



**THE TOWN OF WOODBRIDGE
SPECIAL JOINT BOARD OF
FINANCE / BOARD OF SELECTMEN
MEETING MINUTES
THURSDAY, DECEMBER 6, 2007
AT 6:00 P.M.**

A Board of Finance Meeting for the Town of Woodbridge was held in the Selectman's Board Room at the Town Hall, Woodbridge, Connecticut on Thursday, December 6, 2007 at 6:00 p.m.

**Board of Finance
Members in Attendance** Chairman, Matthew Giglietti; Vice Chairman, Janet Barillari;
Laurence Grotheer; David King; Michael Luther; Anthony
Schaffer

**Board of Selectmen
Members in Attendance:** First Selectman, Edward Sheehy; Laura Ferrente Fernandes;
William Fox (arrived 6:50 p.m.); James Sabshin (arrived at 6:10
p.m.); Sandy Stein

Also in Attendance: Finance Director, Anthony Genovese; Administrative Officer,
Joseph Hellauer; Budget Analyst, Karen Crosby

Board of Finance Chairman, Matthew Giglietti, called the meeting to order at 6:05 p.m.

CAPITAL BUDGET PRESENTATIONS

Assessor

Betsy Quist presented the Assessor Capital Budget Request consisting of:

Revaluation - \$75,000 in FY09 and \$40,000 in FY10

Included in this request is to replace computer equipment that was purchased in 2002 and 2003. The plan is also to replace a printer that was purchased in 1997. Betsy told the Boards that she has information that she will give to Karen for them regarding the computer purchases.

Fire Commission (copy of presentation attached)

Fire Chief, Andrew Esposito and Commission Chair, Beth Heller presented the Capital Budget Request consisting of the following projects:

Ladder Truck – FY09 - \$192,000, FY10 - \$192,000, FY11 - \$192,000, FY12 – \$192,000, FY13 - \$192,000

Discussion included truss construction in Town. The height of buildings in Town that a new ladder truck is needed to reach. The current ladder truck is in for repairs again. Looking to replace this in FY09.

Janet asked what has been done to look in to purchasing a used ladder truck. The response was that the committee has not been established yet. Once the committee is established they will determine what is needed and they will go from there. A used piece of equipment may be available that will fit the need.

Tanker 8 – FY09 - \$95,000, FY10 - \$95,000, FY11 - \$95,000, FY12 - \$95,000

Current Tanker is a 1978 overhead dumpster truck which was retrofitted with a tank and converted to a tanker truck. This request is to take the tank off of Tanker 8 and put it on a new cab a chassis and then purchase a new tanker for the fleet. Looking to replace this equipment in FY09.

Sandy asked Tony how much is put aside for the tanker and the ladder truck. The tanker has \$100,000 and the ladder truck has \$200,000 in reserve.

Fire Hose Replacement – FY09 - \$56,000 and FY11 - \$35,000

It is required that all hoses be tested on an annual basis. All hoses and associated appliances are tested. Anything that fails the testing is taken out of service. The last fire hose purchase was more than 12 years ago. New nozzles will also be purchased.

Squad 4 Pickup – FY10 - \$45,000

Plan to purchase in FY10. This transports five people, transports dirty hose, air packs, air bottles and other equipment back and forth to the fire.

Engine 7 – FY11- \$125,000, FY12 - \$125,000, FY13 - \$125,000, FY14 - \$125,000

Used at structure fires, it is a backup car fire truck and backup pumper truck.

Thermal Imaging Camera – FY13 - \$26,000

This camera allows you to see in the dark, through smoke and fog and through the woods. If you were looking for victims in a house fire, it picks up the temperature of the body. You can look for lost people in the woods, people who may have been ejected from motor vehicle accidents.

Technology Replacement & Improvement – FY14 - \$28,000

Replacement of computers and servers

Mobile Communications – FY09 - \$52,000 and FY11 \$48,000

This item has been in the Capital Budget request for a number of years. By 2011 all the radios need to be narrow-band rather than the current wide-band. The \$52,000 will be used to start replacing some of the old radios

Rescue Truck – FY09 - \$98,000 and FY10 - \$98,000

This request is for the lease payments of the truck that will arrive in May 2008.

Vehicle Purchases: FY09 – Ladder Truck and Tanker
FY11 – Engine 7

Ladder truck is the first priority

WOODBIDGE BOARD OF EDUCATION

Sheila McCreven, Chairman of the Board of Education and Dr. Gaeton Stella, Superintendent of Schools presented the FY09 Capital Budget Request consisting of the following projects:

Technology Replacement and Improvement:

FY09 – \$179,000
FY10 - \$147,000
FY11 - \$149,000
FY12 - \$149,000
FY13 - \$149,000
FY14 - \$149,000

Repair/Replace HV Components; Upgrade Controls - FY09 \$2,631,768
Window Replacement – FY09 - \$554,400
Replace Ceiling Tiles, Casework; Paint & Repair Walls – FY09 - \$517,923
Various Code Items - FY09 - \$23,530
Replace Light Fixtures, Electrical – FY09 - \$274,192
Replace Exterior Doors, Fascia, repair & Paint Walls – FY09 - \$289,316
Repair/Replace/Install Faucets, Sinks & Toilets – FY09 - \$19,726
HVAC Upgrade – Air Conditioning – FY09 - \$2,028,754
North School Roof – FY09 - \$547,071
Portable Classrooms – FY09 - \$504,000
Rug Replacement in Remaining Classrooms & Hallways – FY09 - \$39,120
Track and Nature Trail – FY09 - \$20,000
Improve Acoustics in Cafeteria – FY09 - \$44,055
Landscaping to Repair Erosion Damage at South Playground – FY09 – \$15,781
Grounds/Landscape Projects – FY10 - \$39,326
Resurface All Asphalt Paving at Beecher School – FY13 - \$107,069

Dr. Stella stated that Beecher Road School is getting old. He would like to see the type of upgrade that would provide students and taxpayers with the type of facility they need and deserve.

Original building – 1960 included the A,B, and C wings, North Gym, Commons and offices
1970 South Wing and South Gym, pool offices and connecting corridors
were built
1994 D Wing was built
1997 the Kindergarten Wing, Library Media Center and Cafeteria were built

There is an urgent need for an upgrade in terms of energy and conservation codes. Due to fluctuating fiscal resources over the years, the building has had some uneven care. Postponing necessary upgrades will cost much more in the future and will waste money in the meantime.

Rick Wood was in attendance to present the Technology request.

Included in the Technology request is to purchase approximately 10 additional “smart boards” and computer replacement is an ongoing process. The wiring was installed in 1997, and is ten years old. If the HVAC system is going to be worked on and the school is opened up for that, it would be a good time to do work on the infrastructure. When they form their committee next year, they will do a study on the infrastructure and where it stands with the current standards. The numbers in the outlying years may be adjusted as a result of the study of the infrastructure.

Rick reported on the status of the replacement cycle. The computer lab was reopened this year with the purchase of new computers. The Board of Education was able to get a good price on replacement computers through combining Capital and Operating funds and achieve a better discount on the purchase.

Dr. Stella asked David Barkin and Chuck Zettergren present the facility request.

David Barkin stated that the numbers that were presented in a preliminary presentation have not changed. He has some information regarding eligible reimbursements by the State on the project. He looks forward to outside help from experts in school technology to advise them in formulating a plan.

The numbers that are being presented by the Board of Education are hard costs. The soft costs would be engineering fees, legal fees, construction manager, printing, and advertising and are not included in the numbers given by the Board of Education. The soft costs are all reimbursable from the State.

The major elements of the request are the HVAC system, windows, ceiling tiles, code issues, accessible ramp into the pool, light fixtures, etc.

David stated that it would cost more in the long run to do this piece meal. It would cause major disruption at the school. David said that you have to visit the school during lunch to understand the need for improved acoustics in the lunchroom.

If this project would go as fast as it could construction would not start until 2010.

Matt stated the projects are all listed in FY09 and construction wouldn't start until 2010. David stated that they put it in FY09 to get the project approved and to start funding the engineering costs. The costs listed in FY09 would not start to flow until FY10 and the soft costs would start in FY09 and those costs are not included in the request.

David stated that to get to the referendum they would be looking for an architectural engineering firm to create a comprehensive cost model, including soft costs, so at referendum all the costs will be detailed.

Tony Genovese stated that the construction portion of the Fire Station Building project was \$5.3 M and the total was \$7.1 M. The soft costs for the Fire Station included a lot of site work which won't be the case with the school.

Michael Luther suggested that just as the Fire Station Building project has three phases were funds are being put toward the project; maybe the Beecher project can do the same.

Ed stated that the big picture is that we are replacing equipment that is between 35 and 50 years old. Ed asked if everyone agreed. The need has been established and the next step is how to implement.

Janet stated that she is not convinced yet that we need this big project. She is convinced that the windows need replacing when they are losing a lot of energy, but she is still not convinced that we need to have air conditioning in the school.

Michael Luther stated the heating system needs to be done tomorrow, but when you look at the total of all the projects; perhaps some of this is something we can have time over a couple years to address whether we really want to include it.

Jim Sabshin left the meeting at 8:15 p.m.

Ed asked if it was the air conditioning that they are addressing. Michael stated he has no interest in putting \$20,000 into a nature trail when maybe when they are finished discussing all of it, the cost may be \$50,000. Until they can give a real figure, let's get it out of there.

Michael stated that the FY09 Board of Ed Capital request of \$7,688,636 might need to be spread out over an interval of time. Ed stated that Tony Genovese would be addressing that after questions regarding the merits of the project.

David reported to the Boards that Janet had asked at a previous meeting that she asked how many other alteration projects had included air conditioning. David stated that they asked that question of the State and there is no data available for that. Ed reported that in Amity both middle schools and the high school have air conditioning in the classrooms.

Laurence asked Rick Wood, if we are going to invest in technology, what is the value of climate control in terms of maintaining the equipment and protecting the investment. Rick stated that climate control is certainly important especially where there is a large collection of computers. In the classrooms it is also important due to the heat the computers generate.

David reported that indoor air quality is important and helps a lot with the mold issue.

Matt stated that the next part of the meeting would be about Town debt. We have a new fire station that is being bonded and a public works garage to be bonded, this project, and fire trucks. Tony will show the Boards where the debt is and where it begins to fall off.

Sandy thanked all the members of the Board of Education for being in attendance.

A few projects drop off in 2011 and the radio system and road reconstruction from 2003 drop off in 2013. The big item that drops off in 2017 is the Beecher Refinance is paid off.

Tony worked the numbers by doing Beecher in two pieces, he can rework the numbers however the Boards would like.

The fire station was approved in July and construction is slated to begin shortly. Temporary borrowings may need to be done in January 2008. The completion date is scheduled for October and that is when we issue bonds. The first principal payment is not until a year later and that is when it hits debt service. Tony has tried to match the projects to when the other projects are falling off.

Tony used the timeline that David Barkin gave at a previous meeting to schedule the Beecher project. The first principal payment would not be until 2013 on the Beecher project. The Beecher project was worked as two projects. Tony can redo the numbers based on the Boards recommendation. Tony will also run the numbers as one project.

Matt stated that he is assuming that once you set the system up for HVAC with all the duct work, it is just a question of installing the equipment for air conditioning, it shouldn't disrupt the classrooms.

Laura left the meeting at 8:45 p.m.

Tony reported that there are three debt fiscal indicators that are typically examined: debt service as percentage of your budget, debt per capita, and debt as a percentage of your grand list. In order to do this correctly, Tony had to include Amity debt.

Debt service should not be above 10% that is when rating agencies start to pay attention. The schedule shows it doesn't go above 10% but for one year. Debt per capita is high, but we are always high. The offset to that is that our debt to percentage of the grand list is pretty average and low in some years. This means we have the wealth levels to support high debt per capita. It is not a grim picture as it is presented.

Tony also reported that since he has been here we think that we have all the projects in the Six-Year Plan, but every year something comes up. So you don't want to plan to borrow at the limit of your ability.

Laurence asked Tony considering the Town's Undesignated Fund Balance, is there a point where it would be worth paying some of this debt off to relieve some of this immediate debt.

Tony stated that it would be too costly to call in the bonds. There would be a legal process to go through to do that. Tony stated we looked at that during refinancing and it proved too costly.

Sandy stated that you could use the Undesignated Fund Balance as we go forward.

Ed stated that the Board of Selectmen meets on December 12, 2007 and the Holiday Party is on December 13, 2007. Matt stated that the Board of Finance would meet on December 20, 2007.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst