



THE TOWN OF WOODBRIDGE JOINT BOARD OF SELECTMEN / BOARD OF FINANCE MEETING MINUTES JANUARY 26, 2017

A Joint Board of Selectmen / 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 26, 2017 at 6:00 pm

PRESENT

BOARD OF SELECTMEN:

First Selectman, Ellen Scalettar; Deputy Selectman, Beth Heller; Anthony Anastasio; Joseph Dey; Susan Jacobs; Maria Kayne

PRESENT

BOARD OF FINANCE:

Chairman, Matthew Giglietti; Vice Chairman, Sandy Stein; Karen Cusick; Adrew Esposito

ALSO PRESENT:

Administrative Officer / Director of Finance, Anthony Genovese and Budget Analyst, Karen Crosby

PARKS

Adam Parsons was in attendance to present the Parks Department FY18 budget request of \$251,722 which represents a decrease of 15.06% over the FY17 budget.

Adam explained that the decrease in salary is a result of his salary moving to Public Works as he is now the Public Works Foreman and will still run the Parks Department. There was a retirement in Public Works, so Adam moved there and the Town is not replacing the Parks Director as Adam will still be doing that.

Adam is requesting under line item 57470 \$7,450; which includes tree work at the cemetery (\$4,500), replacement of motor of ballfield grooming machine (\$1,750), and signage at Fitzgerald Walking Trails (\$1,200). The sign will explain why they leave the fields natural. There will be drawings and explanations about organic.

AUDIT REVIEW – SCOTT BASSETT, RSM

Scott reported on the audit of the fiscal year ending June 30, 2016. The Town received an unmodified clean opinion. The Town submits the report to the GFOA for a Certificate of Achievement. The Town received this award for the 22nd consecutive year for FY15 and has once again submitted for FY16. There were no control deficiencies. There were no adjustments made to the trial balance. Tony and his staff do an excellent job; they received full cooperation from all departments. The assets exceed liabilities by \$61,000,000 an increase of \$3.8M. Unassigned Fund Balance represents 10.2% of General Fund Expenditures. The Unassigned Fund Balance at the end of the year was \$4,867,000. The Tax Collection Rate is consistent at 99.6%. Scott reported that everything was very well prepared and accurate. They also audit the Board of Education and test their controls and there were no weaknesses found there.

POOL & GYM

Brad Parsons presented a budget request of \$85,707 which is a 6.66% increase over the FY17 budget.

Brad reported that the pool is in great shape and running well. The UV system is fully operational; the clarity of the water is fantastic.

The Capital Budget request is for \$5,000 for each year for emergency repairs.

BUILDING MAINTENANCE

Brad also presented the Building Maintenance budget request of \$435,760 which is an increase of 4.22%. With the exception of salary it is a zero percent increase.

Ellen asked about the DPW generator and if it is repaired. Brad reported that it is fully repaired at this time.

THE CENTER

Brad presented a budget request of \$86,500 which represents a decrease of 2.15%. This is basically for utilities. There is a boiler issue for the building and they are looking into repair/replacement.

BOARD OF ASSESSMENT APPEALS

Tony presented the budget request of \$1,800 which is a zero increase

Tony distributed two reports that had been previously requested. One is a ten year history of full time employees by function/program who work 40 hours a week. The second sheet is the 10 year history of Full Time Equivalent (FTE) Employees by Function/Program. The second sheet incorporates all of the part time permanent employees in each department. For example, the Human Services Department has four full time employees but there are 7.3 Full Time Equivalents due to the part time drivers, part time cook, and part time clerical assistance in the Senior Center. We did not include temporary, seasonal, or summer recreation employees

GENERAL ADMINISTRATION

Tony presented a budget request of \$245,400 which is a decrease of 3.28% over the FY17 budget. This budget consists of utilities, insurance (property, auto & liability) and supplies for Town Hall.

WGATV

Pua Ford presented a budget request of \$24,538 which is an 11.93% decrease over FY17. Pua reported that there weren't as many special meetings as last year and that is why the numbers are down this year. Pua stated that if they have a capital need, they have the Cable Advisory to use for funds.

BUILDING DEPARTMENT

Terry Gilbertson presented a budget request of \$183,658 which is a 7.70% increase. The only budget challenge is for the lease payment for their copier.

Tony Anastasio asked Terry about the big drop in permits. Terry stated that there are currently no applications in front of the Land Use Agencies. The department is asked to predict what will be happening eighteen months into the future.

Matt asked what the status of the Woodbridge Village project. Terry stated that they were last before the TPZ asking for the removal of some of the conditions of their approval. Their request was denied and Terry hasn't heard from them since that time. Terry stated that he has ordered the building at 1710 Litchfield Turnpike be demolished. There is a fence around it and they have a demolition contractor who has taken out the forms necessary to demolish it. They have also received three shut-off notices for electrical, water and sewer.

TPZ

Terry presented a budget request of \$49,152; which is an increase of 4.42%. The commission has requested that \$10,000 in General Professional Services for the re-writing of the zoning regulations. It is going on this fiscal year and expects it to continue into next fiscal year. This is an important item to the commission.

ZBA

Terry presented a budget request of \$6,300 which is the same as FY17.

INLAND WETLANDS

Terry presented a budget request of \$53,782 which is a 4.03% increase over FY17. The only significant category is the Technical Consulting. They use an engineer to evaluate the items that comes before the agency. It is essential to have these items reviewed.

RECREATION

Recreation Director, John Adamovich; Commission Vice Chair, Bob Hill; and Administrative Assistant, Jim Franco were in attendance to present a budget request of \$61,083 which is an increase of 5.90%.

John stated that the department stated that they started an outdoor sand volleyball program, the learn to swim program is increasing, and the running program has also increased in participation. The summer concerts are excellent and very well attended. They have a successful yoga program and a successful adult badminton program. The after school program is very successful. The summer softball program is a good adult program. The weight room is running very well. Currently they are allowing the JCC to use the recreation treadmills and pool until they are back up and running on their own.

John would like to see a skating rink. John found a material that could be put down on top of the tennis courts. They will be putting in a shuffleboard court near the bocce courts. John stated that they need an expanded area. They would love to have a recreation center. It is hard to work with Beecher Road School; they are very accommodating, but we have to work together when they have programs and need the space that Recreation would normally use.

Tony Anastasio asked John about the portable ice skating rink. He has read that New Haven leased one from Southbury for \$1,000. A few weeks later another town also leased a rink at a cost of \$5,000. He asked if John has heard of this that some towns are doing this. The portable rink that John is talking about has a shed and a cooling system. Orange had a rink like Tony was talking about and got rid of it due to damage. On the current rink in Woodbridge this year there has been nineteen skating days to date. With the rink John is looking at you would have 5-6 months of skating because of the cooling system that would keep the ice frozen.

Jim stated that he was working in Orange when they had the portable rink and the liners would be damaged and is expensive to replace.

Sandy asked John about not having access all the time at Beecher. She asked what the trade-off is for being at Beecher. John stated that the asset is that they are located right there where the children are and they are the participants.

Bob Hill stated that Superintendent, Bob Gilbert attended their December meeting and was able to understand the department challenges.

Matt stated that the last few months he has attempted to attend the Recreation Commission meetings as liaison. Matt stated that we know we have great employees in Town. When you think of recreation, you think of John. Matt wanted to recognize Jim Franco. Jim does a fantastic job of communicating and keeping track of everything. John stated that Jim is the backbone of the department. Sandy stated that she appreciates the detail they submit with their budget.

Bob Hill thanked the Board of Finance and the Board of Selectmen for the support that they give to recreation. John thanked the Town for the open door policy. He comes in to Town Hall and Ellen and Tony are available.

COUNTRY CLUB POOL

Anthony Taddei presented a budget request of \$115,538 which is an increase of 19.98% increase over FY17. Anthony stated that they had a successful season last year.

Matt stated based on the projected revenue and expenses they are expecting a small profit.

Sandy asked about the decreases in the accounts. Bob Hill stated that due to the golf not being there, they would only take care of the pool area. Anthony stated that they looked at every line item and reviewed what they really needed and adjusted the numbers as needed.

Bob stated that when they took over the pool it was really a country club pool and it is now a recreational opportunity and affordable recreational pool for people who were never members before.

Susan asked if the pool rates were approved. Bob stated that when the budget was approved they approved a 5% increase in the pool rates.

Ellen stated that there will be significant capital expenditures related to the pool at least \$23,000 and probably between \$50,000 and \$70,000. She asked if they think they could do a little bit better. If the pool is open it will be quite expensive. Bob stated that they have been discussing the rates and they think they may increase the rates 5% each year until they reach a threshold where membership is not growing.

Ellen stated that the sprinkler system for the grill and the resurfacing of the pool and other items would be quite expensive and it will be quite an investment at this time. It is a very significant investment and it would behoove the commission to look at the pool rates. Some of the investment is for the building which looks like it will not have a very long life.

Maria Kayne stated that the success of the pool last year was amazing thanks to Mr. Taddei. He makes everyone happy to go there, and how competitive are our rates. She suggested they look at the rates and become more competitive.

Anthony Taddei thanked the Boards for having him at the meeting.

The meeting adjourned at 7:05 pm

Respectfully submitted,

Karen Crosby
Budget Analyst