



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MEETING MINUTES
THURSDAY, JANUARY 20, 2022
6:00 PM**

A Virtual Joint Board of Finance / Board of Selectmen Meeting for the Town of Woodbridge using WebEx was held on Thursday, January 20, 2022 at 6:00 pm

Due to the Corona-19 Pandemic, this meeting was held virtually using WebEx. Link to YouTube recording:

<https://www.youtube.com/watch?v=CJDAaqVA8IA>

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; Budget Analyst / Payroll & Benefits Administrator, Karen Crosby

Meeting was called to order by Chairman, Matthew Giglietti at 6:00 pm

PUBLIC COMMENTS

None

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported on revenues and expenditures through December 2021. The estimated year-end budget surplus is \$323,343. Fund balance on June 30, 2022 is estimated to be \$6.6M or 12.88%.

Revenue

Intergovernmental Revenue – projected to generate a surplus of \$151,803. The Town anticipates receiving \$141,786 on FEMA funds for the reimbursement of expenses related to storm Isaias. The Town also received \$15,017 in PILOT funds from the State of Connecticut. Anticipate a shortfall in citation grants funds of \$5,000.

Investment Income – projected to experience a deficit of \$50,000 at the end of the year due to continued low short term interest rates.

Charge for Services – projected to experience a surplus of \$1705400 due to a projected surplus of \$20,000 in transfer station fees a surplus of \$155,000 in building permits, and a shortfall of \$5,000 in library fines. The Town received \$100,000 in building permit revenue from the Regional Water Authority for West River Treatment Plant improvements.

Expenses

Library – projected to generate a surplus of \$36,000 primarily due to savings in wages

Benefits – anticipating a surplus in employee benefits of \$15,000 due to a savings in workers compensation insurance.

Matt reminded the Board of the upcoming budget meetings:

Tuesday, January 25th

Thursday, January 27th

Tuesday, February 1st

Thursday, February 3rd (if needed)

WBOE Financial Report

Tom Handler will give his report during his liaison report.

Review of Audit

Tony stated that Scott Bassett will be in next week to review the Audit during the operating budget meetings. The Town’s net position was down a little due to the lack of infrastructure improvement. All in all, the Town did well. Scott will go into more detail next week. The only adjustment was to the OPEB valuation.

FUNDING REQUESTS

2122-05 Allocation.....\$10,600 (Line Item Transfer)

To: Fire/ PT Maintenance 1230-00/50330
From: Bd of Finance/Contingency 1170-00/56800
For: Continuation of more frequent cleaning of the fire house due to COVID
Vote: (Giglietti/Handler) unanimous -- Withdrawn

The Board acknowledges that there is a need and will address it later in the year if needed..

2122-06 Allocation.....\$75,664 (Line Item Transfer)

To WBOE 1910-00
From: Revenue/Tuition Revenue 1-6-1910/46800
For: Transfer payment from Stratford Board of Education for student-specific costs.
Vote: (Giglietti/Scalettar) Unanimous

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Scalettar) unanimously to approve the minutes of the December 16, 2021 meeting as presented.

FIRST SELECTMAN'S REPORT

Beth reported the following:

- Signed an executive order for masks to be worn at all indoor establishments
- Human Services, the Police Department and volunteer members of the Fire Department distributed 2 Covid test kits and N95 masks to residents. Extra N95 masks were shared with schools and Town staff
- Beth urges everyone to take advantage of vaccines and boosters
- The Board of Selectmen voted to retain outside counsel to take appeal to the Siting Council decision to locate the cell tower at 118 Newton Road
- At the Board of Selectmen meeting, they had an executive session to discuss two proposals for the Country Club property – Arbor Haven proposal to purchase 100 acres for \$9M and develop a range of housing and the Land Trust and Park Association proposal to purchase a conservation easement on 140 of 150 acres for \$250,000. The Selectmen voted to pursue the Arbor Haven proposal.

LIAISON REPORTS

Amity – Matt reported that Amity lowered their budget and he thinks it will be lower before the end of the budget cycle.

Fire – Donavon reported only essential staff is only allowed in the fire house. They will be giving out N95 masks in Town. Their 2023 operating budget was reviewed and there is an increase of about 7%. The Boad of Selectmen approved the purchase of a new truck. Fire Department has received complaints regarding the fire alarm being very loud.

Human Services – Dwight reported that he attended two meetings and the commission approved their FY23 operating budget. The Holiday Lunch was on December 16th and they gave out about 115 meals. They are having issues with the vehicle the police department gave them. Has over 170,000 miles on it and it breaks down. They are updating their website page and are hoping to get links up where residents can order meals online. The Youth Services Shop with a Cop was a big hit. Amity Students and others put together 165 We Care Bags for the homeless women and children in the area. An internet safety program will be held on January 31st. They are anxiously waiting for the drawings for the renovations of their space. Tony stated that they should be available by the end of the month.

Police Commission – Ellen reported that they are meeting tonight.

Library – Susan reported that staffing is back up to speed and their programming should be back to normal this month. They approved their FY23 budget.

WBOE – Tom reported that the deficit is going down. Jonathan and Richard are looking to lower the health insurance costs and they may be able to get a savings of \$500,000. The Board of Ed chose to look into the savings but not to change the FY23 budget number as the numbers aren't confirmed. Their budget presentation is next Tuesday.

The meeting adjourned at 6:30 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator