



## THE TOWN OF WOODBRIDGE BOARD OF FINANCE MEETING MINUTES THURSDAY, JANUARY 19, 2023

A Virtual Board of Finance Meeting for the Town of Woodbridge using Webex was held on Thursday, January 19, 2023 at 6:00 pm

Link to YouTube recording: <https://youtu.be/6cDZaAiVRG8>

**BOF PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Susan Jacobs Tom Handler; Donavon Lofters; Dwight Rowland; Ellen Scalettar

**ALSO PRESENT:** First Selectman, Beth Heller; Administrative Officer/Director of Finance, Anthony Genovese; Assistant Administrative Officer, Karen Crosby

Chairman Matthew Giglietti called the meeting to order at 6:00 pm

### **PUBLIC COMMENTS**

None

### **ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported on revenues and expenditures through December 31, 2022 with an estimated year-end budget surplus of \$400,000. The current budget includes an allocation from fund balance of \$400,000, there will be no change to the fund balance at the end of the year. Fund balance at June 30, 2023 is estimated to be \$7.68M or 14% of annual expenses.

#### Revenues

Interest Income - due to increasing rates, interest income is projected to generate a surplus of \$290,000. The interest rate on our earnings is currently 4.5%. Earnings the previous month was 4.03%. When the current budget was adopted last May, the rate was 0.80%. The average rate for the 1<sup>st</sup> quarter of Y22 was 0.10%. This surplus will increase if rates continue to rise.

Intergovernmental Revenue\_ - projected to generate a surplus of \$12,287. The Town received \$183,037 from the State of Connecticut MRSA (municipal revenue sharing account). This was not anticipated during the budget process. There is an anticipated shortfall of \$194,000 in special education excess cost grant funds reported by the Woodbridge Board of Education. Finally, the Town received \$23,456 in opioid settlement funds.

#### Expenses

Natural Gas – the Town will most likely experience a deficit in natural gas due to increased generation rates. When creating the budget, the generation rate of \$6.36 per dth was used. In December, the Town locked into

a rate of \$15.59 per dth. The size of the deficit will depend on the severity of the winter. The projection does not include an estimated deficit.

Fire Apparatus Repairs – the fire department is experiencing numerous repairs this year to fire apparatus as reported by the fire chief in November. There is a funding request presented this month. Current deficit through December 31<sup>st</sup> is \$26,848.

Waste Management – projected to experience a deficit of approximately \$50,000. This is due to two reasons: solid waste due to tonnage and recycling due to tip fees. Solid waste tonnage disposed at the transfer station is increasing compared to our budget estimate. The Town charges a fee to offset this cost when delivered by haulers. Recycling costs have also increased due to tip fee increases. In July we paid \$37.37 per ton and in November paid \$99.22 per ton. The recycling tip fee depends on the marked for recycled products, which has significantly deteriorated. We do not charge a fee to dispose of recycling.

Amity Regional School District – Due to two failed referenda, the Town will contribute \$134,046 less to Amity in fiscal year 2023 than budgeted creating a surplus. Tony explained the difference in receiving a check for the surplus from Amity, going forward the Town will be reducing one of our payments to them. It is effectively the same thing.

Review of the Audit

Tony reported that Scott from RSM will be at the budget meeting next week to review the audit. An electronic copy was sent to everyone and there will be “hard copies” available at the meeting next week.

WBOE Financial Report

Tom will report on this later.

Tony reported that the budget information was sent out in three format – a book, a pdf or the budget program called ClearGov. The department heads built their budgets this year. The new format went very well with the department heads.

The budget meetings will be on Tuesday, January 24<sup>th</sup>, Thursday, January 26<sup>th</sup> and Tuesday, January 31<sup>st</sup>.

**FUNDING REQEUSTS**

2223-16 Allocation.....\$4,225.85

To:	Town Clerk-Election Supplies	1125-00/55113
From:	Revenue – Grants	1-2-1100/42600
For:	Transfer grant funds to budget	
Vote:	(Giglietti/Scalettar) Unanimous	

2223-17 Allocation.....\$58,000 Modified to \$30,000 by BOS

To: Fire – Repair & Maint-Vehicle 1230-00/53510  
From: BOF-Contingency 1170-0056800  
For: Unforeseen and unanticipated repairs to fire apparatus  
Vote: (Giglietti/Handler)

After discussion to wait until later in the fiscal year. The motion and second were withdrawn.

The department can make the repairs up to the \$58,000. Matt stated that he would rather not use contingency at this time and see if the funds can come from somewhere else or later in the year, we use contingency.

2223-18 Allocation.....\$27,250

To: CNR-Center Bldg-Gym Renovation 302-  
1900/57500/CTGYM  
From: CNR-Prior Year Purchase Orders 302/46500  
For: Architectural / Engineering Services to renovate the Center Gym  
Vote: (Giglietti/Rowland) Unanimous

**APPROVAL OF MINUTES**

Motion by Matthew Giglietti and second by Ellen Scalettar to approve the minutes of the December 15, 2022 as presented.

Vote: Aye: Giglietti, Scalettar, Jacobs, Lofters, Rowland  
Nay: None  
Abstain: Handler

**FIRST SELECTMAN’S REPORT**

Beth reported that New Haven County is now color-coded in the red for high community spread. The CDC recommends staying up to date on vaccines and wearing masks indoors in public spaces, which can help prevent or reduce severe illness and lower the potential for strain on the healthcare system. Woodbridge Human Services, in partnership with Griffin Hospital and the DPH mobile van, will hold an all-ages COVID vaccine clinic for children 6 months to seniors on January 31<sup>st</sup> from 1-6 pm in the Center Gym. No appointments are necessary. Masks are available for town residents through Human Services Department as are limited supply of COVID-19 home test kits. You may call that department to arrange pick-up.

Beth reported that more than 3 million dollars in grant state funding secured in the past year, independent from federal ARPA funds, the Town is looking to take projects from the proposal states to completion. These projects include renovation of the Old Firehouse into the Community and Cultural Center, construction to

renovate the Woodbridge Center and the Center Gym, and sidewalks to link Amity High School to the Library and other Town buildings. The Woodbridge Center's renovation project is well on its way to completion.

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When finished, it will be a modern, fresh, welcoming, air-conditioned space with excellent ventilation and when finished we will have a space worthy of the wonderful programming that happens inside.

The Town is working toward the Center Gym renovations using the \$500,000 STEAP Grant, and hoping to move the sidewalk project forward as well in the near future. There will be a presentation on the proposed Community and Cultural Center at the library at 7 pm on January 25<sup>th</sup>. Beth encourages everyone to attend to learn more about the proposed plan, ask questions, and provide feedback. The \$500,000 Grant STEAP funds are not Woodbridge tax dollars, it is state and federal tax dollars.

### **LIAISON REPORTS**

Donavon reported on the Fire Commission meeting – COVID numbers are up, and we are in the Red. The commission reviewed the proposed FY24 operating budget. He reviewed some of the budget increases the fire commission is requesting.

Tom reported that the Woodbridge Board of Education that by 2024 there has to be an HVAC inspection by a certified inspector chosen by Hartford at a cost of between \$40,000 and \$45,000. This has to be done by January 2024. This will then have to be done every 3-5 years. This is by state statute. The State also has required by the end of 2024 that all school districts have to use one of seven commercial reading packages. Beecher is looking to see what package would be a good fit for them. Currently the reading program is doing well. The initial cost could range from \$350,000 to \$1,000,000 then each year a subscription cost. They are looking forward to the budget discussion next week.

Matt stated that during budget we are going to be hearing a lot about the Beecher swimming pool. There are a lot of people talking about it now.

Dwight attended the Human Services meeting on January 9<sup>th</sup>. Discussed the proposed FY24 budget and the on-going renovation of the senior center. They are going to be helping the seniors with tax returns both in-person and virtually. Youth Services is doing well. The senior center is going well and doing a lot of lunches. The next lunch and learn will be about hip and knee replacements.

Matt reported that Five Guys has closed due to unforeseen circumstances.

Susan reported that on Monday night is the 2030 ad hoc third and final meeting at the brewery at 6:00.

The Board of Finance voted (Giglietti/Rowland) unanimously to adjourn at 6:40 pm

Respectfully submitted,

Karen Crosby

Karen Crosby  
Assistant Administrative Officer