	0.50	0.50	1630-00 Inland Wetlands	0.50	0.50	0.50	0.50
1.00	1.00	1.00	212 Youth Services	1.00	1.00	1.00	1.00
2.00	2.00	2.00	260 Animal Control	2.00	2.00	2.00	2.00
<b>83.00</b>	<b>83.00</b>	<b>81.00</b>		<b>80.00</b>	<b>78.00</b>	<b>78.00</b>	<b>78.00</b>

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## **CAPITAL BUDGET PLAN**

## **CAPITAL IMPROVEMENT PLAN**

### **FISCAL YEAR 2021 TO FISCAL YEAR 2026**

#### PROJECTS UNDER CONSIDERATION

#### RECOMMENDATIONS OF BOARDS OF SELECTMEN AND FINANCE

The Boards of Selectmen and Finance have listed priorities for various Town departments, by developing the following Six-Year Capital Projects schedule. As of May 18, 2020 those projects detailed in the 2021 year of the Plan are approved for public funding. The remaining years are approved for planning purposes only and are not funded until the budget cycle for each respective year. They represent a consensus reached after discussions at several public sessions of the Boards of Selectmen and Finance held in and after January 2020. Both affordability and desirability were key criteria the Boards used in evaluating various requests.

#### FUNDING SOURCES

With any proposed expenditure, there must be a revenue source of funds. This summary outlines the proposed sources of funding for capital expenditures proposed for fiscal year 2020/2021 through fiscal year 2025/2026. Funding sources include the operating budget; funds from Federal and State grant money available to cities and towns in Connecticut; proposed debt financing; and other sources such as donated funds or in-kind services.

NOTE: Capital Improvement plan funding as indicated by operating budget on page 46 is also represented in the operating budget as Transfers from General Fund on page 132 in summary and pages 133 and 134 in detail.

CAPITAL IMPROVEMENT PROGRAM  
SIX YEAR SUMMARY  
FISCAL YEARS 2021-2026

BOARD OF SELECTMEN AND BOARD OF FINANCE RECOMMENDATIONS  
STATEMENT OF PROJECTS UNDER CONSIDERATION

PROJECT	2021				2022	2023	2024	2025	2026	TOTAL SIX YEAR COST
	DEPT REQUEST	BOS REC	BOF REC	ADOPTED						
<b>BOARD OF EDUCATION</b>										
1 Technology Infrastructure	\$ 27,000	\$ 27,000	\$ 27,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
2 Interior & Exterior Doors					\$ 80,000					\$ 80,000
3 Equipment (HVAC & Misc)					\$ 215,000					\$ 215,000
4 Flooring					\$ 138,640					\$ 138,640
5 Asphalt Replacement						\$ 593,500				\$ 593,500
6 Classroom Casework & Cabinets					\$ 63,000					\$ 63,000
7 Grounds Care - Site Improvements						\$ 575,000				\$ 575,000
8 Interior & Exterior Paint						\$ 316,800				\$ 316,800
9 Roofing Replacement						\$ 397,000				\$ 397,000
Subtotal	\$ 27,000	\$ 27,000	\$ 27,000	\$ -	\$ 20,000	\$ 913,640	\$ 930,300	\$ 595,000	\$ 20,000	\$ 2,478,940
<b>BOARD OF SELECTMEN</b>										
1 Town Center Sidewalks					\$ 120,000					\$ 120,000
2 Wayfinding Signs	\$ 12,500	\$ -	\$ -		\$ 12,500	\$ 12,500				\$ 25,000
3 Former Firehouse Restoration	*3 \$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000					\$ 1,500,000
Subtotal	\$ 1,512,500	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 132,500	\$ 12,500	\$ -	\$ -	\$ -	\$ 1,645,000
<b>BUILDING MAINTENANCE</b>										
1 Center Building Roof Repair	\$ 7,500	\$ 7,500	\$ -	\$ -						\$ -
2 HVAC Outdoor Fence	\$ 10,000	\$ 10,000	\$ -	\$ -						\$ -
3 HVAC Repairs - Library	\$ 121,800	\$ -	\$ -	\$ -						\$ -
4 Senior Center Remodel	\$ 195,000	\$ -	\$ -	\$ -	\$ -					\$ -
5 Roof Repair - Town Hall					\$ 20,000					\$ 20,000
6 Vehicle Replacement					\$ 37,000					\$ 37,000
7 Floor Refinishing - Center Building and Town Hall						\$ 23,000				\$ 23,000
8 Library Elevator Upgrade							\$ 110,000			\$ 110,000
Subtotal	\$ 334,300	\$ 17,500	\$ -	\$ -	\$ 57,000	\$ 23,000	\$ -	\$ 110,000	\$ 190,000	
<b>COUNTRY CLUB OF WOODBRIDGE</b>										
1 Environmental Remediation	*3				\$ 800,000					\$ 800,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000

Unless otherwise footnoted, bold figures indicate the project will be funded through the General Fund

CAPITAL IMPROVEMENT PROGRAM  
SIX YEAR SUMMARY  
FISCAL YEARS 2021-2026

BOARD OF SELECTMEN AND BOARD OF FINANCE RECOMMENDATIONS  
STATEMENT OF PROJECTS UNDER CONSIDERATION

PROJECT	2021				2022	2023	2024	2025	2026	TOTAL SIX YEAR COST
	DEPT REQUEST	BOS REC	BOF REC	ADOPTED						
<b>FIRE COMMISSION</b>										
1 Engine 7	\$ 158,176	\$ 158,176	\$ 158,176	\$ 158,176	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 158,176
2 Engine 3	\$ 166,000	\$ -	\$ -	\$ -	\$ 70,697	\$ 70,697	\$ 70,697	\$ 70,697	\$ 70,697	\$ 664,000
3 Air Packs	\$ 70,697	\$ 70,697	\$ 70,697	\$ 70,697	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 141,394
4 Engine 9	\$ 170,000	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ 850,000
5 Lucas 3.1 Device	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
6 Aerial	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
7 Car 201	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Rescue Boat										
Subtotal	\$ 670,373	\$ 316,873	\$ 228,873	\$ 228,873	\$ 706,697	\$ 636,000	\$ 636,000	\$ 636,000	\$ 470,000	\$ 3,313,570
<b>HUMAN SERVICES</b>										
1 Chairs for Woodbridge Center Cafeteria	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
2 Carport for 3 Senior/Handicapped Accessible Vehicles	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3 Car for Senior Center Transportation Program										
Subtotal	\$ 50,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>INFORMATION SYSTEMS</b>										
1 Network Upgrade	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 60,000	\$ 220,000
Subtotal	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 60,000	\$ 220,000
<b>LIBRARY</b>										
1 Main Library Stacks Carpet Replacement					\$ 30,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 30,000
2 Library Seating Replacement										\$ 15,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 45,000

Unless otherwise footnoted, bold figures indicate the project will be funded through the General Fund

CAPITAL IMPROVEMENT PROGRAM  
SIX YEAR SUMMARY  
FISCAL YEARS 2021-2026

BOARD OF SELECTMEN AND BOARD OF FINANCE RECOMMENDATIONS  
STATEMENT OF PROJECTS UNDER CONSIDERATION

PROJECT	2021				2022	2023	2024	2025	2026	TOTAL SIX YEAR COST
	DEPT REQUEST	BOS REC	BOF REC	ADOPTED						
<b>PARKS</b>										
1 Irrigation - Center Field	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
2 Install New Irrigation System at West River Complex	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000					\$ 30,000
3 Bleachers at Center Field on Concrete	\$ 8,000	\$ -	\$ -	\$ -						\$ -
4 Baseball Grooming Machine					\$ 26,000					\$ 26,000
5 Vehicle Replacement					\$ 17,500	\$ 17,500				\$ 35,000
Subtotal	\$ 48,000	\$ -	\$ -	\$ -	\$ 83,500	\$ 27,500	\$ 10,000	\$ 10,000	\$ -	\$ 131,000
<b>POLICE</b>										
1 Building Upgrade	*3 \$ 4,858,496	\$ -	\$ -	\$ -	\$ 4,858,496					\$ 4,858,496
2 Speed Awareness Monitoring Equipment	\$ 17,000	\$ 8,500	\$ 8,500	\$ -						\$ -
3 Vehicles	\$ 89,111	\$ 48,490	\$ 48,490	\$ -	\$ 48,490	\$ 89,111	\$ 48,490	\$ 96,980	\$ 48,490	\$ 331,561
4 Door Security / Surveillance Recording System	\$ 14,750	\$ -	\$ -	\$ -	\$ 14,750	\$ 44,000				\$ 58,750
Subtotal	\$ 4,979,357	\$ 56,990	\$ 56,990	\$ -	\$ 4,921,736	\$ 133,111	\$ 48,490	\$ 96,980	\$ 48,490	\$ 5,248,807
<b>PUBLIC WORKS</b>										
1 Truck Replacement Reserve	\$ 130,000	\$ 70,000	\$ 70,000	\$ -	\$ 40,000	\$ 179,000	\$ 40,000	\$ 100,000	\$ 190,000	\$ 549,000
2 Equipment Reserve	\$ 73,000	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ 160,000	\$ 195,000	\$ 5,000	\$ 8,000	\$ 428,000
3 Road Construction Reserve	*1/2 \$ 850,000	\$ 650,000	\$ 650,000	\$ 500,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 4,750,000
4 Bridge & Waterways Reserve	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Subtotal	\$ 1,103,000	\$ 805,000	\$ 780,000	\$ 500,000	\$ 1,000,000	\$ 1,239,000	\$ 1,135,000	\$ 1,005,000	\$ 1,098,000	\$ 5,977,000
*1/2 Each Year \$435,000 from Operating Budget and \$65,000 LOCIP Funds										
<b>RECREATION</b>										
1 Outdoor Volleyball Court - PVC Boundary	\$ 4,000	\$ -	\$ -	\$ -						\$ -
2 Gymnastics Equipment Replacement Program					\$ 5,000					\$ 5,000
3 Fitness Trail 10 Station Equipment					\$ 7,000					\$ 7,000
4 Treadmill Replacement & Eliptical Machines	\$ 12,000	\$ 12,000	\$ -	\$ -						\$ -
5 Recreation Townwide Department Activity Tent					\$ 13,000		\$ 22,000			\$ 13,000
6 Outdoor Basketball Courts										\$ 22,000
7 90' Diamond									\$ -	\$ -
Subtotal	\$ 16,000	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ 13,000	\$ 22,000	\$ -	\$ -	\$ 47,000

Unless otherwise footnoted, bold figures indicate the project will be funded through the General Fund

CAPITAL IMPROVEMENT PROGRAM  
SIX YEAR SUMMARY  
FISCAL YEARS 2021-2026

BOARD OF SELECTMEN AND BOARD OF FINANCE RECOMMENDATIONS  
STATEMENT OF PROJECTS UNDER CONSIDERATION

PROJECT	2021				2022	2023	2024	2025	2026	TOTAL SIX YEAR COST
	DEPT REQUEST	BOS REC	BOF REC	ADOPTED						
<b>WASTE MANAGEMENT</b>										
1 Compactor Container Replacement					\$ 40,000		\$ 40,000			\$ 80,000
2 Equipment Replacement and Repair						\$ 11,000				\$ 11,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 11,000	\$ 40,000	\$ -	\$ -	\$ 91,000
<b>TOTALS</b>	<b>\$ 8,780,530</b>	<b>\$ 2,775,363</b>	<b>\$ 2,632,863</b>	<b>\$ 2,268,873</b>	<b>\$ 7,801,433</b>	<b>\$ 3,097,751</b>	<b>\$ 2,884,790</b>	<b>\$ 2,342,980</b>	<b>\$ 1,806,490</b>	<b>\$ 20,202,317</b>

PROJECT	PROPOSED FUNDING SOURCES									
	2021				2022	2023	2024	2025	2026	TOTAL SIX YEAR COST
DEPT REQUEST	BOS REC	BOF REC	ADOPTED							
1 Operating Budget	*1 \$ 2,357,034	\$ 1,210,363	\$ 1,067,863	\$ 703,873	\$ 2,077,937	\$ 3,032,751	\$ 2,819,790	\$ 2,277,980	\$ 1,741,490	\$ 13,017,811
2 State/Federal Funds	*2 \$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 390,000
3 Bonds	*3 \$ 6,358,496	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 5,658,496					\$ 7,158,496
4 Other	*4									
	<b>\$ 8,780,530</b>	<b>\$ 2,775,363</b>	<b>\$ 2,632,863</b>	<b>\$ 2,268,873</b>	<b>\$ 7,801,433</b>	<b>\$ 3,097,751</b>	<b>\$ 2,884,790</b>	<b>\$ 2,342,980</b>	<b>\$ 1,806,490</b>	<b>\$ 20,566,307</b>

Unless otherwise footnoted, bold figures indicate the project will be funded through the General Fund

## CAPITAL PROJECT WITH BONDS AS THE PROPOSED FUNDING SOURCE

<b>Project Title:</b> Building Upgrade	<b>Department:</b> Police
<b>Project Description &amp; Status</b>  The Police Department is proposing an upgrade to their facility. The plan includes renovating existing space as well as acquiring additional space in the Center Building. The plan is a complete renovation done in two phases. Phasing will eliminate the need to relocate the department during construction. Currently this project is scheduled for Fiscal Year 2022 with funding proposed in that fiscal year.	
<b>Estimated Project Cost:</b> \$4,858,496	<b>FUTURE OPERATING BUDGET IMPACTS</b>  With the building upgrade to include energy efficiencies, there will be a reduction in heating and air conditioning costs. If approved, there will be increased debt service costs as a result of borrowing for the project.

## CAPITAL PROJECT WITH BONDS AS THE PROPOSED FUNDING SOURCE

Project Title: Country Club of Woodbridge Environmental Remediation	Department: Country Club of Woodbridge
<p><b>Project Description &amp; Status</b></p> <p>This project calls for the complete environmental remediation at the property currently called the Country Club of Woodbridge. This includes the remediation of the maintenance facility, Half-Way House area, cell tower, pond, and other areas identified on the Phase III Environmental Report. Effective December 31, 2016 this property was no longer to be used as a golf course. This project is scheduled for Fiscal Year 2022.</p>	
Estimated Project Cost: \$800,000	<p><b>FUTURE OPERATING BUDGET IMPACTS</b></p> <p>The Town anticipates some ongoing monitoring costs as a result of the environmental remediation. At this time, those costs are unknown.</p>

## CAPITAL PROJECT WITH BONDS AS THE PROPOSED FUNDING SOURCE

Project Title: Former Firehouse Restoration	Department: Board of Selectmen
Project Description & Status	<p>Complete the restoration of the interior of the former fire station originally damaged by fire in 2006. Town recently replaced roofs over bays 2 &amp; 3 and installed HVAC equipment using grant funds. Restoration includes an elevator, new lighting, fire suppression, and completion of HVAC work. In addition, interior finishes and other work is required based on the use of the building which will be decided by the Board of Selectmen.</p> 
Estimated Project Cost: \$1,500,000	<p><b>FUTURE OPERATING BUDGET IMPACTS:</b> The project will impact the operating budget in the future largely due to increased utility and staff costs. Once the building is complete, electricity and natural gas expenses will increase based on use. Currently, utilities are kept at a minimal level. Additionally, the Town will incur increased costs related to the cleaning and maintenance of the building.</p>

**CAPITAL IMPROVEMENT PROGRAM – SIX YEAR SUMMARY  
FOOTNOTES AND PROJECT DESCRIPTIONS  
FISCAL 2020/2021 AND PROJECTS UNDER CONSIDERATION FOR FUNDING  
DURING FISCAL YEAR 2021/2022 – 2025/2026**

**Woodbridge Board of Education**

Technology – This request is for technology infrastructure improvements as well as data backup and recovery protection.

Interior and Exterior Doors – Replacing aging and weathered doors in sections of the building that were not included in the scope of the Beecher Road School building upgrade.

Equipment (HVAC & Misc.) – Replace aging unit ventilators and drinking fountains in various vestibules and corridors not addressed in the building upgrade.

Flooring Replacement – Replace aging carpet and floor tiles in various parts of the Beecher Road School building.

Asphalt Replacement – Asphalt replacement at the damaged North sidewalk, the emergency access pathway, and various playground and rear campus walkways. The North and Library Parking lots would also be included in this request.

Classroom Casework and Cabinets – Replace aging casework and cabinets in various classrooms not addressed in the building upgrade.

Grounds Care – Site Improvements – Continue work on grounds improvements including Fuss & O'Neill 2011 Site Needs Assessment recommendations. Projects would include erosion control plantings, branch trimming, and tree removal.

Interior & Exterior Paint – This request is for the painting of various interior and exterior areas that are not able to be performed by the custodial and maintenance staff.

Roofing Replacement – The district has contracted a vendor to maintain all roofing, drains, and provide continual review of roofing material and conditions. Annual reporting of estimated remaining useful life for each roof section is provided by the vendor. The request is for the anticipated roof replacement / restoration projects at Beecher Road School.

**Board of Selectmen**

Town Center Sidewalks – Install concrete sidewalks to Amity Regional High School and replace existing sidewalks throughout the Town Center with concrete sidewalks.

Wayfinding Signs for Business District – As recommended in the 2017 Wayfinding Study, the funds would be used to purchase and install wayfinding signs to improve the business district, Center of Town and Town borders.

**(Board of Selectmen – continued)**

Former Firehouse Restoration - Complete the restoration of the interior of the former fire station originally damaged by fire in 2006. Restoration includes an elevator, new lighting, fire suppression, and completion of HVAC work. In addition, interior finishes and other work is required based on the use of the building which will be decided by the Board of Selectmen.

**Building Maintenance**

Center Building Roof Repair – Reflash the elevator shaft to avert further water intrusion.

HVAC Outdoor Fence – Replace severely rotted twenty year old wood fence located adjacent to the Library. The fence protects the Library air conditioning system.

HVAC Repairs - Library – This request is for Phase 2 of repairs to the existing HVAC system to reduce excessive moisture.

Senior Center Remodel - This proposal is for the funding of the remodeling of the Senior Center Area of the Center Building to include the main dining room, the senior center lounge, and senior center kitchen.

Roof Repair – Town Hall – Repair of aging areas of Town Hall roof as needed.

Vehicle Replacement - Funds to replace the 2007 Ford van which as of December 1, 2019 has 129,000 miles.

Floor Refinishing – Center Building and Town Hall – This project is for the sanding and refinishing of the floors in the Main Meeting Room and kitchen in Town Hall as well as the gymnasium in the Center Building.

Library Elevator Upgrade – Requested funds will be used for the elevator modernization upgrade.

**Country Club of Woodbridge**

Environmental Remediation – This request is for the complete environmental remediation of the Country Club of Woodbridge property. This includes remediation of the maintenance facility, Half-Way House area, cell tower, pond, and other areas identified on the Phase III Environmental Report.

**Fire Commission**

Engine 7 Tanker/Pumper – This request is for funding of the lease/purchase final payment for this vehicle.

**(Fire Commission – continued)**

Engine 3 – Request is to replace a 1989 FMC attack pumper truck which is beyond its useful life.

Air Packs – This request is for the funding of the lease/purchase payment for air packs.

Engine 9 – Request is for the replacement of Engine 9 which will be twenty-six years old in 2021. This vehicle responds to all motor vehicle accidents and is a pumper for fire response.

Lucas 3.1 Device – Upgrade to a Lucas 3 Chest Compression System and the current Lucas 2 will be moved into service on fire apparatus.

Aerial - Request will fund the purchase of a new ladder truck to replace the current 1976 LaFrance ladder truck which has been out of service since November 1, 2016. In 2017, the Woodbridge Volunteer Fire Association purchased a 1992 Spartan for the short term. (3-5 year life-expectancy truck)

Car 201 - This request is for funds to replace the Fire Marshal's vehicle. The current vehicle is a 2008 Ford Expedition and is currently experiencing mechanical issues.

Rescue Boat – The current boat has failed and is in need of replacement. The boat is used for water and ice rescues.

**Human Services**

Replace Chairs in Woodbridge Center – Replace chairs in the Center Cafeteria. This is part of the Woodbridge Center design plan.

Carport for 3 Senior/Handicapped Accessible Vehicles - This would provide shelter for the vehicles of the Woodbridge Center Transportation Program ensuring less corrosion and would keep snow off the vehicle roofs. The design would follow the design of those at the Police Department.

Car for Senior Center Transportation Program – Request funds to purchase a sedan/car to replace the 2005 Ford Crown Victoria.

**Information Systems**

Network Upgrade - Continue with Town-wide network improvement plan Phases 2 & 3. Phase 2 includes the Police Department while Phase 3 includes Recreation, Library, Animal Control, Public Works and Human Services. Phase 2 & 3 include replacement of network and infrastructure consisting of fiber optics, servers, data storage and switch gear.

## Library

Main Library Stacks Carpet Replacement – Carpet was replaced in much of the first floor of the Library in 2013. The remaining area of carpeting under the large, heavy shelving should be replaced in FY2022.

Library Seating Replacement – Replace sixteen upholstered armchairs that were purchased in 1999. Replacing them will ensure that the library remains an attractive place for people to spend their time.

## Parks

Irrigation – Center Field – Request is for an upgrade to the irrigation system at Center Field. Existing system is approximately twenty-eight years old and is due for an upgrade.

Install New Irrigation System at West River Complex – This project is to install an irrigation system at the West River Complex. There is currently no irrigation at the complex.

Bleachers at Center Field – Complete dugout project by installing concrete footings under the bleachers to eliminate the need for weed whacking and prevent bees from nesting in the ground.

Baseball Field Grooming Machine - Request is to replace equipment that has been used since 1999 and would be in service for twenty-one years at time of replacement.

Vehicle Replacement - Replace 2006 Pick-Up F350 which at the time of replacement is estimated to have approximately 90,600 miles.

## Police Commission

Building Upgrade - This request is for the renovation of the current Police Department in correlation with the previously completed space needs assessment.

Speed Awareness Monitoring Equipment – To assist in enhancing the department goal of promoting highway safety. The department is seeking to purchase two Speed Awareness Monitoring Trailers

Vehicle Replacement – To ensure a safe and dependable emergency response fleet; the FY2021 request is to purchase two 2020 SUV's (1 Patrol and 1 Administrative) as part of the department's replacement cycle to negate high mileages, engine idle hours, repairs, and maintenance.

Door Security / Surveillance Recording System – The department is seeking to address security concerns at the Police Department with the implementation of an administratively controlled/monitored door access system in Fiscal Year 2021 and the updating of the inferior-quality surveillance camera recording system with a new enhanced high definition system in Fiscal Year 2022.

## Public Works

Truck Replacement – Provides funding for heavy and light duty trucks. Useful life expectancy and yearly evaluation are the determining factors for replacement.

Equipment Replacement – This account allows the department to purchase heavy equipment that could include plows, truck sanders, trailers, backhoe, pay loader, rollers and other required equipment. Useful life expectancy and yearly evaluation are the determining factors for replacement.

Road Construction – This request provides funds for the paving, preservation, and reconstruction of all Town road surfaces.

Bridge & Waterways – This reserve is used for the repair or replacement of bridges and cross culverts, hardening of water channels, erosion repairs and silt removal if required.

## Recreation

Outdoor Volleyball Court – PVC Boundary – The project will surround the volleyball court with a barrier to protect the sand from washing away.

Gymnastics Equipment Replacement – This project is an ongoing purchase of gymnastics equipment to replace equipment that has reached its useful functions and safety life.

Fitness Trail 10 Station Equipment – The current Fitness Trail equipment is nearing its effective life span, the plan is to replace the equipment in FY22.

Treadmill Replacement & Elliptical Machines – This is an on-going process of replacing outdated equipment with new and up-to-date equipment that meets all safety regulations.

Portable Activity Tent – The Town of Woodbridge and the Woodbridge Recreation Department sponsor many outdoor activities which are not cancelled due to weather conditions. There is a need for a large tent for recreation and other Town activities.

Outdoor Basketball Courts – The Town's only outdoor basketball court not on school property was removed for safety reasons. A Recreation objective per the Town Plan is to provide a much needed outdoor basketball court that would be open to the public from sun up to sun down, seven days per week.

90' Baseball Diamond – This project is to build a 90' baseball diamond which the Town does not currently have.

## Waste Management

Compactor Replacement – The compactors are utilized on a daily basis compressing household trash disposed at the Transfer Station. This request is for the replacement of one compactor.

Equipment Replacement and Repair – Funds requested are for the replacement of containers and loader maintenance. Containers wear from usage and element exposure and need replacing periodically.

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**DEBT**

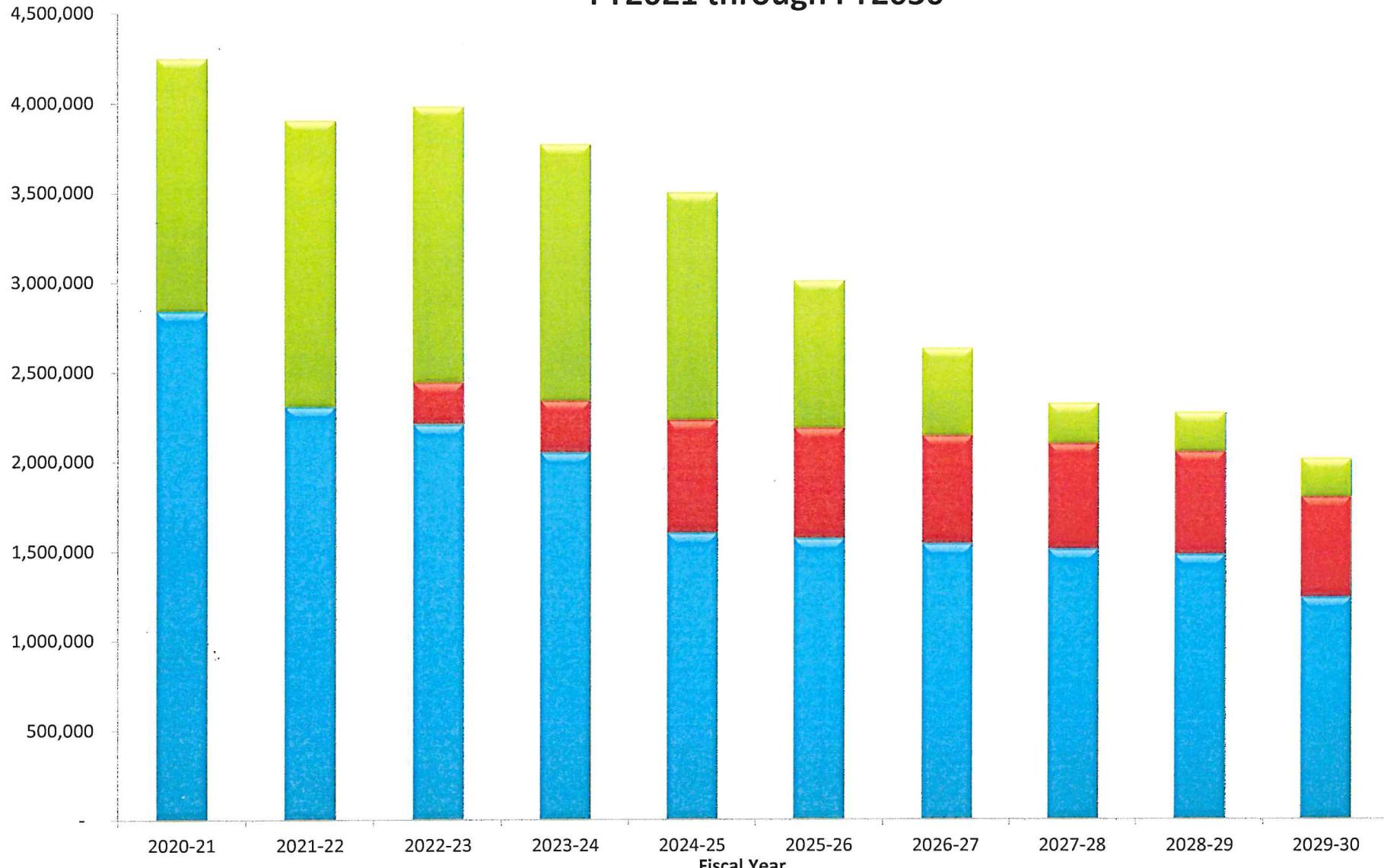
**TOWN OF WOODBRIDGE**  
**ACTUAL AND PROJECTED DIRECT DEBT SERVICE**

DEBT SERVICE SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b><u>Town Existing Bonds</u></b>										
Public Works Facility (2014)	366,188	360,588	354,988	349,088	342,788	336,213	329,288	321,863	314,088	306,288
Refinance 2003, 2005, & 2009 (2015)	949,100	551,500	531,300	413,100	-	-	-	-	-	-
Beecher Renovation (2015)	378,675	368,475	358,275	348,075	340,425	335,006	328,950	322,256	314,925	307,275
Beecher Renovation (2016)	423,998	312,188	303,188	294,188	285,188	278,438	273,938	269,438	264,938	260,438
Radio Upgrade (2019)	264,863	256,463	248,063	239,663	233,231	228,638	223,781	218,531	212,888	-
Woodbridge Country Club (2021)	460,787	431,040	448,426	433,375	418,325	403,274	388,374	369,800	357,400	346,000
<b>Total Town Direct Debt Service</b>	<b>2,843,610</b>	<b>2,280,253</b>	<b>2,244,239</b>	<b>2,077,488</b>	<b>1,619,956</b>	<b>1,581,568</b>	<b>1,544,330</b>	<b>1,501,888</b>	<b>1,464,238</b>	<b>1,220,000</b>
Amity Overlapping Debt Service	1,410,262	1,595,555	1,542,187	1,430,516	1,268,243	822,647	488,465	225,210	219,432	215,252
<b>Total Direct &amp; Overlapping Debt Service</b>	<b>4,253,872</b>	<b>3,875,807</b>	<b>3,786,425</b>	<b>3,508,003</b>	<b>2,888,199</b>	<b>2,404,214</b>	<b>2,032,795</b>	<b>1,727,098</b>	<b>1,683,669</b>	<b>1,435,252</b>
<b><u>Impact of future Town debt</u></b>										
\$2.5M Bond Issue	-	-	209,813	178,188	175,313	172,438	169,563	166,688	163,813	160,938
\$5M Bond Issue	-	-	-	100,000	445,000	435,000	425,000	415,000	405,000	395,000
<b>Subtotal Proposed Town Debt</b>	<b>-</b>	<b>-</b>	<b>209,813</b>	<b>278,188</b>	<b>620,313</b>	<b>607,438</b>	<b>594,563</b>	<b>581,688</b>	<b>568,813</b>	<b>555,938</b>
<b>TOTAL</b>	<b>4,253,872</b>	<b>3,875,807</b>	<b>3,996,238</b>	<b>3,786,191</b>	<b>3,508,512</b>	<b>3,011,652</b>	<b>2,627,358</b>	<b>2,308,786</b>	<b>2,252,482</b>	<b>1,991,190</b>
<b>% change from prior year</b>	<b>0.98%</b>	<b>-8.89%</b>	<b>3.11%</b>	<b>-5.26%</b>	<b>-7.33%</b>	<b>-14.16%</b>	<b>-12.76%</b>	<b>-12.13%</b>	<b>-2.44%</b>	<b>-11.60%</b>

Notes:

(1) Project amounts totaling \$7.5M under consideration include: former firehouse renovation/Storage facility: \$1,800,000; Senior Center/Beecher Roof: \$700,000, and police department renovation: \$5,000,000.  
 (2) This schedule includes the Town's portion of existing and projected Amity Regional School District debt.

## Town of Woodbridge Direct and Overlapping Debt Service FY2021 through FY2030



The EXISTING DIRECT DEBT illustrated above includes all of the Town's current issued debt only.

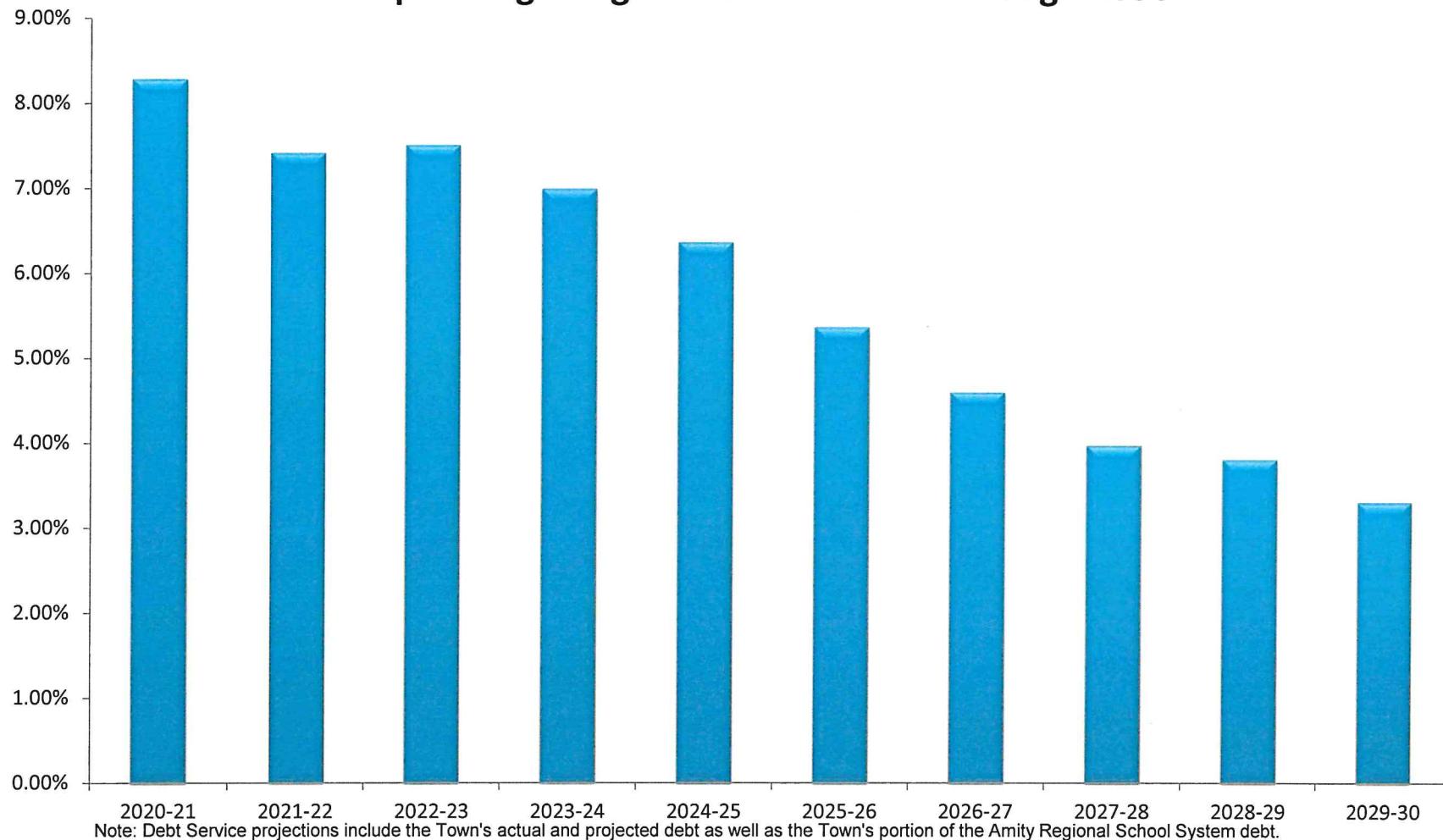
DIRECT DEBT SERVICE under consideration includes projects in the six year capital program proposed to be financed by issuing bonds.

■ Existing Direct Debt

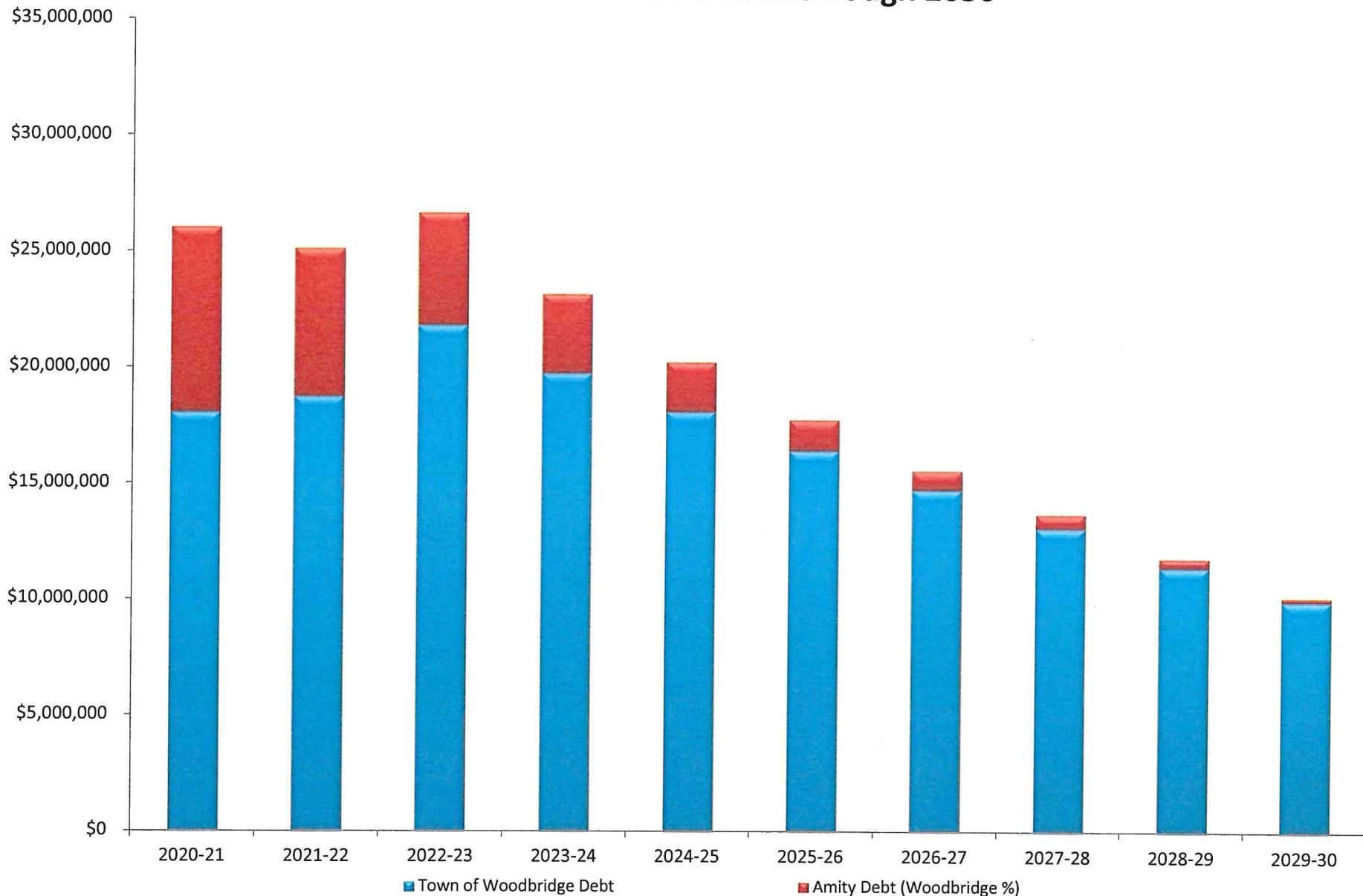
■ Direct Debt Under Consideration

■ Amity Debt (Woodbridge %)

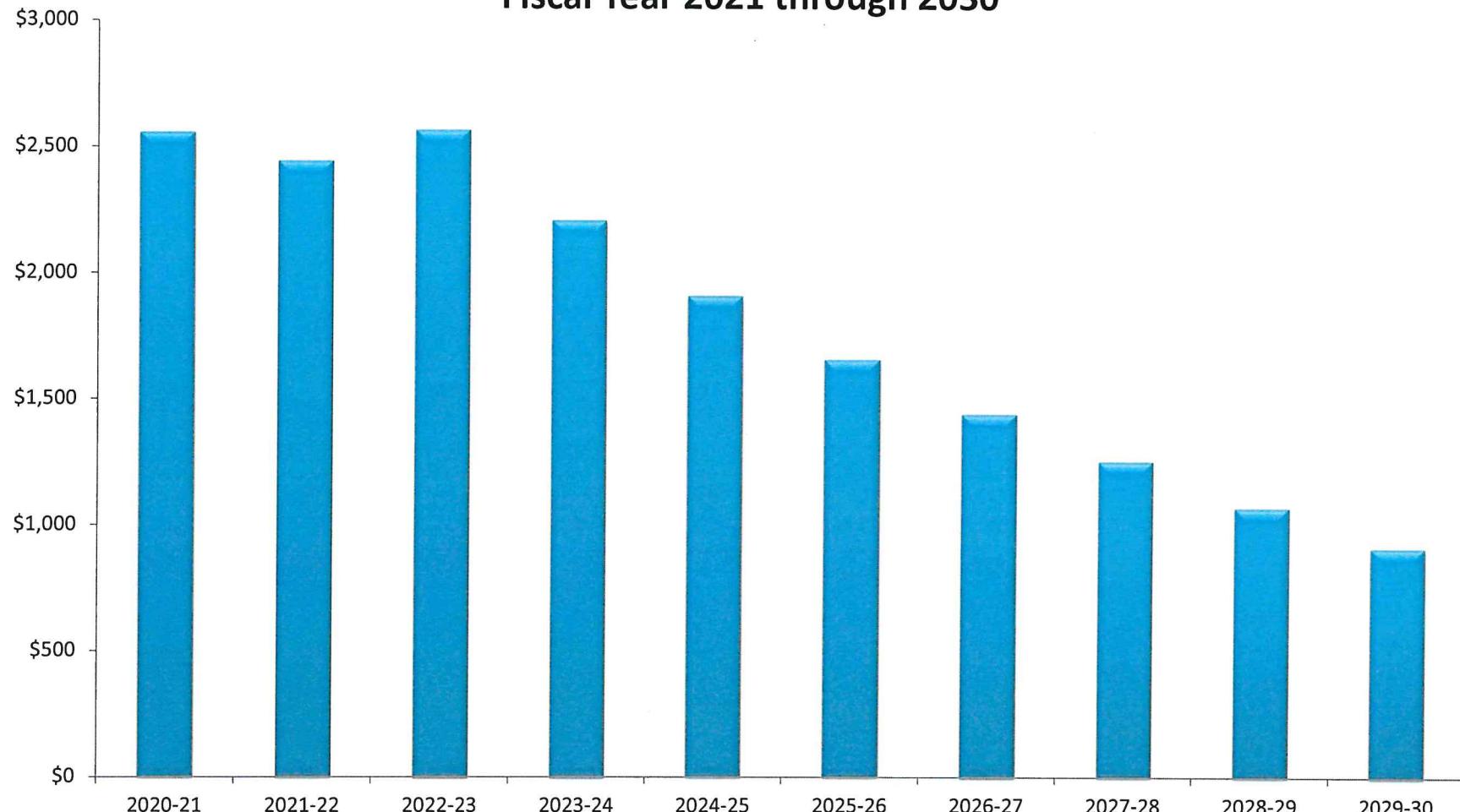
## Town of Woodbridge Direct and Overlapping Debt Service as % of Operating Budget Fiscal Year 2021 through 2030



## Town of Woodbridge Direct and Overlapping Debt for Fiscal Years 2021 through 2030



## **Town of Woodbridge Direct and Overlapping Debt Per Capita Fiscal Year 2021 through 2030**



Note: Debt Service projections include the Town's actual and projected debt as well as the Town's portion of the Amity Regional School System debt.

## TOWN OF WOODBRIDGE DEBT POLICY

The purpose of a debt policy is to establish parameters and guidance for the Town to make decisions on capital spending needs and issuance of debt as a means to fund them. **This Debt Policy will be used as established guidelines only. The Boards of Selectmen and Finance will use reasonable judgment in analyzing debt capacity and the needs of the Town.** In addition this plan will identify long-range financial planning objectives and assist the Boards of Selectmen and Finance in identifying priority capital needs of the Town in a financially prudent manner.

### DEFINITIONS

- Direct Debt – Debt generated (issued) directly by the Town of Woodbridge
- Overlapping Debt – The Town's pro-rata share of debt issued by the Amity Regional School District
- Overall Debt – Including Town's total debt, direct and overlapping debt

### PURPOSES FOR WHICH DEBT MAY BE ISSUED

- The Town will not fund current operating expenditures through the issuance of debt.
- Individual projects with an estimated **approximate** cost of less than one percent (1%) of the Town's operating budget will **generally** not be financed through the issuance of long-term debt.
- The Town will issue **long term bonds only for the purposes of financing** major capital improvements or purchases of land.
- The Town will issue debt to finance projects **that have been identified and approved in the Town's Six Year Capital Improvement Program for debt financing.**
- The Town may issue refunding bonds if it is deemed in the Town's best interest to do so.
- The Town may issue debt to fund emergency projects

### OBJECTIVES OF ISSUING DEBT

- The Town will finance capital projects through the issuance of general obligation bonds for a period that does not exceed the useful life of the asset.
- The Town will evaluate debt-funding scenarios as part of its annual Six Year Capital Improvement Program process in order to prioritize future financing needs.

## DEBT POLICY

Revised December 2016

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- The Town will attempt to minimize its reliance on long term debt
- The Town will maintain stability in the planning and execution of the capital planning process.

### LEGAL LIMITATIONS

- Connecticut General Statutes limit the amount of indebtedness the Town may have outstanding to seven times the total annual tax collections including interest and lien fees plus the reimbursement for revenue loss on tax relief programs.

### TYPES OF DEBT PERMITTED TO BE ISSUED

- General Obligation Bonds
- Bond Anticipation Notes (Short term/Temporary financing)
- Tax Anticipation Notes (T.A.N.S.) (Short term financing)
- Revenue Anticipation Notes (R.A.N.S.) (Temporary financing)
- State and Federal Loan Programs
- Lease/Purchase financing

### STRUCTURAL FEATURES

- The Town will structure the bond payments over a period not to exceed the useful life of the project being financed.
- At the time of establishing the structure of a bond issue, the mill rate impact in the early years will be evaluated so as to minimize overall tax increases and maintain level principal payments where practical.
- The Town will endeavor to repay, at a minimum 50% of the Town's overall outstanding debt in the first ten years when structuring new bond issues.

### CREDIT OBJECTIVES

The Town will use the following debt ratios used by investors and financial analysts in comparison to the most current guidelines as published by Moody's and Standard and Poor's when reviewing the Town's capacity to issue debt:

- Net direct and Overall debt per capita
- Net Direct Debt as a percent of Net Taxable Grand List
- Net Overall Debt as a percent of Net Taxable Grand List

## DEBT POLICY

Revised December 2016

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- Net Direct Debt as a percent of Net Equalized Grand List
- Net Overall Debt as a percent of Net Equalized Grand List
- Net Direct Debt Service as a percent of General Fund Operating Budget Expenditures
- Net Overall Debt Service as a percent of General Fund Operating Budget Expenditures
- Percentage of outstanding direct debt which will be retired at the end of ten years

### AUTHORIZED METHODS OF SALE

- Unless otherwise determined, the Town will issue debt via competitive sale by using a competitive bidding process when issuing debt securities
- When a competitive sale is not deemed to be in the best interest of the Town, the Finance Director shall present other options for approval by the Board of Selectmen and Board of Finance including negotiated sale and private placement.

### DISCLOSURE AND ARBITRAGE COMPLIANCE

- In accordance with State law, the Town will file its annual independent audited financial statements with the State Office of Policy and Management within six months of the end of the fiscal year.
- The Town will comply with the requirements of Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission to provide annual financial information and operating data and notices of material events with respect to the Bonds pursuant to Continuing Disclosure Agreements executed at the time of issuing bonds.
- The Town will work with Bond Counsel to establish a system of record keeping and reporting to meet all arbitrage compliance requirements of the federal tax code.
- The Town will maintain frequent communications about its financial condition with the credit rating agencies.

**THE BOARDS OF SELECTMEN AND FINANCE WILL PERFORM A PERIODIC REVIEW OF THIS POLICY.**

**Town of Woodbridge, Connecticut**

**Computation of Legal Debt Limitation**

**June 30, 2019 (Unaudited)**

Total tax collections (including interest and lien fees) for the year ended June 30, 2018					\$ 44,493,729
Reimbursement for revenue loss					\$ -
Tax relief for elderly					\$ -
Base					\$ 44,493,729
Debt limit					<u>\$ 311,456,103</u>
<b>Debt Limitation</b>	<b>General Purpose</b>	<b>Schools</b>	<b>Sewer</b>	<b>Urban Renewal</b>	<b>Unfunded Pension Benefit Obligation</b>
2-1/4 times base	\$ 100,110,890	\$ -	\$ -	-	\$ -
4-1/2 times base	-	200,221,781	-	-	-
3-3/4 times base	-	-	166,851,484	-	-
3-1/4 times base	-	-	-	144,604,619	-
3 times base	-	-	-	-	133,481,187
<b>Total debt limitation</b>	<b>100,110,890</b>	<b>200,221,781</b>	<b>166,851,484</b>	<b>144,604,619</b>	<b>133,481,187</b>
<b>Debt as Defined by Statute</b>					
Bonds Payable	9,310,000	8,565,000	-	-	-
Notes	4,550,000	380,000	-	-	-
Town portion of Regional School District No. 5 Bonds payable	-	7,258,507	-	-	-
Bonds authorized but not issued	100,000	990	-	-	-
<b>Total indebtedness</b>	<b>13,960,000</b>	<b>16,204,497</b>	<b>-</b>	<b>-</b>	<b>-</b>
Less school construction grants - Woodbridge	-	-	-	-	-
School construction grants - Amity	-	-	-	-	-
<b>Net indebtedness</b>	<b>13,960,000</b>	<b>16,204,497</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Debt limitation in excess of indebtedness</b>	<b>\$ 86,150,890</b>	<b>\$ 184,017,284</b>	<b>\$ 166,851,484</b>	<b>\$ 144,604,619</b>	<b>\$ 133,481,187</b>

Note: The Town does not have revenue bonds

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## **GRAPHS OF SIGNIFICANT FINANCIAL TRENDS**

# TOWN OF WOODBRIDGE

## GRAPHS OF SIGNIFICANT FINANCIAL TRENDS SUMMARY

Below is a brief description of the trends shown on the graphs in this section, all of which report historical data for ten years:

**General Fund Results from Operations:** This graph reports results from operations – revenue / expenditure variances. These surpluses and deficits add to or subtract from the Town's general fund balance, a portion of which is generally appropriated to fund the subsequent year's budget.

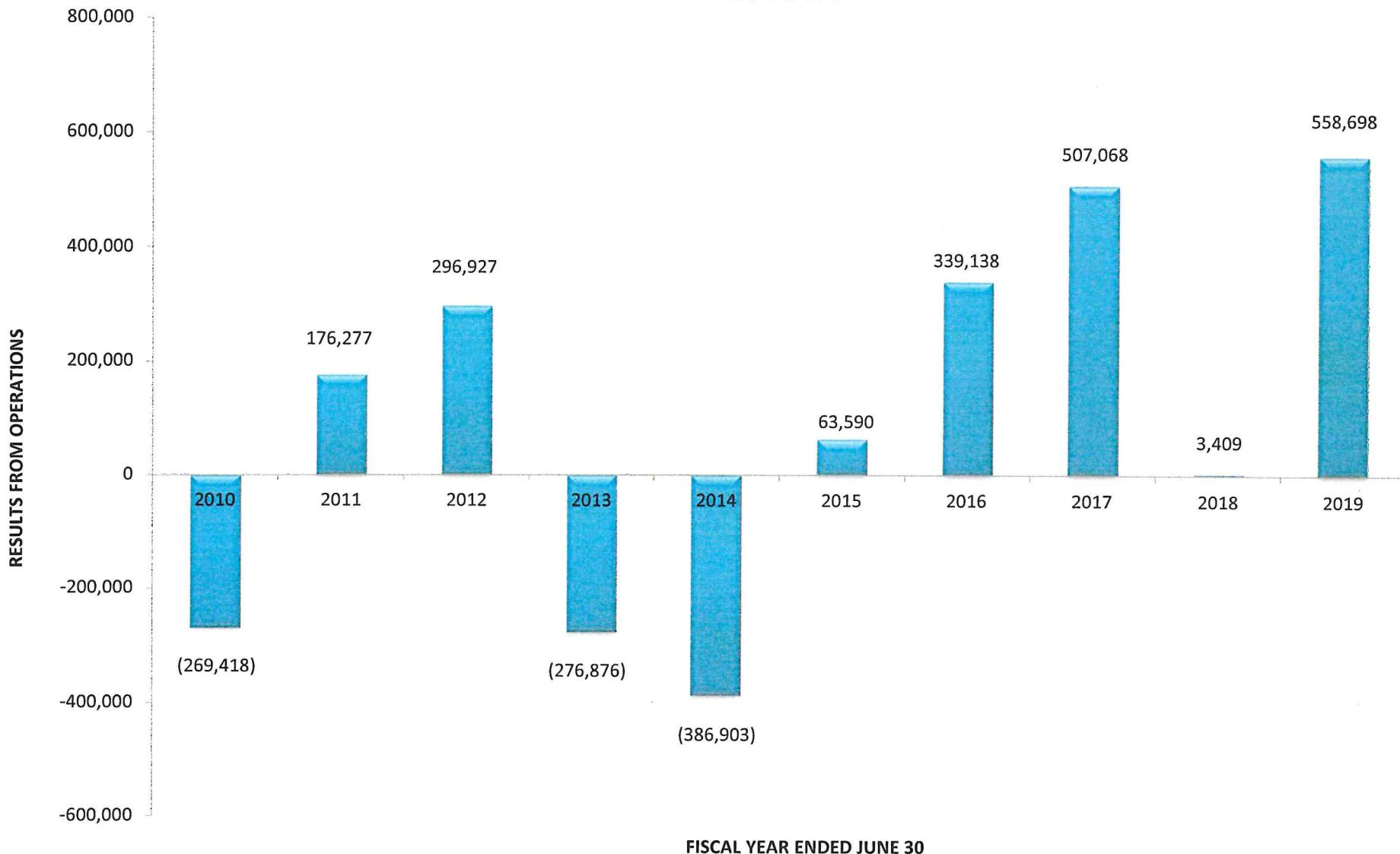
**General Fund Undesignated Fund Balance:** This graph reports General Fund Undesignated Fund Balance which is the cumulative results from annual operations less any amount appropriated to fund the subsequent year's budget and less any additional appropriations approved after the original budget was adopted.

**General Fund Undesignated Fund Balance as a Percentage of Actual Expenditures:** This graph reports General Fund Undesignated Fund Balance as a percentage of General Fund expenditures, including operating transfers out.

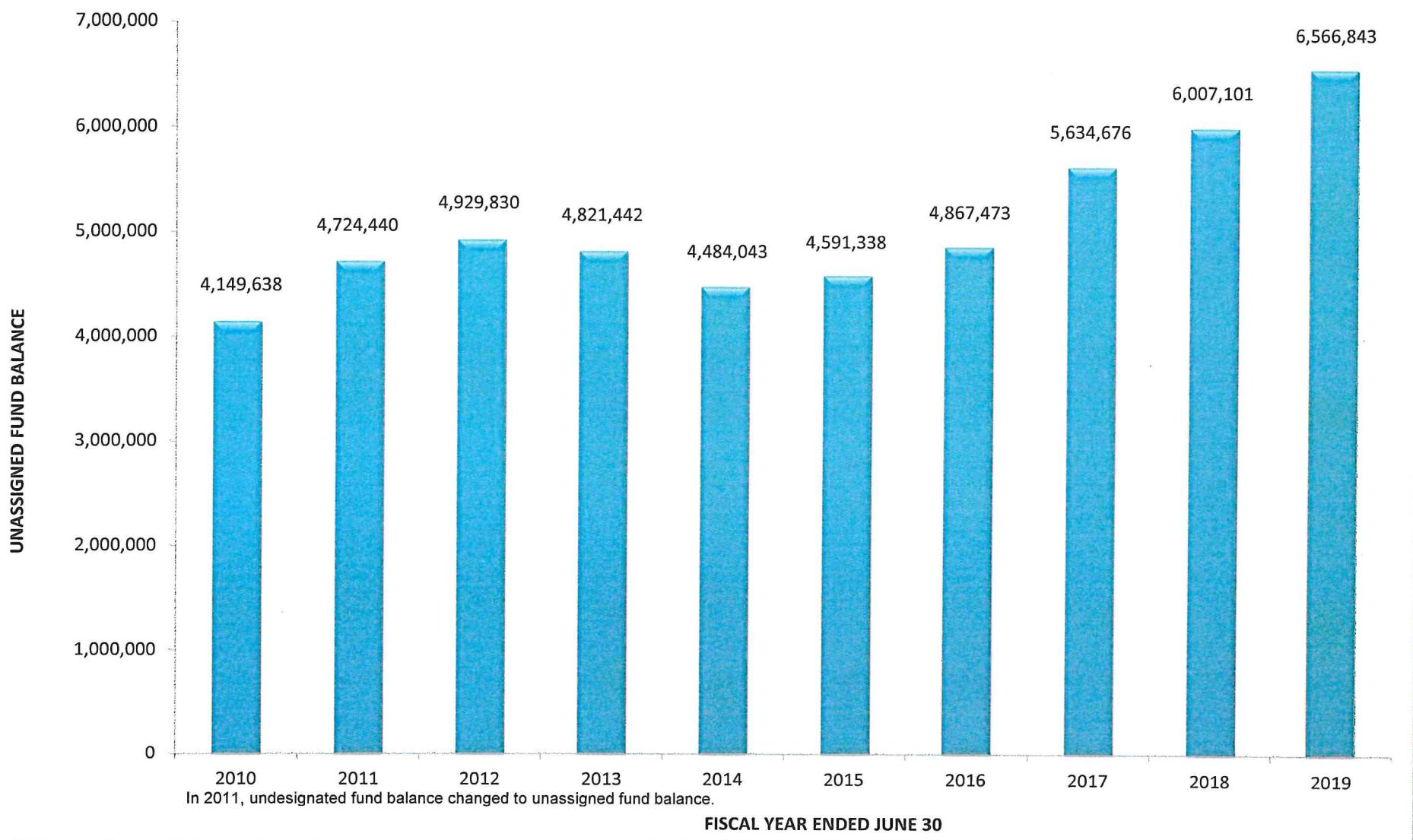
**Assessed Valuation of Taxable Property:** This graph reports the net grand list as of October 1 of each year, as subsequently adjusted by the Board of Assessment Appeals.

**Tax Collection Rate – Current Levy:** This graph reports the actual percentage of taxes collected on the current levy.

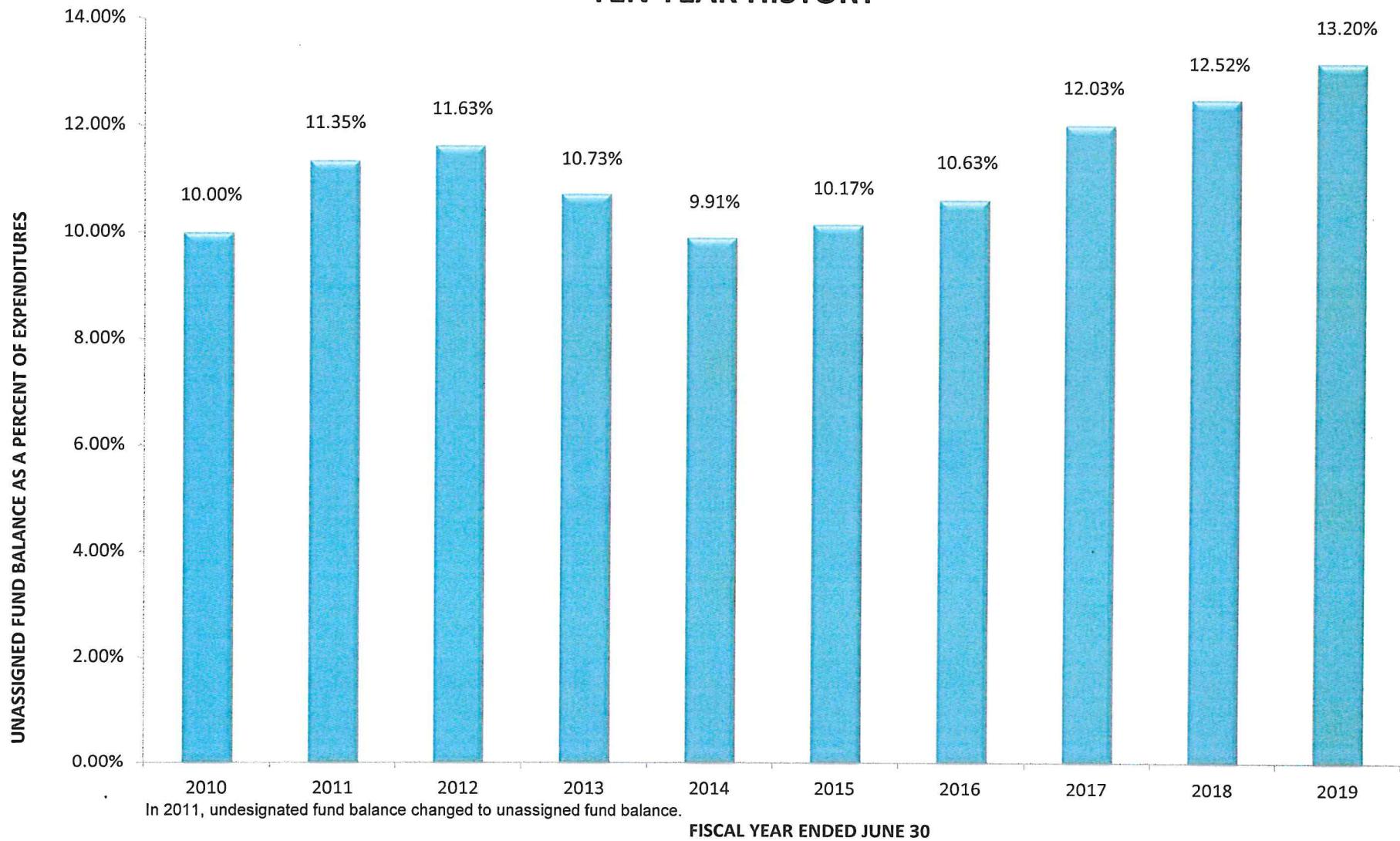
**TOWN OF WOODBRIDGE GENERAL FUND  
RESULTS FROM OPERATIONS (DEFICIT/SURPLUS)  
TEN YEAR HISTORY**



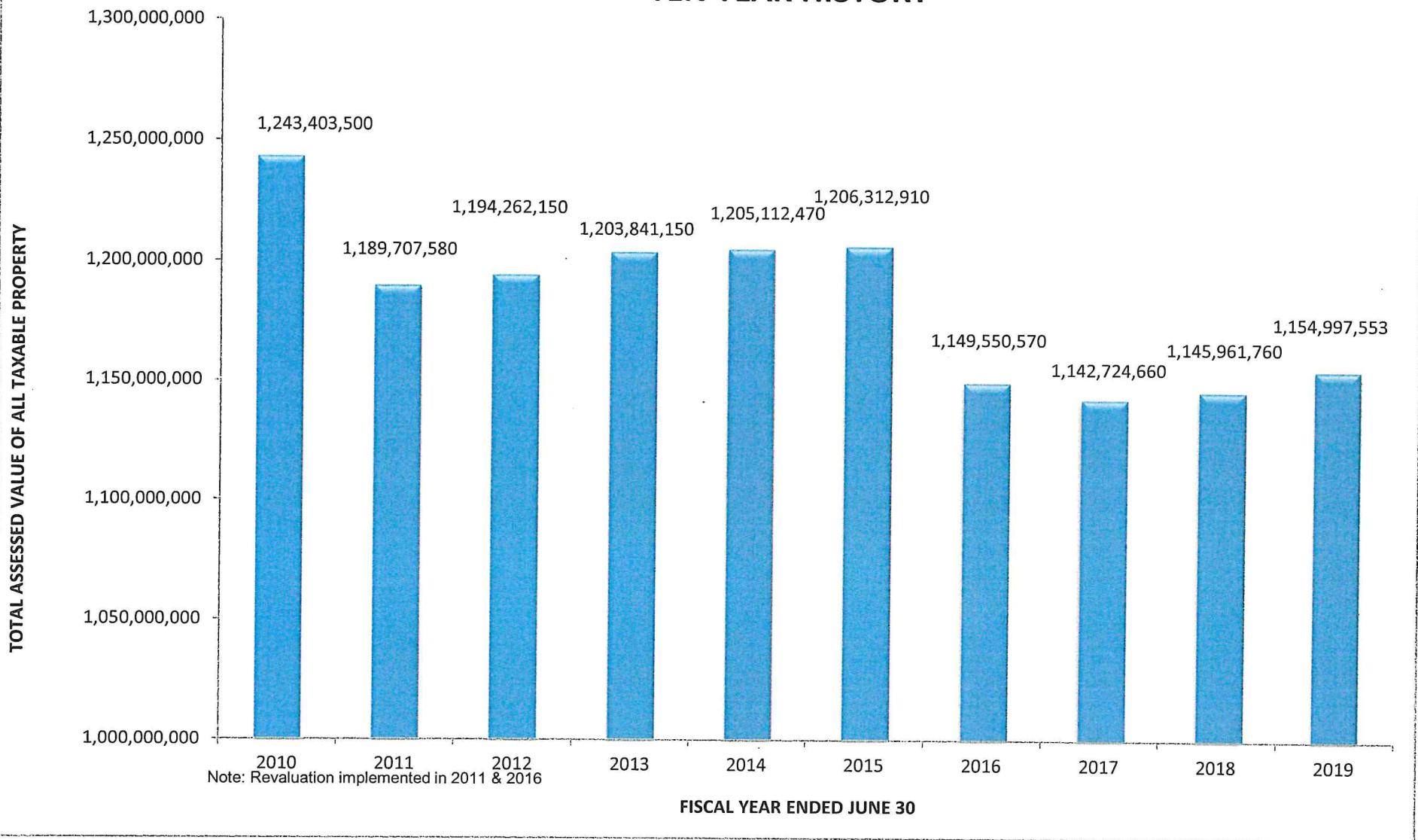
## TOWN OF WOODBRIDGE GENERAL FUND UNASSIGNED FUND BALANCE TEN YEAR HISTORY



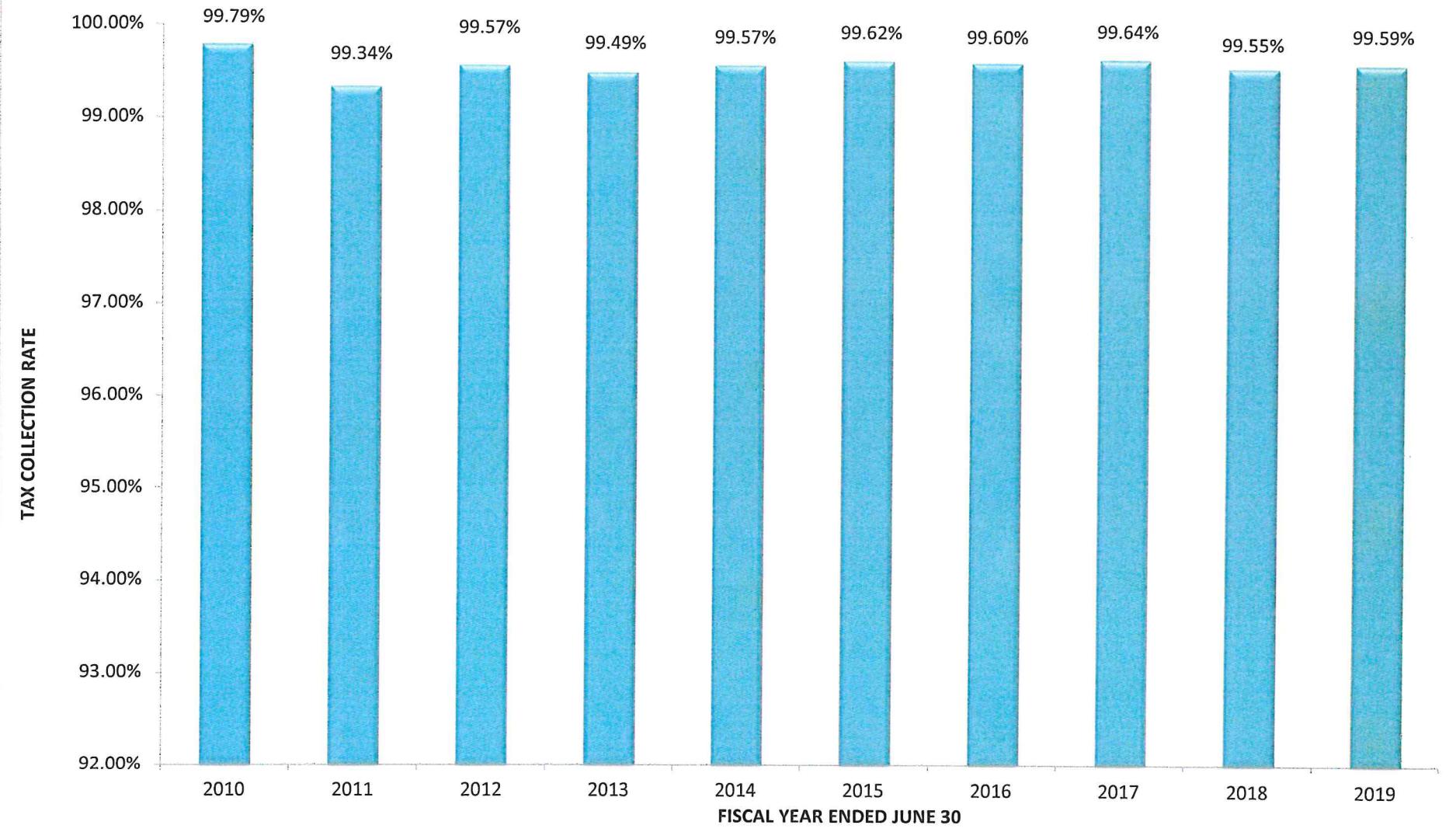
## TOWN OF WOODBRIDGE GENERAL FUND UNASSIGNED FUND BALANCE AS PERCENT OF ACTUAL EXPENDITURES TEN YEAR HISTORY



**TOWN OF WOODBRIDGE**  
**TOTAL ASSESSED VALUE OF ALL TAXABLE PROPERTY**  
**TEN YEAR HISTORY**



## TOWN OF WOODBRIDGE TAX COLLECTION RATE - TEN YEAR HISTORY



## GLOSSARY OF TERMS

### [A]

**ACCRUAL BASIS** – Method of accounting in which transactions are recognized at the time they are incurred as opposed to when cash is received or spent.

**ADA** – An acronym for Americans with Disabilities Act

**ADOPTED BUDGET** – The official expenditure plan as authorized by the Town Meeting for a specified fiscal year.

**AED** – An Acronym for Automated External Defibrillator

**AGENCY FUNDS** – Fiduciary funds used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities).

**AMR** – An acronym for American Medical Response

**APPROPRIATION** – An authorization made by the Board of Selectmen; Board of Finance; and in certain instances, the Annual Town Meeting permitting officials to incur obligations and make expenditures for specific purposes. Appropriations are usually for fixed amounts and are typically granted for a one-year period.

**AUDIT** – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

### [B]

**BALANCED BUDGET** – A budget is balanced when current expenses are equal to revenues plus any transfers and allocation from fund balance.

## GLOSSARY OF TERMS

**BOF** - An acronym for Board of Finance. Amongst other duties, the Board of Finance recommends the mill rate to the Town and is responsible for approving supplemental budget appropriations.

**BOND ANTICIPATION NOTES (BANs)** – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

**BOND (DEBT INSTRUMENT)** – A written promise to pay a specific sum of money, principal plus interest, within a specific period of time (maturity date). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**BOS** - An acronym for Board of Selectmen, the legislative body of the Town.

**BUDGET** – A financial plan containing estimated expenditures and revenues to cover those expenditures for a specified period of time, usually a fiscal year.

**BUDGET MESSAGE** – A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

### [C]

**CAPITAL EXPENDITURE BUDGET** – A financial plan for proposed capital expenditures and a means for financing them. The capital expenditure budget is the first year of the capital expenditure plan.

**CAPITAL EXPENDITURE PLAN (CEP)** – A long-range plan covering 6 years which outlines proposed capital improvement projects and estimates the costs and identifies funding sources for those projects.

**CAPITAL NON RECURRING (CNR)** – An account established to pay for capital needs on a "cash" basis in lieu of borrowing funds through the issuance of debt financing.

## GLOSSARY OF TERMS

**CAPITAL PROJECTS FUND** – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those finance by proprietary funds and trust funds).

**CCW** – An acronym for Country Club of Woodbridge.

**COMPREHENSIVE ANNUAL FISCAL REPORT (CAFR)** – The official annual report of a government. It includes (a) the five combined financial statements in the combined statements – overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section.

**CONTINGENCY** – A budgetary reserve set aside for emergencies or unforeseen expenditures originally not budgeted. When required, funding transfers to department functional areas are approved by the Board of Selectmen and Board of Finance.

**COVID-19** – a mild to severe respiratory illness that is caused by a coronavirus is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus. It is characterized especially by fever, cough and shortness of breath and may progress to pneumonia and respiratory failure. Other symptoms may include fatigue, chills, body aches, headache, loss of taste or smell, sore throat, runny nose, nausea, vomiting or diarrhea. COVID-19 was first identified in Wuhan, China in December 2019.

**C-PACE** – An acronym for Connecticut Property Assessed Clean Energy. This is an innovative program in Connecticut that helps commercial, industrial and multi-family property owners access affordable, long-term financing for smart energy upgrades to their buildings. Municipalities are also eligible for C-PACE financing for Microgrid development.

**CPR** – An acronym for cardiopulmonary resuscitation.

**CUPOP** – An acronym for Commission on the Use of Publicly Owned Property.

## GLOSSARY OF TERMS

### [D]

**DEBT SERVICE** – Payment of interest and repayment of principal to the holders of the Town's bonds.

**DELINQUENT TAXES** – Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached.

### [E]

**EDC** - An acronym for Economic Development Commission

**ENCUMBRANCE** – A reserve of financial resources (i.e. purchase order) that will be used to pay for specified goods and services that have not yet been delivered.

**EXPENDITURES** - The total amount of funds paid out by a government to acquire various goods and services.

### [F]

**FISCAL YEAR** – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FUND** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE** – Net position of a governmental fund (difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources).

## GLOSSARY OF TERMS

### [G]

**GASB** – An acronym for Government Accounting Standards Board

**GENERAL FUND** – The General fund is typically the chief operating fund of a government.

**GENERAL OBLIGATION BONDS** – Bonds issued by the government that are secured by the issuers full faith and credit.

**GFOA (Government Finance Officers Association)** – A national association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. Its goal is to provide practical guidance to accounting and auditing professionals serving state and local government. The GFOA has played a major role in the development and promotion of GAAP for state and local government since its inception and has sponsored awards programs for budgeting and financial reporting since 1946.

**GRAND LIST** – Compilation of all taxable and non-taxable real estate, personal property, and motor vehicles within the boundaries of the Town of Woodbridge. This list shows all gross assessments and exceptions and is filed in the Town Clerk's Office by the Assessor annually by January 31<sup>st</sup>, unless otherwise specifically provided by law.

### [I]

**ISU** – An acronym for Investigative Service Unit

### [L]

**LED** - An acronym for Light-Emitting Diode

**LoCIP (LOCAL CAPITAL IMPROVEMENT PROGRAM)** – State of Connecticut program which provides funds to municipalities for eligible local projects, such as road and sidewalk repairs, bridges, dams, sewer and water projects, public park improvements and renovations to public buildings.

## GLOSSARY OF TERMS

### [M]

**MILL** – One one-thousandth of a dollar of assessed value.

**MILL RATE** – Rate used in calculating tax based upon the assessed value of property, expressed in mills per one-thousandth of property value.

**MUNIS** – An acronym for Municipal Uniform Information Systems, the financial package used by the Town.

**MSW** – An acronym for Municipal Solid Waste

### [N]

**NCOA** - An acronym for National Change of Address

### [O]

**OPERATING BUDGET** – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

**OPEB** – An acronym for Other Post-Employment Benefits.

### [P]

**P.I.L.O.T.** – An acronym for Payment In Lieu Of Taxes.

## GLOSSARY OF TERMS

**PANDEMIC** - An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.

**PERFORMANCE INDICATORS** – Results of outcomes of program goals and objectives specific to a program mission or purpose.

**PERMANENT FUNDS** – A fiduciary fund type used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's program – that is for the benefit of the government or its citizenry.

**POSTC** – An acronym for Police Officer Standards and Training Council

**PROPERTY TAX** - A property tax or millage rate is an ad valorem tax on the value of property, usually levied on real estate. The tax is levied by the governing authority of the jurisdiction in which the property is located.

### [R]

**REVALUATION** – Involves the reappraisal of all real estate in town in order to bring about uniformity in property valuations and to assure all property owners that they are paying only their fair share of taxes.

**REVENUES** – The gross income received by a government to be used for the provision of programs and services.

**ROVAC** - An acronym for Registrars of Voters Association of Connecticut

### [S]

**SOTS** - An acronym for Secretary of the State.

**SPECIAL REVENUE FUND** – A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.

## GLOSSARY OF TERMS

**STEAP** – An acronym for Small Town Economic Assistance Program, a grant program in the State of Connecticut.

**SUPPLEMENTARY APPROPRIATION** – An act appropriating funds in addition to those already enacted in an annual appropriation act. Supplemental appropriations provide additional budget authority usually in cases where the need for funds is too urgent to be postponed until enactment of the regular appropriation bill.

**SURPLUS** – The amount by which revenues exceed expenditures during a fiscal period.

### [T]

**TAX ABATEMENT** - A tax abatement is a financial incentive that eliminates or significantly reduces the amount of taxes that an owner pays on a piece of residential or commercial property. It is offered by entities that impose taxes on property owners.

**TAX COLLECTION RATE** - The amount of taxes collected compared to the total taxes levied in a given fiscal year.

**TAXES** – Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments.

**TPCD** - An acronym for Town Plan of Conservation and Development

**TPZ** – An acronym for Town Plan and Zoning Commission

## **GLOSSARY OF TERMS**

### **[W]**

**WBOE** – An acronym for Woodbridge Board of Education

**WFD** - An acronym for Woodbridge Fire Department

**WGATV** - An acronym for Woodbridge Government Access Television

**WVFA** – An acronym for Woodbridge Volunteer Fire Association

### **[Y]**

**YEP** – An acronym for Youth Evening Program

**TOWN OF WOODBRIDGE  
ADOPTED BUDGET  
FISCAL YEAR 2020-2021**