



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING MINUTES
DECEMBER 18, 2008
6:00 P.M.**

A Board of Finance Meeting for the Town of Woodbridge was held in the main meeting room at the Town Hall, Woodbridge, Connecticut on Thursday, December 18, 2008 at 6:00 p.m.

PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Laurence Grotheer (6:10 p.m.); Janet Barillari (6:05 p.m.) David King; Michael Luther; Tony Schaffer

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

Chairman Matthew Giglietti called the meeting to order at 6:03 p.m.

PUBLIC COMMENTS

None

FINANCE DIRECTOR'S REPORT

Tony reported a projected a budgetary surplus of approximately \$195,000 for the end of this fiscal year. Fund Balance is projected to be \$4.6M or 11.17% of the annual budget.

Revenue Highlights

Taxes - The Town has received some unexpected payments of back taxes creating a surplus totaling approximately \$50,000.

Intergovernmental Revenue - Most of the grant revenue seems to be coming in close to budget. Although the State is experiencing a significant deficit this year, there has been no mention of reducing municipal aid.

Department Charges - Most of the departmental revenue budgets seem to be coming in close to budget. However, the Town Clerk and transfer station fees are projected to come in below budget estimates.

Interest Income - Interest rates continue to run below our projections from earlier in the year. Tony is currently projecting a shortfall of \$125,000 in this account.

Expenses

Police Overtime – Both the police officer and investigative services overtime accounts are trending higher than budget. If the current trend continues concerning police overtime, the department will have just enough to cover the deficit in the police salary account. The police department did not come fully staffed until December.

Workers Compensation – Workers compensation will experience a surplus of approximately \$40,000 this year.

New Fire Station Utilities - The new fire station has begun to generate utility charges. The Town will need to create a new department to monitor and tract expenses for the former fire station.

Ed reported that the Town received a check from the UI for energy savings that has been accomplished at the new fire station in the amount of \$13,000 plus.

Ed also reported that the lights at the firehouse will be on timers that will go off at a certain time at night.

Joe Hellauer reported that the new date for taking over the new fire station is January 15, 2009.

Status of FY08 Audit

Tony reported that he has a draft of the audit and he just finished the transmittal letter and will be sending it to the auditors tomorrow. Tony hopes to have a complete report by Monday. It will then go through the staff reviews then will be sent to Tony again. He will go through it one more time and send it out. The audit will probably be ready and printed and up on the website by December 29, 2008.

Other

Tony reported that the Regional Purchasing Cooperative went out to bid on December 17, 2008 for heating oil, gasoline, and diesel. Low bidder for gasoline was \$1.66 per gallon. Low bidder for heating oil was \$1.91 per gallon. However, they required a 25% down payment. Not only could we not do it, we wouldn't do it. The next low bidder was \$1.9379; the budget is \$3.35 so that will be a nice savings in the budget in the upcoming year. Diesel low bidder was \$2.4082 also required 25% down and the next low bidder was \$2.0726. We are now locked in for FY10 for gasoline, heating oil, and diesel.

FUNDING REQUESTS

O809-15	Allocation.....	\$37,195 (Line Item Transfer)
To:	CNR-Fire/Tanker Reserve	302-2300/57450/FDTTK
From:	CNR-Fire/Ladder Truck Reserve	302-2300/57450/FDLTK
For:	Fund budget gap for Tanker Truck	

Andy Moser, who worked on the tanker bid, was present to answer any questions.

Tony Genovese explained that funds were put in a reserve account in this year's budget for the purchase of a tanker truck. The bids came in higher than what was anticipated. Andy Moser worked with Tony on the specs, it was a very generic bid. If the bids came in at \$200,000 or under, this transfer wouldn't be in front of the Board of Finance. The Board of Selectmen would have made the decision to accept the bid or not. Seeing that funding wasn't in place, this transfer was needed.

Janet stated that she doesn't have a problem with the truck; she has a problem with the process. She understood that the Town put aside money to avoid a big bill down the road for the equipment. Janet understood that by putting the money in reserve, we are not approving the purchase. She understood that just because money was put in a reserve, it doesn't mean that the truck will be purchased.

Matt stated that he understands that process is that when money is put into a reserve account and voted on at the Town Meeting a reserve is started. When money is put into the account for a few years and there is \$200,000 in the reserve, at that point if the vehicle to be purchased is \$200,000, then they can purchase the vehicle.

Matt stated that if the Board of Selectmen and Board of Finance for a number of years include \$50,000 in a reserve for a particular truck, once it reaches a certain level, the funding is already allocated.

Tony Genovese reported that this is one of the first trucks we have had most of the money in reserve to purchase the truck. Usually, a reserve is built up and then we do a lease-purchase.

Laurence asked what the screening procedures in place after the reserve is created and funded over three to five years. Janet stated that she thought what would happen then is the question would be asked if we really need that truck now.

Ed stated that the Fire Commission and Board of Selectmen have that discussion.

Vote: (Giglietti/Luther) unanimous

Laurence wanted to commend Andy on all his work in the restoration of the antique fire truck.

O8O9-16 Allocation.....\$7,500 (Request for Funding)

To: CNR-Police/Buildings to be determined
From: Bd of Finance – Contingency 1170-00/56800
For: Assessment of Police Dept Space
Vote: (Giglietti/Barillari) unanimous

O8O9-17 Allocation.....\$18,000 (Line Item Transfer)

To: CNR-Public Works/Truck Reserve 302-3100/57450/TRPL
From: Revenue-Asset Sale 1-6-1100/46210
For: Transfer the funds from the sale of the Ingersoll-Rand DD24 Roller to the heavy duty truck replacement program toward the future purchase of a truck.
Vote: (Giglietti/Schaffer) unanimous

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Luther) unanimously to approve the minutes of the November 20, 2008 meeting.

Motion made by Matt Giglietti seconded by Michael to approve the minutes of the Special Joint Meeting of the Board of Finance and Board of Selectmen on December 2, 2008.

Vote: Aye: Giglietti, Luther, Grotheer, Barillari, King
Nay: None
Abstain: Schaffer

Motion made by Matt Giglietti and seconded by Michael to approve the minutes of the Special Joint Meeting of the Board of Finance and Board of Selectmen on December 4, 2008.

Vote: Aye: Giglietti, Luther, Grotheer, Barillari, Schaffer
Nay: None
Abstain: King

APPROVAL OF 2009 MEETING DATES

The Board of Finance voted (Giglietti/Barillari) unanimously to approve the meeting dates for 2009 as proposed.

FIRST SELECTMAN'S REPORT

November 19, 2008 – Special meeting of Police Commission for the hiring of a new officer, Michele Goldfuss. She is now undergoing training in the police academy. She finished first in all the categories of all the candidates under consideration.

November 20, 2008 – After the Board of Finance meeting the Methodist Homes held a special informational hearing at the Center in regard to the assisted living facility that is proposed to be built in Derby, with 15 acres being located in Woodbridge. No building will be done in Woodbridge but they plan to have a roadway into the facility from Woodbridge. Ed asked that they not put the roadway in. It is a beautiful piece of property. The Town of Derby is currently considering a change of zone to allow the assisted living facility in that location. The Woodbridge Planning & Zoning Commission will give their opinion of this proposal.

The Bond Anticipation Notes were signed with a .9% interest rate.

There are ongoing discussions on the firehouse restoration. We have received the bids back and they have been analyzed. The Town will be meeting with the insurance company after Christmas to find out

what the fire insurance will pay. This will be brought before the Board of Selectmen on January 14th. It will then be discussed as to what they want to pursue and if additional funds are needed.

The Town Pool will be closed effective December 20, 2008 as a result of Federal Legislation that requires pools to have a special cover for drains. Our pool was built in 1971 with an "L-type drain" and the type of drain cover specified in the Federal Statute will not fit on our drain. Because of liability concerns, the Board of Selectmen has decided to close the pool. Alternate arrangements have been made at the JCC. The Woodbridge Aquatic club may be able to swim in Orange. Ed met with Michael Horton, a design engineer, to design changes in the pool to install drains with the appropriate cover. He anticipates having the drawings by January 14th. Bids will go out with an anticipated return date of January 30th and the Board of Selectmen will award the bid in February. Ed stated that the anticipated expense is from \$50,000 to \$80,000.

Ed reported that Governor Rell has requested that municipalities to provide any "shovel ready" projects that they have. The pool drains, restoration of the fire house, and the installation of solar panels at Beecher Road School will be submitted.

Contracts were signed with CRRA for our trash removal for the next five years. There are two five-year renewals at our option. The base rate of \$61 with a \$2 administrative fee plus hauling charges. This is effective January 1st.

At the last Board of Selectmen meeting they accepted the charge to the Beecher Road School Building Committee for the air handling update. Representatives are: Board of Selectmen – Sandy Stein; Board of Education – Sheila McCreven and David Barkin; Board of Finance – David King; Jon Gorham, who is our Green Energy expert, has been appointed. There will be two or four members at the January Board of Selectmen meeting.

LIAISON REPORTS

Janet was unable to attend the Fire Commission meeting. The Library met and they went over their FY10 operating budget request.

Janet Barillari left the meeting at 7:10 p.m.

Tony Schaffer was unable to attend the Board of Education meeting. He did get the packet and there was a 403 b that was brought up for amendment. They have a preliminary budget that will be presented to the Boards.

David asked about the teacher contracts. Ed stated that the Board of Selectmen ratified the contracts with the teachers and administrators at their December meeting.

Matt reported that an arrest is forthcoming is the missing money at Amity. There was a forensic audit done. Checks were cashed that shouldn't have been. The Amity budget was not affected, it was the Activity Fund. The Amity budget is moving along, as of November 30th they are forecasting a surplus of \$125,000.

The audit is complete and Woodbridge should be receiving a check for \$276,253.

Laurence reported that the Human Services Commission met and reported that the Holiday Fair generated over \$2,200 to supplement Senior Center activities. This was a record amount. The Commission also discussed the Warm Hearts Warm Home fund raiser that will be held in April. Laurence also met with the sub-committee to go over the proposed budget. Laurence voiced a concern regarding state grants and the Town budget. The picture at the State level is grim. As a Board, we will have to consider to what extent we are willing to lean on the receipt of the grants going forward.

Michael reported that EMS met and all responses are well within the compliance criteria. There was more discussion on the Safe Hearts Program for the Town. Defibrillators are planned to be placed in the Center Building hallway near the gym, Town Hall, and the Library. They will be asking for funds in their budget in order to get CPR training and certifications.

Joe Hellauer reported that the Rotary may be interested in donating a defibrillator as well as an anonymous donor.

Michael reported that the Police Commission met on December 3rd. The overtime account is depleted as a result of the drug enforcement unit, which is doing a very good job.

Michael reported on the issues at the Amity Teen Center. Michael reported that Orange has reduced their contribution to the Amity Teen Center. Michael stated that he will proposed that line #52300 – Regional Services in the Board of Selectmen budget be reduced by \$10,000 (Woodbridge contribution to the Amity Teen Center) until the Board of Selectmen and Finance receive a letter from the Police Commission stating that they and the Woodbridge Police Department are satisfied as to the understanding by the Amity Teen Center of the details as to all aspects of their operations which address matters of public safety. This will require that the Boards of Selectmen and Finance will have to decide whether the letter of compliance that the Woodbridge Police Commission wants from the Amity Teen Center will be forthcoming soon enough to warrant putting the \$10,000 in the FY10 Contingency fund.

The Board of Finance voted (Giglietti/Schaffer) unanimously to adjourn at 7:25 p.m.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst

