



**THE TOWN OF WOODBRIDGE  
BOARD OF FINANCE  
MONTHLY MEETING MINUTES  
FEBRUARY 18, 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, February 18, 2016 at 6:00 pm

**PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein; Karen Cusick; Andrew Esposito; Paul Kuriakose

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

Matt reported that Tony and Ellen have to leave early to attend another meeting and he would like to move Agenda Items 3 and 6 up to accommodate Tony and Ellen.

The Board of Finance voted (Giglietti/Esposito) unanimously to move Agenda Items 3 and 6 up on the agenda.

**FIRST SELECTMAN'S REPORT**

Ellen reported on the following:

- Adam Parsons was named Person of the Month for February. It is well-deserved for everything he does for the Town.
- Tony and Ellen will be attending the first of two multi-commission meetings where they will be updating the boards and commissions on the various presentations and facts that have been presented to the Board of Selectmen and Board of Finance. They can get any additional questions from those boards and get answers and then will be better equipped for the public presentations and public forums that will be coming up later.
- Ellen reported that we have a letter from Attorney David Grogins at Cohen and Wolf with respect to the Zoning issues. Zoning is one of the most important concerns that has come up with respect to any changes at the Country Club of Woodbridge. Attorney Grogins has reassured us that should the Town decide to allow cluster development at the Country Club we can put in adequate protections to assure that a future owner of the property cannot develop it differently from that, it would be deed restricted. Also, any such change will not serve as precedent for other parcels in Town provided it is all done appropriately. They also asked architect David Stein to give the Town an overview of different options for the club house. Many people have asked what the cost would be to take the building down or to mothball it.
- Residents have indicated support for the continuation of running the pool at the country club. There are forty-five Woodbridge families that are members of the pool. The Town is subsidizing between \$00 and \$1,000 for the residents to use the pool. Some people have said if the Town is subsidizing that much for forty-five residents; why not make it free for Woodbridge residents. Tony has done some calculations on that and it appears that for an additional \$50,000 investment, we could make it free for residents this summer. Ellen has brought this to the Board of Selectmen while they were making their budget recommendations. The Board of Selectmen will be meeting in a special meeting prior to the Board of Finance budget meeting to discuss this and go over the details that Tony is looking into. The Board of Selectmen unanimously approved the budget recommendations to the Board of Finance with the caveat that the Country Club Pool recommendation may

change. Ellen reported that after the vote, the Republican members of the Board of Selectmen said that they wanted to have zero-based budgeting. Ellen stated that she thinks they are uncomfortable with the budget process. They are relatively new and it takes a while to understand the budget and the budget process. Ellen stated that she will have an all-day retreat, possibly on a Saturday. We could discuss the budget and people can understand our Charter allocates to the Board of Selectmen and what the responsibility is of the Board of Finance. Tony will spend more time with in-depth discussion on how we build our budget. Ellen stated that when they do this, the Board of Finance is welcome to participate. Matt stated if they are going to do this, we should have someone who knows everything about zero-based budgeting. It is very time consuming. It is more involved than what people think. You have to justify every position, count every paperclip. Ellen stated that Tony has done research and he can explain and discuss zero-based budgeting.

### **ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE REPORT**

Tony reported through January 2016, that the budgetary surplus for the year is \$188,030 which brings the fund balance to a 9.1% of annual expected expenditures for the year.

#### **Revenues**

Intergovernmental Revenues - projected to experience a deficit of \$17,279. There are two issues in this revenue category. First, the Town has been awarded \$69,191 from FEMA. Second, the State has 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 includes a reduction of \$42,417 in ECS funding. Finally, the Town has not received municipal aid adjustment grant totaling \$29,920. This is a total of \$89,178 in state funding reductions.

Department Revenues – expected to generate a surplus of \$12,085. Anticipated surplus funds in conveyance taxes (\$25,000) and building permits (\$45,000) are offset by anticipated deficits in CCW pool revenue (\$45,000) and SRO funding (\$27,000). This projection assumes a full season this coming summer for the CCW pool. Based on last year's activity, CCW pool revenues are projected to experience a fiscal year deficit of approximately \$45,000.

Other Financing Sources – projected to experience a surplus of \$75,000 due to increased private duty revenues.

#### **Expenses**

General Administration – projected to experience a surplus of \$30,000 largely due to savings in property, auto, and liability insurance.

Parks – 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.

Waste Management – projected to experience a surplus of \$40,000 primarily due to lower than anticipated expenses in TIP fees, bulky waste disposal and recycling.

WBOE – As of December 31, 2015, the Woodbridge Board of Education is reporting a deficit of \$218,337. Tony anticipates the use of Amity surplus funds to cover the deficit. Tony will work closely with the Board of Education to monitor the situation.

## **AMITY REGIONAL SCHOOL DISTRICT BUDGET PRESENTATION**

Dr. Charles Dumais introduced the staff members of Amity in attendance to the Board:  
Director of Finance and Administration – Jack Levine  
Assistant Director of Finance and Administration = Terry Lumas  
Director of Curriculum and Instruction – Dr. Marie McPhadden

Matt reported that this will be Jack Levine's final budget meeting, he is retiring in June.

Dr. Dumais explained that this budget document (attached) not only includes the financials but some history and background of how decisions were made. They changed all comparisons on the same number of years (5 years). The budget represents a piece that they have tried to separate out the risk elements and choice elements.

The presentation by Dr. Dumais is attached. Dr Dumais explained that the town allocations changed significantly for Woodbridge in the FY17 budget. Woodbridge students increased by seven students but both Orange and Bethany student numbers have decreased which increased the Woodbridge percentage.

Sandy asked what the surplus looks like right now for June. Dr. Dumais stated that it looks like approximately \$400,000.

Sandy asked about the change in philosophy regarding what to do with surplus at the end of the year. She asked Dr. Dumais to explain the change in philosophy. Dr. Dumais stated that it is not a change in what to do with the money, that comes from the Finance Committee. The change in philosophy is how to address the process to determine what is to be done with the money. They are looking at more frequent communication and to get their recommendations out earlier so people can review them.

Sandy asked what have been the percentage increases/decreases for each Town and what those dollars were. What has been done to help alleviate the spike? Dr. Dumais stated that they have a document as to how the allocations have changed over the years. Dr. Dumais will send the document for the Board. Dr. Dumais encouraged the Board to contact him to ask any additional questions that they may have regarding the budget beyond this presentation.

Sandy asked if there are any changes in curriculum that would be of interest for the Board to know and understand. Dr. Dumais stated that every year there are new course proposals. They have a number of proposals from English and Language Arts like Graphic Novel. Dr. Dumais stated that what is exciting is the coordination between the four districts. They just discussed a few days ago on how to teach math across the districts. All students are Amity students, they may be going to elementary school in Orange, but they will graduate from Amity.

Jack Levine thanked the Board for all the years of working with him. Sandy thanked Jack for all his years of excellent work.

**FUNDING REQUEUSTS**

1516-09 Allocation .....\$11,288 (Funding Request)

To: Fire Dept/Hydrants 1230-00/55245  
From: Finance/Contingency 1170-00/56800  
For: Shortfall in part due to rate increases  
Vote: (Giglietti/Stein) Unanimous

1516-10 Allocation.....\$43,000  
(Line Item Transfer)

To: CCW/Water 1192-00/55240  
From: Dept. Charges/Golf Fees 1-5-1920/45200  
For: Pay outstanding water bill from 2011 to RWA  
Vote: (Giglietti/Cusick) Unanimous

**APPROVAL OF MINUTES**

The Board of Finance voted (Giglietti/Esposito) unanimously to approve the minutes of the December 1, 2015 Capital Budget meeting as presented.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the December 3, 2015 Capital Budget meeting as presented.

Motion made by Matthew Giglietti and seconded by Karen Cusick to approve the minutes of the January 21, 2016 minutes of the Board of Finance meeting.

Vote: Aye: Giglietti, Cusick, Kuriakose, Stein  
Nay: None  
Abstain: Esposito

**LIAISON REPORTS**

Amity – Matt reported that the meeting was snowed out.

Fire – Paul reported that the meeting was snowed out.

Human Services – Karen reported that she attended the meeting and there is a Volunteer Tea on April 28<sup>th</sup> and a Food Demonstration on March 16<sup>th</sup>.

Police – Andy was unable to attend

Library- Sandy reported that the meeting was cancelled but they held a special meeting to get approval for the hiring of a Children Services Assistant and a new Adult Librarian. They were approved and they will go before the Personnel Committee for approval.

WBOE – Sandy reported that the deficit has increased as is now \$222,500. The actual special education deficit is larger than that number but they have identified other savings in the budget to offset it. Sandy reported that Al Pullo will return to his position via a home office situation. They will keep watching special education throughout the remainder of the year. There has been talk to collaborate with Orange and Bethany on programs to keep special ed students within the districts instead of out placements. That would take a lot of coordination. Sandy reported that the State came in to look at the cafeteria and they were very complimentary. It is one of the only cafeterias that is making money. There is a possibility of a \$17,000 technology grant and that would offset the capital request.

Matt stated that the board will be getting a packet with the Board of Selectmen budget recommendations. Matt had asked Tony to put a list together of things. Matt also stated that he thinks that the departments would rather be asked to reduce their budgets by “X” and they come up with where to cut.

Sandy stated that the Amity increase is a huge hit to our budget. Sandy asked when they could expect the budget packets to be available. Karen stated that she would hope to have them available for the board members by Friday.

The Board discussed the pool at the country club and those expenses. Sandy suggested that the board look at things programmatically

Matt stated that it is not fair that education gets their budget and everyone else has to cut their budgets.

Matt asked the Board to take a good look at the budget when they receive them and come in with ideas as to where to make cuts.

The Board of Finance voted (Giglietti/Stein) unanimously to adjourn at 7:15 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst