



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING MINUTES
THURSDAY, JUNE 19, 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, June 19, 2008 at 6:00 p.m.

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

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

PUBLIC COMMENTS

None

Before getting into Funding Requests, Janet asked Matt to have the situation with the tanker explained.

Joe Hellauer stated that the truck needing repair is Tanker/Pumper Engine 7.

Matt reported that it was at a multi-town training exercise and the engine blew. It will take several months to repair and the cost ranges from \$35,00 to \$40,000.

Tony reported that if all the requests are approved tonight, there is still \$33,523 left in Contingency. There has been approximately \$12,000 identified in the Fire Commission budget to put toward the repair.

FUNDING REQUESTS

Janet asked Matt to have the situation with the tanker explained.

0708-25 Allocation.....\$50,000 (Funding Request)

To:	CNR-Police Vehicle Replacement	302-2100/57450/RVEH
From:	BOF-Contingency	1170-00/56800
For:	Fund Vehicle Replacement for FY09 (with FY08 Contingency)	
Vote:	(Giglietti/Luther) unanimous	

O7O8-26 Allocation.....\$8,800 (Funding Request)

To: CNR-Bldg Maint. Repair & Maint. Bldg 302-3700/53530
From: BOF – Contingency 1170-00/56800
For: Fund Center Building Brick Repair for FY09 Capital Budget Request with FY08
Contingency Funds.
Vote: (Giglietti/Luther) unanimous

O7O8-28 Allocation.....\$52,000 (Funding Request)

To: CNR – Fire Commission – Machinery/Equip. 302-2300/57410
From: BOF – Contingency 1170-00/56800
For: Fund FY09 Capital Budget Request Mobile Communications with FY08
Contingency Funds
Vote: (Giglietti/Luther) unanimous

O7O8-31 Allocation.....\$4,797 (Funding Request)

Tony explained that the plan was to put this replacement in the FY10 budget, but there is a piece between the accounts payable and payroll section that is starting to wobble.

To: Finance Dept – Capital Outlay/Furn. & Fixtures 1150-00/57470
From: BOF – Contingency 1170-00/56800
For: Replacement furniture for Finance (Accounts Payable and Payroll areas)
Vote: (Giglietti/Luther) unanimous

O7O8-33 Allocation.....\$1,400 (Line Item Transfer)

To: Police Dept. – Data Processing 1210-00/52210
From: Police Dept. – Officer Salary 1210-00/50220
For: Cover annual maintenance for NexGen
Vote: (Giglietti/Luther) unanimous

O7O8-34 Allocation.....\$5,000 (Line Item Transfer)

To: Public Works – Vehicle Parts 1310-00/55150
From: Public Works – Road Maintenance 1310-00/55170
For: Offset current deficit
Vote: (Giglietti/Barillari) unanimous

0708-35 Allocation.....\$1,586 (Line Item Transfer)

Tony explained that the Town Clerk was going to request the funds for desks in future years, but seeing she had the funds this year she requested the transfer. Tony also stated that the funds are available due to reimbursement from the State for election supplies

To: Town Clerk – Capital Furniture & Fixtures 1125-00/57470
From: Town Clerk – Election Supplies 1125-00/55113
For: Replace old and very “worn” desks
Vote: (Giglietti/Luther) unanimous

0708-36 Allocation.....\$25,000 (Line Item Transfer)

To: CNR – Public Works – Highway Paving Imp. 302-3100/57202
From: Public Works – Road Maintenance 1310-00/55170
For: Transfer funds that were to be used for asphalt repairs and other road maintenance
Vote: (Giglietti/Barillari) unanimous

0708-37 Allocation.....\$16,800 (Request for Funding)

To: CNR Building Maint - Buildings 302-3700/57200
From: Board of Finance – Contingency 1170-00/56800
For: Funds needed for Recreation Office move
Vote: (Giglietti/Luther) unanimous

Janet Barillari left the meeting at 6:35 p.m.

APPROVAL OF SUSPENSE LIST

The Board of Finance approved (Giglietti/Luther) unanimously the suspense list as presented by Pat Crisco, Tax Collector.

APPROVAL OF MINUTES

The Board of Finance approved (Giglietti/Luther) unanimously the minutes of the May 15, 2008 meeting.

The Board of Finance approved (Giglietti/Luther) unanimously the minutes of the May 19, 2008 meeting with corrections. (attendance of Michael Luther and Edward Sheehy)

FINANCE DIRECTOR’S REPORT

Report is through May 2008 and consists of a budgetary surplus of approximately \$186,960 at the end of the fiscal year. Tony projects the fund balance to be \$4.4M or 11.08% of the annual budget at the end of the year.

Revenue

Intergovernmental Revenue – projected to be very close to budget.

Investment Income – Previously, Tony was anticipating a surplus in this account due to stronger than expected investment earnings in the first half of the year. Due to recent decreases in federal funds rates, he is now anticipating this account to come in close to budget.

Department Charges – There has been a decline in conveyance taxes the past four months bringing the projection \$40,000 lower than the budget of \$180,000. Town Clerk fees are projected to be \$50,000 less than budget estimates. Land Use fees are projected to be under budget by \$40,000 due to a reimbursement to Triple R Developers for a fee paid in a prior year. Finally, recreation fees are projected to be approximately \$26,000 lower than estimates.

There was some discussion on Veterans Reimbursement and Ed asked Tony to prepare a report for the July meeting.

Expenses

Police Overtime – Both the police officer and dispatch overtime accounts are trending higher than budget. Tony will continue to try to find the funding from within the police budget, as a surplus exists with in the police officer salary line. Currently, Tony is projecting a surplus of approximately \$50,000 in the Police budget.

Building Official – The building official's budget may experience a surplus in the professional services line item. Additional funding was placed in the budget to assist the building official with an application in the business district. To date, that has not been necessary. The surplus may be close to \$15,000 in this budget.

Waste Management – projected to run a surplus of \$15,000 primarily due to surpluses in recycling and regional hazardous waste drop- off program. Both areas did not experience the use anticipated when developing the budget.

Recreation – projected to experience a surplus of approximately \$30,000 in part time seasonal wages. There is a corresponding shortfall in revenue. Both estimates are based on less than anticipated participation in recreation programs.

Health Insurance – There will be a surplus in our combined health insurance accounts of close to \$130,000. The primary reason is due to the success we had after the budget was set in finalizing rates.

Michael stated that the Fund Balance has gone over 11%. He had contacted each member of the Board of Finance before the amount was set to be taken from Fund Balance for the FY09 budget. A Fund Balance that looks like it will come to over 11% did permit this Board to put more in for the budget.

He thinks that a Fund Balance over 11% is something the Board has to watch in terms of being responsible to the taxpayers in Town.

Matt stated that he thinks there will be some surprises in FY09 and FY10 with the Firehouse and the Public Works Complex. In FY09 we don't have a lock-in on heating oil.

Woodbridge Bd of Ed Financial Report

Beecher financial reports are currently projecting a \$78,348 surplus.

Tony Schaffer stated that the Board of Ed has a pretty good surplus this year and there were discussions on what to do with it. They know they are not budgeted properly for heating next year. If they turn the surplus over to the General Fund the Board will look to the Boards for help with heating oil.

Tony Genovese reported that the audit would probably start in the next few weeks.

Matt stated that when he, Ed, and Tony met with Dr. Stella they discussed that the Board of Ed might want to prepay some things to have money in the budget for heating costs. He now understands that they have decided to return the money to the Town and come to the Boards if they need to. He stated that there is an improved relationship between the three boards. There are now people in position that realize if you work together things work out better. It is commendable that they will return this money.

FIRST SELECTMAN'S REPORT

Attended the ADL Torch of Liberty Dinner where David Beckerman was honored for his service to the community.

May 18th – attended the 10th Anniversary at Coachman's Square

Memorial Ceremony at the Fire Department on May 25th

Memorial Day Ceremony in front of the Center Building

Attended the League of Women's Forum – discussion of various issues involving the three communities

Attended Eagle Scout Court in Honor of Connor Capasso

Attended with Stephanie Ciarleglio a meeting of the New Haven Land Trust. They requested to see if the New Haven Land Trust would consent to the removal of the Pond Lilly Dam. They will report to a sub-committee and get back to us.

Attended an all day seminar regarding the Small Cities Grant along with 55 other Mayors and First Selectmen

The Board of Selectmen had a presentation regarding the Massaro Farm Property to establish a working farm. The Board of Selectmen will be discussing that at the July 9th meeting. If approved, it will not cost the Town any money. There are two grants available from the Department of Agriculture. They will also look for private donations and do some fundraising.

A representative from the Yale School of Forestry made a proposal to do a survey of the 1,000 acres of publicly owned property we have in regard to how we should manage it going forward. We have a number of trails on the property that we invite the public to use.

The Development Commission is going into Phase Two with Professor Platus and he will be appearing before the Board of Selectmen on July 9th.

Attended the graduation for Beecher Road School

Attended the graduation for Amity.

Joe Hellauer attended the Day Care graduation.

The Woodbridge Estates application has been approved by the Planning & Zoning Commission with some conditions.

LIAISON REPORTS

Amity

Matt reported that Amity continues in the same financial situation with a surplus of about \$600,000.

Amity received the GFOA budget award. It is remarkable that Amity is receiving awards for their budget. They have also received a national award for the air quality. It is a remarkable turn around in seven years.

At their last meeting the facilities director came up with a list of things that he wants to get done. He is on top of things.

Beecher Road School

Tony Schaffer reported that he attended the graduation for Beecher. Beecher also seems to be operating successfully. They are looking to raise prices in the cafeteria and change the menu for more participation. There was discussion at the Beecher Board meeting what to do with the surplus. They discussed putting it back into the General Fund but then having to look to the Town for help with heating oil costs in the FY09 budget.

They will institute a new math resource book that will very strongly tie into the CMT's.

Public Works Complex

Joe Hellauer reported for Tony Schaffer.

The firm of SEA was the successful candidate for architectural / engineering / design build services.

Joe also reported that on July 21st there would be a ceremony to honor WWII Veterans. This is sponsored by the Secretary of State to be held at Amity in the auditorium at 3:00 p.m.

EMS Commission

Joe Hellauer reported that there are four automatic defibrillators in the police cars and there is also one in Medic 44. The Commission is going to start lobbying to get them in each of our public buildings – Town Hall, Center Building (especially the Senior Center), and at the Library.

Michael reported that they are talking about where they should have the defibrillators in Town buildings. Whether they be a single use or a more permanent piece of equipment. The CERT group in Town is already trained in using defibrillators and they can train Town employees.

Police Commission

Michael reported that there is a part time records clerk position vacant and they are going to do something temporarily and are not going to fill it right now.

There was a car crash simulation at Amity and it was very well received. Joe Hellauer reported that there was great cooperation between AMR, Woodbridge Police and Fire Departments. The victims had to be extricated from the vehicle.

Human Service

Laurence reported that the transportation service for the seniors would be upgraded by additional hours for the dispatcher and drivers. This will be in effect on July 1st.

Human Services has a part time social worker that has a desk in the Human Services conference room and they are looking for additional space for that part time employee.

Recreation

David reported that the Recreation Commission combined their May and June meetings and he was out of town and unable to attend.

New Fire Station Building Committee

David reported that the project is coming along well. There was a bit of a problem with insulation that has been rectified.

Discussion – Fire Department (new rescue truck / engine replacement for tanker/pumper)

Matt stated that he understands the Rescue Vehicle is in. Joe reported that it is being sent out for the equipment to be installed and it may be in service within three to four weeks.

Matt stated that the estimate for the engine replacement for Engine 7 is \$28,645 and that does not include any bodywork or replacement of rusted bolts.

Tony reported that the procedure would be: the Fire Commission will issue a purchase order for the engine, which will take about a month to come in. In the mean time the July meetings of the Board of Selectmen and the Board of Finance we will transfer the funds from FY08 Contingency (we have \$33,500) and we have identified at least \$11,000 to \$12,000 in the Fire Commission budget.

Matt asked if anyone wanted to have anyone from the Fire Department to attend the July meeting.

Laurence asked how the department, in terms of public safety, compensates in the absence of Engine 7.

Joe Hellauer reported that in a house fire – Engine 2 is the first to be dispatched, Engine 7 is the second truck, and the third truck is Engine 9. Engine 9 will now be the second dispatched, at this point the load of water is exhausted and by now we should have Bethany in route with a couple of tankers. It is a concern not a safety hazard. In a serious fire, an earlier call to Bethany will have to be made.

Michael stated that in the November 15, 2007 minutes it was requested that the second half of the calendar year meetings be reviewed.

Matt asked Karen to put that item on the agenda for July.

Matt thanked everyone for a very fine year of work and wished everyone a Happy Fourth of July.

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

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst