



**THE TOWN OF WOODBRIDGE  
BOARD OF FINANCE / BOARD OF  
SELECTMEN  
BUDGET PRESENTATION  
MEETING MINUTES  
TUESDAY, JANUARY 29, 2008  
AT 6:00 P.M.**

A Board of Finance /Board of Selectmen Meeting for the Town of Woodbridge was held in the main meeting room at the Town Hall, Woodbridge, Connecticut on Tuesday, January 29, 2008 at 6:00 p.m.

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**PRESENT:**

**BOARD OF FINANCE:**

Chairman, Matthew Giglietti; Vice Chairman, Janet Barillari; Laurence Grotheer; David King; Michael Luther; Tony Schaffer

**BOARD OF SELECTMEN:**

First Selectman, Edward Sheehy; Deputy First Selectman, James Sabshin; Laura Ferrante Fernandes; William Fox; Sandy Stein

**ALSO PRESENT:**

Finance Director, Anthony Genovese; Administrative Officer, Joseph Hellauer; Budget Analyst, Karen Crosby

**AUDIT PRESENTATION – SCOTT BASSETT, MCGLADREY & PULLEN**

Scott Bassett was present to review the FY07 audit. Scott reported that the condition of the records, timeliness of reports and accuracy of the reports that he receives from Tony and his staff are looked on favorably. They do a terrific job.

This is the thirteenth year the Town has received the CAFR Award.

Assets exceed by \$51,000,000 an increase of \$2,400,000 over last year.

Scott reviewed the audit document with the Boards. Scott reported that the Town is managing the Fund Balance well. There were no negatives to report in the audit.

Scott reported that the Town does not have a formal pension plan. GASB 45 and 43 addresses Other Post Employment Benefits, which must be recognized on Financial Statements. There are advantages to fund these dollars in a Trust where you have more options for investing the funds. Therefore, you would get a higher rate of return.

The Boards would have a few decisions to make if funds were to be put in a Trust. The Boards have to decide to fund it or not to fund it, what the investment policy would be, etc.

Ed reported that the Town has an Investment Committee and the Board will be reappointing members to the Committee in March.

Tony reported that the Actuary would be at the Budget Meeting on Thursday to address the Boards on GASB 45.

### **BUDGET PRESENTATIONS**

#### **TOWN CLERK**

Town Clerk, Stephanie Ciarleglio, presented a budget request of \$185,185, which represents an increase of 2.87% over the FY08 budget.

No major changes in the budget. General Professional Services is being used to restore the Tax Books. They are restoring the ones in the worst condition first.

There was discussion on once all the records are restored to scan them because at some time in the future they would have to be in an electronic format.

#### **HUMAN SERVICES**

Commission Vice Chair, Mary Lee Barker and Human Services Director, Mary Ellen LaRocca presented a budget request of \$395,990, which represents an increase of 5.90% over the FY08 budget.

Mary Ellen introduced members of the Commission that were present: James Rascati, Sharon Bender, and Mary Leigh Sabshin. Also, Youth Services Director, Jayne Percy and Senior Center Director, Lee Canning was present.

Mary Ellen reminded the Boards that the State of Connecticut Transportation grant would cease on July 1<sup>st</sup>. The grant money will be turned over to the Greater New Haven Transit District for the Regional Rides Program to service Woodbridge residents.

Human Services added money to their budget for the Town Transportation Program. They are encouraging residents to use the Greater New Haven Transit. The increase is \$2,961.92, which includes four hours a week for dispatch for the transportation program. An increase of \$5,362.24 represents 8 hours per week for driver for medical transports due to the loss of D.O.T funding.

Programs and Publicity was increased by \$1,333 due to postage increase and cost of mailing newsletter flat.

Capital Furniture – Fixtures request of \$1,000 for furniture for Senior Center.

Mary Ellen commended Joe Adelizzi, Craig Molsick, and Steve Nizen in the Public Works for keeping the vehicles in such great shape.

It was suggested that a separate line item be put in the budget for gasoline.

Mary Ellen reported that through fund-raising efforts, they have raised \$37,047, which is equivalent to 9.35% of the operating budget.

Mary Ellen stated that the Recreation Department has been wonderful with donating funds from the Road Race to the Food and Fuel fund.

### **HUMAN SERVICES – CAPITAL BUDGET REQUEST**

Kitchen Appliance - \$5,025 for replacement of oven in the senior kitchen. In 1997 a lot of the appliances were replaced in the kitchen and the oven was not replaced at that time. It is now over twenty years old and the request is to replace it.

### **LIBRARY**

Commission Chair, Aldonna Noto, Library Director, Jan Day and Assistant Library Director, Lynn Serra presented a budget request of \$722,893, which represents an increase of 4.67% over the FY08 budget.

In personnel they are asking for an additional three hours a week for the Administrative Assistant in the Business Office. She currently works fifteen hours a week and needs the additional three hours to get the work done.

Lynn Serra is asking for additional hours for her assistant. They are saving a lot of manpower in the acquisition of books using Millineum Acquisitions but where the hours are needed is in the cataloging of the books. She is asking for an additional four hours per week.

Jan stated that they are asking for Sunday hours to be open from 1:00 – 4:00 and to start slowly from January to March. The consortium has tech services available. Jan thinks that this could be the busiest day of the week. The request is for \$3,500. Eventually they would like to be open from October to May.

Janet stated that there are more costs besides salaries to consider in keeping the building open on Sundays.

Asking for a 5% increase in the Books and Periodicals. The Office line has increased due to increased costs of supplies, mostly printer cartridges.

Tony stated that once the bid for Fuel Oil is finalized he would address those lines in each budget.

### **FINANCE**

Tony Genovese presented a budget request of \$274,097, which represents an increase of 2.26% over the FY08 budget.

Car Allowance increase due to increase in reimbursement rate and meetings attended.

Decrease in postage due to becoming more efficient. Not mailing out bid packages and putting them on the website.

### **INFORMATION SYSTEMS**

Tony presented a requested budget of \$88,573, which represents an increase of 4.73% over the FY08 budget.

Data Processing – Outside consultant that we have averaged four hours per week. Some weeks he is here more hours and other weeks not at all. This has decreased considerably as Tony and Karen have become more knowledgeable and are doing more ourselves rather than calling the consultant in.

Software Maintenance – Once you have a software package, you need to have the maintenance contracts and they continue to increase every year. A new item included this year is a software package for the Building Department.

Training – We provide training from Microsoft products, MUNIS, and the website.

### **BUILDING DEPARTMENT**

Terry Gilbertson and Kristine Sullivan presented a budget request of \$174,392, which represents an increase of 1.17% over the FY08 budget.

Terry is keeping funds in the General Professional Services line for the first condominium project in Woodbridge. This line is for help for the Building Official in large projects or to cover for the Building Official during time away from the job (sick and vacation time).

Repair and Maintenance – Machines & Equipment has increased due to the lease of a new copier.

### **TOWN PLAN & ZONING**

Terry Gilbertson and Kristine Sullivan presented a budget request of \$39,387, which represents an increase of 1.63% over the FY08 budget.

Increases are in the salary related lines. Buy Back Sick is has been adjusted based on current employees.

### **ZONING BOARD OF APPEALS**

Terry Gilbertson and Kristine Sullivan presented a budget request of \$5,900, which represents an increase of 0% over the FY08 budget.

### **INLAND WETLANDS AGENCY**

Terry Gilbertson and Kristine Sullivan presented a budget request of \$55,012, which represents an increase of 1.16% over the FY08 budget.

Buy Back Sick is the only major increase. This increase represents the liability of current employees.

**RECREATION**

Recreation Director, John Adamovich and Office Manager, Jim Franco presented a budget request of \$503,319 which represents an increase of 5.30% over the FY08 budget.

The total increase of over the FY08 is \$25,315. Of that \$ 25,000, \$21,327 is salary. There is actually \$4,000 they are asking for in materials.

Recreation is allowed to send information home with the Beecher students, but that only gets the information to the families centered around Beecher Road School. If they are able to put information in the newspaper, the information will reach more of the community.

John indicated that the major issues in the Recreation Department continue to revolve around space, or the lack of it.

John reported that the programs are running well.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Karen Crosby  
Budget Analyst