



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING MINUTES
MARCH 17, 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, March 17, 2016 at 6:00 pm

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

ALSO PRESENT: Administrative Officer/Director of Finance, Anthony Genovese, Budget Analyst,
Karen Crosby

Chairman Matthew Giglietti called the meeting to order at 6:05 pm

PUBLIC COMMENTS

Matt asked Sheila McCreven to hold off on her comments until the budget discussion.

Matt stated that the Board will not finalize the budget tonight because two members are missing. The Board will meet on Wednesday, March 30, 2016 to make their budget recommendation to the Preliminary Hearing.

ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE REPORT

Tony reported on revenues and expenditures through February 2016 and the projected year end totals are as follows: budgetary surplus of approximately \$273,479 and a projected fund balance on June 30, 2016 of \$4.46M or 9.70% of the annual projected expenses.

Revenues

Intergovernmental – in total are projected to experience a deficit of \$7,095. The two issues in this revenue category are 1) the town has been awarded \$69,191 from FEMA and 2) the State has announced several reductions to municipal aid including PILOT grants, ECS funding, and the municipal aid adjustment grant totaling \$89,178.

Department Revenues – expected to generate a surplus of \$32,850. Anticipated surplus funds in conveyance taxes (440,000) and building permits (\$55,000) are offset by anticipated deficits in DDW pool revenue (\$40,000) and SRO funding (\$27,000).

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.

Center – The Center Building budget is projected to experience a surplus of \$8,000 largely due to savings in utilities.

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

Pool & Gym – projected to experience a surplus of \$13,500 due to a savings in oil heat. The Beecher Pool now gets heat from the boilers at Beecher Road School.

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

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.

Benefits – projected to experience a surplus of \$25,000 largely due to a savings in healthcare primarily due to vacant positions.

WBOE – As of January 31, 2016, the Woodbridge Board of Education is reporting a deficit of \$222,432. Tony anticipates the use of Amity surplus funds to cover the deficit. Sandy reported that the number is down to \$192,500. Matt stated that as we get closer to the end of the year, the number may go down even more.

FUNDING REQUESTS

1516-11 Allocation.....\$4,700 (Request for Funding)

To: Information Systems/Data Processing 1145-00/52110
From: Bd of Finance/Contingency 1170-00/56800
For: Additional Consultant hours mainly due to server failure
Vote: (Giglietti/Stein) unanimous

Tony explained that one of our virtual servers failed on us. It was under warranty and we had to have our data restored. This was a total labor cost for the consultant.

Sandy stated that we have a hefty balance in the Contingency and how would this play in the budget for next year. Tony stated that he has used \$100,000 of contingency for this year to use for capital projects next year. Tony did state that if there is retroactive pay associated with the contract settlements, we may have the funds or we may not depending on the result of negotiations.

Matt stated that hopefully by the next meeting we may have some information on the contracts. If not then we can make adjustments after the budget hearing. Tony also stated that there is opportunity at the Annual Town Meeting for further adjustments.

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Cusick) unanimously to approve the minutes of the Joint Board of Finance/Board of Selectmen Meeting of January 19, 2016 as presented.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the Joint Board of Finance/Board of Selectmen Meeting of January 26, 2016 as presented.

The Board of Finance voted (Giglietti/Stein) unanimously to approve the minutes of the Joint Board of Finance/Board of Selectmen Meeting of January 28, 2016 as presented.

The Board of Finance voted (Giglietti/Cusick) unanimously to approve the minutes of the February 18, 2016 Meeting as presented.

REVIEW AND ACT ON BOARD OF FINANCE FY17 BUDGET RECOMMENDATIONS (OPERATING AND CAPITAL) TO THE PRELIMINARY BUDGET HEARING

Matt stated that the Board will run through and review some of the items that were previously discussed. The budget will be finalized on March 30, 2016.

Sheila McCreven, Woodbridge representative of the Amity Board of Education, was present to report on the Amity Board of Education budget.

Sheila reported on enrollment projections. The enrollment projection for Woodbridge is increased for the next several years. Five years out will be a significant jump. Our percent of the budget will be growing. There was discussion at the Amity Finance Committee members to take the recommendation of the Superintendent increase of 2.56% and get it to 1.99% increase. The vote was passed by the Finance Committee. The motion at the Board of Education to pass the Superintendent's recommendation failed. They were asked to bring back what the budget would look like with a 1.99% increase. They have tentatively scheduled a meeting on March 28, 2016 to see the 1.99% budget would look like. This should help this Board with their budget recommendation if you are to meet on March 30th.

If the budget goes down to a 1.99% increase, then the Woodbridge share would be reduced by approximately \$90,000. Sandy stated that there is currently a \$400,000 surplus in the Amity budget and what is the plan for that money. Sheila stated that she shared with Amity her experience at Beecher and how they worked with the Town regarding any surplus and how at times they used the surplus to take care of purchases for the following year and reduce the next year budget by those amounts.

Sheila stated that it is possible that the Finance Committee could review the budget and vote on it. Sandy asked that the Finance Committee could also review and make recommendations regarding the use of the surplus FY16 funds.

Sheila reported that they are looking at a five year capital plan with some big ticket items that are expected to go out to bond, which goes directly to the residents in a referendum for approval.

Matt stated that as history has shown as we get closer to the end of the year, the surplus grows. Sandy stated that we have to have the same understanding with Amity as we have with Beecher about what happens with the surplus funds. This would be a recommendation that should come from the Finance Committee. At this time, there is discussion of doing away with the Finance Committee. It is not a good idea as there is a new Finance Director that would be coming on board at Amity. It would be a huge mistake to disband this

committee. Matt stated the Amity Finance Committee does not have any authority over the Amity Board of Education.

The by-law of the Finance Committee says that if the Amity Board of Education passes a budget that has not been approved by the Finance Committee, that there would be an ad put in the paper that the budget going to the voters has not been approved by the Amity Finance Committee. Since this committee has been formed there has not been a defeated budget referendum.

Sandy stated that the first option with the surplus should be to return the funds to the Town unless there is compelling reasons to use the funds for something else.

Sheila stated that the Amity Board of Education has heard loud and clear that returning funds to the Town is important.

Sheila stated that she will keep the Board posted as to the Amity budget. She is hopeful that they will come back with a 1.99% or lower budget on March 28th.

Matt thanked Sheila for coming to update the Board on the Amity budget.

Matt asked Tony to update the Board on the communications he has received on the proposed budget changes.

Tony reported that he has received a memo from Warren Connors that he could for one year eliminate the funding for the plow truck and defer it to next year. There would be a minimal risk to the fleet. He also said that cutting the Road budget would be problematic as he feels the Road budget isn't funded enough to begin with. The current proposal will eliminate two roads from his list.

The Acting Chief of Police has informed Tony that one vehicle was replaced this year due to an accident so with that replacement, he can forego the vehicle replacement funds for next year. Also, he will look for grant funds to cover the IT expenses.

The Fire Chief has suggested a little more than a 50% cut to his IT budget. He stated that he would delay the wireless upgrade but would need the funds to replace some switches in the building that have been giving them problems. He also requested that the Assistant Chief's vehicle be kept in the budget.

Former Fire House - we would be able to shut down the facility with utilities but Tony stated we have a contract with gas because we didn't pay for the connection to the building. There would be some electrical and heating that would need to be paid. Tony stated that we currently have \$500,000 in grant funds and \$200,000 in insurance proceeds that we might use for the roof leaks, the elevator, electrical. This would replace critical infrastructure that would need to be done in the building regardless of what the building would be used for.

Copiers/printers - Tony stated that we broke the list down to copiers and printers that were purchased and then a listing of the leased copiers. As the purchased printers and copiers fail, we could decide not to replace them. Tony stated that we will have to determine the number of copiers on lease and when they expire as to come up with a plan of which ones will be continued. Sandy recommended that we come up with a plan as to how many we need and to implement the plan as the leases expire. Sandy stated that multiple copiers in this building considering its size does not make sense. Maybe there should be one on each floor and people would just need to "walk" to pick up their copies. Sandy is not saying which copiers should be cut.

Sandy asked about printing and binding. Tony reported that one of the large expenditures on the printing of the tax bills. We look around for the best price, but they have to be printed. The other large expense is the

printing of our budget. When Tony first started we were printing 500 and 400 would get recycled. The question is, how many do we print for the meetings. Sandy suggested that if people plan to go to the meeting, they call and request a book.

Tony reported that Dr. Stella contacted him regarding the Technology cut. Dr. Stella stated that a \$15,000 reduction, he could work with but beyond that would hurt the program. Sandy stated that Dr. Stella felt the cut would compromise the program. It would compromise the iPads for the 3rd graders and they already have the curriculum that they need the iPads for. Also, they have stretched the life of a lot of their computers that need to be replaced. Dr. Stella thinks that if the budget was brought down to \$95,000 they would be able to work with that. Dr. Stella would try to find an additional \$30,000 in their operating budget to fund the Technology request. Matt stated that we are cutting Technology for everyone else and Beecher gets their funding.

Sandy stated that with the message from Amity for future enrollment that we may have to give the departments a different budget message for the future and leave it to them to make adjustments in their budget requests.

Matt asked Tony to run through the budget numbers based on the last meeting.

Tony passed out the Mill Rate Analysis with the State capping the mill rate on motor vehicles at 32. Tony split out Motor Vehicle at 32 and the Real Estate and Personal Property at 39.87. In order to help offset that burden, the State has said they will give us \$276,815 to offset the cap on Motor Vehicle. The amount to be raised by taxes is decreased based on the funds to be received from the State.

Tony then took all the requests and then where the Board adjusted department budgets and the responses from the departments on the cuts. That would bring the increase to 2.8%. Matt stated that this is before the potential Amity adjustment and the possible savings as a result of contract negotiations.

Matt asked the Board to give some thought to the adjustments that were discussed. Tony will bring the category adjustments to the March 30, 2016 meeting for further discussion. Tony stated that there are other State grant funds that he hasn't put in our budget because he is not sure that we will receive.

LIAISON REPORTS

Matt asked if any had an urgent liaison report to make. There were none at this time.

The Board of Finance voted (Giglietti/Stein) to adjourn at 7:00 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst