



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING MINUTES
THURSDAY, JANUARY 21, 2016
6:00 PM**

A Board of Finance Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on Thursday, January 21, 2016 at 6:00 pm

PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein; Karen Cusick; David King; Paul Kuriakose

ALSO PRESENT: First Selectman, Ellen Scalettar; Administrative Officer / Director of Finance, Anthony Genovese; budget Analyst, Karen Crosby

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

PUBLIC COMMENTS

None

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported on the financials through December 31, 2015. He has projected a budgetary surplus of approximately \$125,631 at the end of the fiscal year. The projected fund balance at June 30, 2016 is \$4.3M or 9.38% of the annual projected expenses at the end of the year.

Revenues

Intergovernmental Revenues – intergovernmental revenues, in total, are projected to be close to budget. There are two issues in this revenue category. First, the Town has been awarded \$69,191 from FEMA. Second, the State has recently announced a second round of reductions to municipal aid. The first round included a reduction of \$16,841 in primarily PILOT grants. The second round of cuts, just released, includes a reduction of \$42,417 in ECS funding. This is a total of \$59,258 in state funding reductions. This is why Tony feels that the car tax cap is not a good idea. We are giving up a local source of revenue to the State. Whenever the State has a problem, they cut funds to the Towns. Ellen stated that the reimbursement is based on our FY15 mill rate. That makes us behind already. Ellen has met with our State delegation and they are looking at this and meetings are being set up with leadership in Hartford so they understand the impact. The goal is so worthy but the impact on our real estate taxes will be so significant and that is what people look at. Matt stated that Tony will have to have a revenue line of “due from State for Car Tax”.

Ellen stated that it feels unfair that you have the same car in two towns and one can be paying so much more than the other. It is a very complicated problem to fix.

Expenses

General Administration – projected to experience a surplus of \$25,000 largely due to savings in property, auto, and liability insurance.

Parks – the parks department is projected to experience a surplus of \$10,000 due to a vacant position for a portion of the year.

Debt Service – due to a debt refunding in June of 2015, the Town will experience a savings of \$12,684 in this year’s debt service budget.

Country Club Pool – this projection assumes no activity this summer for the CCW pool. Therefore, revenues will experience a deficit of \$81,219 while expenditures will have a surplus of \$33,118. Ellen stated that the Board of Selectmen were going to take up the issue of the Pool at the last meeting but realized the Recreation Commission had not had a chance to make a recommendation. They will be doing that at their meeting on Monday night and the Board of Selectmen will make their recommendation. We are taking it up prior to budget talks because of the need to decide on pool rates and to get the word out that it will be open.

Waste Management – projected to experience a surplus of \$25,000 primarily due to lower than anticipated expenses in TIP fees, bulky waste disposal and recycling.

WBOE – As of November 30, 2015, the Woodbridge Board of Education is reporting a deficit of \$186,252. Tony anticipates using Amity surplus funds to cover the deficit. Tony will work closely with the Board of Education to monitor the situation.

Tony reported that we received the Amity surplus funds of about \$315,000 that could be used for this deficit and the rest can be used for the FY17 budget.

Sandy asked if it would be possible to do something with the General Fund in case the funds are received for the car tax.

Tony responded that he will prepare two scenarios for the budget one with the receipt of the car tax funds and the other without.

Matt stated that we know the budget is done and Scott will be at the January 28th budget meeting to discuss the audit.

Tony reported that our fund balance at the end of the year was at 10%.

FUNDING REQUESTS

1516-07 Allocation.....\$15,000 (Line Item Transfer)

To: DPW-Rentals Equipment 1310-00/53610
From: DPW – Road Maintenance 1310-00/55170
For: Additional tree work as part of the Town’s tree maintenance program.
Vote: (Giglietti/Cusick) unanimous

1516-08 Allocation.....\$2,010 (Line Item Transfer)

To: TPZ-Engineering 1180-00/52150
From: Revenue-Dept Revenue 1-5-1850/45420
For: Transfer revenue received from application fees to the expense account for consultant fees
Vote: (Giglietti/Stein) Unanimous

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the November 19, 2015 meeting as presented.

ADDITION TO PROPOSED MEETING DATES FOR 2016

The Board of Finance voted (Giglietti/Cusick) unanimously to add November 29, 2016 as a Capital Budget Meeting and December 1, 2016 as a Capital Budget Meeting.

FIRST SELECTMAN'S REPORT

Ellen stated that it has been a long time since the Board of Finance has met so she has a longer update. The primaries are coming up in April and for anyone who is interested in changing their major party affiliation from one party to another, the deadline is January 26th.

- Continuing her focus of Economic Development. Visited Birchwoods at Oaklane, and Curtain Calls (Adrienne Smith) which is run from of her home.
- Attending Greater New Haven Chamber of Commerce Events
- Met with Bill Purcell who is a Woodbridge resident and CEO of the Valley Chamber of Commerce. Jamie Scott and Jody Elant attended that meeting with her.
- Had the second Long Wharf Woodbridge Night Reception – “Measure to Measure” There were discounted tickets and a lovely reception for Woodbridge residents.
- Wisdom of Woodbridge lecture series second lecture was Rob Klee and his topic was “Talking Trash”, the last lecture was by Nancy Yao Maasbach and her topic was Chinatowns, China’s town and Chinese Towns.
- Continued to focus on appreciating town employees and volunteers. Held the employee Holiday Luncheon and the Board and Commission Holiday Party – they were very well attended.
- Attended the Beecher Holiday Concert
- Woodbridge Fire Department had Santa and Mrs. Claus at the Firehouse
- Attended the Friends of the Library Holiday Reception and Chief Marcucci’s Retirement Reception.
- Ellen has initiated the “person of the month” recognition. The first was Bob Tucker who supervised the building of the pavilion at Camp Whiting. The second person of the month was the Friends of the Library. They have created Book Alley where \$2, \$1, or 50 cents you can get great used books. The third person of the month was Rita Gedansky who has retired from the Amity Board of Education after fourteen years and she also taught at Amity Middle School for sixteen years.
- Attended the Police Commission when they recognized two officers and a town resident for helping rescue someone from an automobile accident.
- Met with Tony and First Selectman Gorski and Sal Coppola from Derby to talk about Animal control and we are trying to reassess the proportionate payments from the different towns. We applied for a STEAP grant to update or rebuild the Animal Control facility.
- Met with State Police about security updates for Town buildings.
- The Siting Council approved the location of the fuel cell at the high school. UI should start the microgrid project in the spring and complete the project in the fall.
- Also following up on the virtual net metering project at the capped landfill where we want to do the solar farm. It will allow us to generate the energy there and use it in Town buildings. There is a cap on municipal virtual net metering. The cap has been met. Our project is on hold at the moment. The House Chair of the Energy Committee has mentioned that lifting the municipal cap is one of her top priorities for this session.
- Met with State delegation and they will keep an eye on the virtual net metering project, they have written letters in support of our STEAP grant application, they are also keeping an eye on the property

tax cap, and are also keeping an eye on our school construction grant. Tony reported that we have received about \$1,000,000. They also discussed the special education formula.

LIAISON REPORTS

Amity – Matt reported that they met on January 11th. Biggest discussion was the budget. The auditors were there and they received a very clean audit. Discussion on the FY17 Amity budget – the Woodbridge percentage of the budget will be increasing our allocation is going up by \$941,570 or 6.97%. Orange allocation is increasing by \$410,368 and Bethany is going up \$101,301. This is going to be a very challenging year. Dr. Dumais will be attending our meeting in February. The presentation is all about salary, benefits, and special education.

Fire Department – Paul reported that during the holiday season the department distributed gifts to 29 families. They also donated 1,000 toys to the Yale Toy closet. As far as a budget, data processing and technical supplies looks to be going over budget. Hopefully they can take care of that with line item transfers. Engine 7 has been delivered.

Paul stated that the Metcom contract may not be needed. Ellen reported that Jerry Weiner is in contact with West Haven regarding this. When it comes to public safety, a little bit of redundancy could be good. There are some aspects of the contract that needed revision. The Fire Commission Chair and the Chief talked with us about the contract and there are some amendments to come.

EMS – Karen reported that they did not meet.

Human Services – Karen reported that the bulk of the meeting was focused on the budget. They are continuing to work on programming for the residents and they provided baskets during the holiday season. They have two job openings – a kitchen supervisor and a kitchen assistant.

Library – Sandy reported that Terry Gilbertson attended the meeting and presented the electric car charging station option. Where would the library prefer to have the station. They opted for the side parking lot rather than the main parking lot. Sandy asked if the Board of Selectmen decided to go forward with it. Ellen stated that they have not as of yet. There were some ideas that maybe there was another spot that would be best, but it looks like that the library is where it will go. The commission questioned who would pay for the electricity. Tony explained that the use should be negligible and if it becomes a problem, it will be addressed. Tony calculated that if the station was used 7 days a week, 24 hours a day, the cost would be about \$6,000 a year.

Sandy reported that they are looking for the Young Adult Librarian. They should be coming back with a candidate for hire. They are looking to update some of the signage in the library. Delivery system continues to be a problem and there is not a lot the library can do about it. The State have now hired their own drivers and have leased vehicles for them. Hopefully in February things will get better.

Finance Committee of WBOE – Sandy was unable to attend the meeting and the number that she has for the deficit is \$218,000. Sandy said the news was that Dr. Stella is retiring as of June 30th. Dr. Stella's has made a phenomenal impact on the students. She doesn't know what the plans are for the search committee but she hopes it would go beyond just the Board of Education. Ellen stated that Margaret Hamilton and Steve Fleischman came in to see her about hiring a search committee. Ellen believes they are contemplating the Board as the search committee.

Sandy stated that she thinks the budget request is reasonable it came in at over 5% and is now down below 2.5%, even with the increase in special education. The only other point is that they are going to be offering early retirement incentives again this year.

Matt stated that Tony has once again been awarded the Government Finance Officer's Distinguished Budget Presentation Award. This is a very significant achievement. It tells everyone that the budget we present to the residents is a quality document and it is a wonderful award. Matt congratulated Tony on the award.

The Board of Finance voted (Giglietti/King) unanimously to adjourn at 6:35 pm.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst