



## THE TOWN OF WOODBRIDGE BOARD OF FINANCE MONTHLY MEETING MINUTES THURSDAY, JANUARY 19, 2017

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 19, 2017 at 6:00 pm

**PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein (6:05 pm);  
Karen Cusick; Andrew Esposito; Paul Kuriakose

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

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

### **PUBLIC COMMENTS**

Matt addressed the Board regarding something that has been in the newspapers. Matt had expressed some concern that the Christmas Tree at the Gateway of Woodbridge was not lit this year. He wrote the letter as an individual and not a member of the Board of Finance. Matt sent it to the local paper and since the New Haven Register owns the Bulletin it was published in the Register.

Matt stated that he attempted to find out what happened to the tree and he couldn't get a good answer. The Fire Department was offended by the letter Matt wrote. Matt stated never meant to offend the fire fighters by the letter. They do a fantastic job and they put their lives on the line. Matt spoke with Sean Rowland today for quite a while and they aired out a lot of things. They said that this would not happen again, if it means that the Fire Department or the Town of the department in conjunction with the Town, the tree will be lit in the future. There was a purchase order submitted for \$600 that was not returned as approved. In the future the fire department and the Town will work together to get the tree lit. Once again, Matt stated that in no way did he want to offend the fire fighters.

Karen Cusick stated that it is a Town decoration and she is sure that the town departments could work early enough to get the tree lit. The Town Center when decorated is a New England post card.

Matt stated that this is something that we should address in September to schedule the lighting. Matt stated that maybe we can have a community event with the tree lighting.

Andy stated that he thought Matt's letter was appropriate and he is glad that Matt was able to speak with Sean today.

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

Tony reported that the fiscal year is half over and the projected budgetary surplus is \$260,000. This leaves the fund balance at about 10% of our annual projected expenditures. In the audit process this year, the \$400,000 that we typically have from our unassigned fund balance is now in an assigned fund balance. Tony always tracks the unassigned fund balance.

### **Revenue**

surplus of a little over \$18,000. This amount decreased due to the State cutting the ECS (Education Cost Sharing) a little. The State has also stopped funding LOCIP (Local Capital Improvement Program). We had our paperwork in and receiving our funding. Woodbridge uses it towards paving every year.

There is a surplus from the golf equipment of \$70,000.

### **Expenses**

General Administration – experiencing a surplus in liability, auto, and property insurance of approximately \$10,000.

Assessor – projected to experience a surplus of \$10,000 due to a vacant position.

Parks Department – projected to experience a surplus of \$30,000 due to the elimination of the parks foreman position.

Debt Service – will experience a surplus of \$122,500 due to the timing of the issuance of the remaining debt on the Beecher Road School remediation project.

Matt asked what the Town could potentially lose from the State. Tony stated that we receive approximately \$1.2M in formulary grants. They are paid on different schedules. We do not rely on the cash flow from those grants. Tony stated that anything is possible regarding funds from the State.

There was a spending cap that was introduced last year that we have to be mindful of. Also, the continuing reduction of the auto mill rate that will drive up the real estate mill rate will have to be addressed.

### **FY16 Audit**

The audit was completed on time and it was a clean audit with no management comments. The audit, report to the Board of Finance, and the Federal, State Financial Compliance Report was distributed to the Board. Scott Bassett will be here on January 26<sup>th</sup> to review the audit.

### **Reminder – Budget Meeting Dates**

Matt reminded the Board of the upcoming budget meetings:

**Tuesday, January 24<sup>th</sup>, Thursday, January 26<sup>th</sup>, and Tuesday, January 31<sup>st</sup>**

Tony reported that there is a problem with the steam boiler at the Center Building. There are two boilers and one is down and the other is working fine. We are researching the price of a replacement boiler. We are also evaluating the cost to upgrade to a hot water system. The boiler takes care of the Center Building except the Police Department which is a separate service.

Andy stated that it is worth evaluating as it is much more efficient.

**FUNDING REQUESTS**

1617-05 Allocation.....\$15,528 (Request for Funding)

To: CNR-Police/Machinery 302-2100/57410/PHONE  
From: BOF/Contingency 1170-00/56800  
For: Replacement of phone system at police department  
Vote: (Giglietti/Kuriakose) Unanimous

This was a capital budget request from the Police Department that the Boards requested they research and make a recommendation in this fiscal year rather than waiting until July. Sandy asked about the decision as to not go with Voice Over IP. She asked since they are changing the system, shouldn't they go that way now. Tony stated that besides the expense, this system they are recommending is more reliable for their needs.

1617-06 Allocation.....\$13,192 (Request for Funding)

To: Fire Department  
Technical \$5,196.55 1230-00/55120  
CNR-Machinery \$7,995.00 302-2300/57410/TICAM  
From: BOF/Contingency 1170-00/56800  
For: Replacement of equipment damaged during fired on 12/5/2016  
Vote: (Giglietti/Stein) DENIED

Sandy asked if there is a reason we wouldn't ask them to cover it in their own budget. Tony stated that there are other things that they are trying to work through and would probably not be able to fund it. Tony stated that he can work with them to fund what they can and take the remaining from Contingency pay for meters out of budget.

Tony suggested that they use Contingency for the thermal imaging camera and the

Modify -- Allocation is \$7,995

To: CNR/Fire Dept – Machinery 302-2300/57410/TICAM  
From: BOF Contingency 1170-00/56800  
Vote: (Giglietti/Stein) Unanimous

1617-07 Allocation.....\$6,000 (Request for Funding)

To: CCW/Repair & Maint-Bldg 1192-00/53530  
From: BOF/Contingency 1170-00/56800  
For: Repairs to HVAC system as well as emergency pump repairs

Tony reported that some HVAC repairs had to be made to have the system run and there were also a few pump repairs. They are maintaining 45 to 50 degrees so that sprinkler system does not freeze. You have to maintain that.

Vote: (Giglietti/Esposito) Unanimous

The dry system at the Country Club has failed. The top floor, the roof, the pro shop and the snack shop portion failed. The dry portion of the sprinklers was tested and there was corrosion in the pipes and it failed. If the system was to activate, the corrosion that exists could block or not allow the water to flow properly. In order to flush the system and fix the corrosion was \$50,000. We are currently evaluating with the Fire Marshal to see if that needs to be operational. The grill room is serviced by the dry system and we need to have the Board of Selectmen decide whether to extend the wet system or not use that area.

### **APPROVAL OF MINUTES**

Motion made by Matthew Giglietti, second by Sandy Stein to approve the minutes of the December 15, 2016 Board of Finance meeting minutes.

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

### **LIAISON REPORTS**

**Amity** – Matt reported that there was discussion of the Amity Finance Committee by-laws. They are looking to change it or eliminating the Finance Committee. Matt thinks that the people who are proposing this don't remember what happened. Matt stated that eliminating the committee would be a mistake. The Finance Committee is an advisory committee. Sandy asked if we could request that the First Selectmen of each town if they are willing to make a public statement to keep this committee. It creates transparency and a better understanding for each of the respective towns. It has been a productive committee and it serves a purpose.

Matt stated that one thing that could be an issue is the SRO at Amity. Tony stated that the Town of Woodbridge provides the officer and back in 2001 and 2002 Tony met with the Superintendent and Amity would pay a portion of the expenditures involving the SRO. All three towns funded it through the Amity budget. A few years later it was removed from the Amity budget. Tony would then bill Bethany and Orange using the same formula as Amity does for the towns. Orange pays the bill and Bethany only pays half.

Matt stated that Orange is now saying why do we pay and Bethany only pays half. Matt stated that he is going to bring this up when the police come in with their budget. We also have to question the SRO at Beecher.

The Board discussed having an SRO at Beecher Road School since all the security that was put in place during the renovation project. The Board will discuss this further with the Police Department during their budget presentation.

**Fire** – Paul reported that they are meeting next Monday.

**Human Services** - Karen reported that they spent time on the budget during the meeting. The department also delivered many baskets over the holidays. They continue to do a great job.

**Police** - Andy was unable to attend the meeting.

**WBOE Finance Committee** – Sandy reported that they met on January 9<sup>th</sup> and the status is pretty similar to last month. The overage in special ed is \$277,000 they feel they can cover \$212,000 leaving a \$65,000 deficit. There are potentially two additional students and the effect will be next year's budget. Sandy stated that the Board should consider a designated fund and during budget add to it every year to be used on an as needed basis.

They did discuss the impact of the ECS reduction of \$67,000 and how it affects the town budget. Sandy reported that there were no audit findings related to the Board of Education.

**Library** – Sandy reported that the commission met on January 17<sup>th</sup>. An area of interest is the delivery system options. Woodbridge currently loans out 20,000 items per year and incoming is 13,000 items per year. There is a consultant report that the CT State Library will consider. There is a strong feeling that this will come back to the libraries to fund. One option would be the LION group could start their own system. Sandy thinks they need to review data. How many patrons use this, is it 500 or 2,000. The current LION Director is retiring. The State is continuing the program now, but at a reduced rate. They are going to have “February Food for Fines” week. It has worked well in the past. They will donate the food to the Food Panty at Human Services. The Friends are doing well.

The Board of Finance voted (Giglietti Cusick) to adjourn at 6:49 pm

Respectfully submitted,

Karen Crosby

Karen Crosby  
Budget Analyst