



**THE TOWN OF WOODBRIDGE  
JOINT BOARD OF FINANCE /  
BOARD OF SELECTMEN  
MEETING MINUTES  
THURSDAY, JANUARY 28, 2021  
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 28, 2021 at 6:00 pm.

Due to the Corona-19 Pandemic, this meeting was held virtually using Webex.

**BOF PRESENT:** Chairman, Matthew Giglietti; Vice Chairman, Paul Kuriakose; Susan Jacobs; Tom Handler; Ellen Scalettar

**BOS PRESENT:** First Selectman, Beth Heller; Deputy First Selectman, Mica Cardozo; Joseph Crisco; Dwight Rowland; Sandy Stein

**ALSO PRESENT:** Administrative Officer/Director of Finance, Anthony Genovese; Budget Analyst/Payroll & Benefits Administrator, Karen Crosby

**BUDGET PRESENTATIONS**

**Tax Collector**

Pat Crisco presented a budget request of \$163,031 which represents an increase of 2.48%. Pat stated that the department will be open at the window to the right of the front door of Town Hall on Friday from 9 am -4 pm and on Monday which is the last day to pay without penalty from 9:00 am to 7:00 pm.

**Parks**

Adam Parsons reviewed his Capital Budget Requests:

Irrigation – Center Field (to be replaced in 2026, currently 28 years old and experiencing problems

FY22 - \$10,000

FY23 - \$10,000

FY24 - \$10,000

FY25 - \$10,000

FY26 - \$10,000

Vehicle Replacement (replace vehicle in 2025.

FY24 - \$17,500

FY-25 - \$17,500

Ballfield Grooming Machine  
FY24 - \$26,000

Install Irrigation at West River Complex (only field without irrigation)  
FY22 - \$30,000  
FY23 – \$30,000

Snow Removal Machine  
FY22 - \$46,124

It could take up to two days to clear the sidewalks in the Town complex. He would be able to get the sidewalks cleared much quicker. Would be able to use employees for other tasks and is much safer than having employees shovel the snow.

Adam Parsons presented an operating budget request of \$280,523 which is an increase of 28.23%.

Part Time Seasonal is increasing from the FY21 budget due the anticipation of activities returning to full schedules.

Rentals is increasing due to the smaller porta potties being bought out by a larger company.

Capital account of \$4,101 is for the purchase of storage trailer. The current trailer is leaking, and he has to put tarps over what is being stored in the trailer.

### **Building Maintenance**

Brad Parsons presented a budget request of \$444,648 which is a 2.18% increase. The only budget increases are the salary lines.

### **Pool & Gym**

Brad Parsons presented a budget request of \$93,204 which is an increase of 26.8%. This budget anticipates the pool being open and fully functional for FY22.

### **Conservation Commission**

Jason Morrill from the Commission presented a budget request of \$2,000 which is an increase of 400% (\$1,600).

They are looking to set up a website for a Woodbridge Trails Challenge. Also looking to update trail maps and participate in conjunction with the Woodbridge Land Trust to update trail signage. CUPOP would like to join forces with the Commission regarding invasive species.

The Commission is looking for an on-going way to replenish open space funds and to educate the members of the commission on the process of obtaining open space.

### **Economic Development**

Jeremy Rosner presented a budget request of \$3,450 which is an increase of \$53.33%. Jeremy reported that the Commission has launched a survey of businesses and residents. The businesses are interested in starting a business association. They would like to use funds in the budget to promote the business association. They would like to launch the CERC Site finder membership. If you would like to open a business in Woodbridge, you can go to the website to see what spaces are available.

### **Police Commission**

Chief Cappiello and Commission Chair Rob Berke presented a budget of \$3,238,169 which is an increase of 4.96%. Chief Cappiello explained that due to the passing of the Police Accountability bill, there are items in the budget that are necessary to maintain compliance with that.

The increase in Overtime for Offices represents what is needed due to the staffing levels.

Uniform Allowance has increased due to the Public Act mandates that require name badges and badge numbers. Medical Expense increase due to public act due to the required mental health wellness assessments and drug screening of the entire department. Data Processing increase for enhancements of software due to cyber security and other expenses for anti-spam and anti-virus. Repair & Maint – Machines & Equipment increased due to increase in service contract costs. Computer line was added in order to establish a planned replacement cycle for their computer equipment. Capital Machinery – Replace a taser that has been taken out of service and carrying cases for defibrillators. Capital – Furniture includes the purchase of a few file cabinets.

Sandy Stein wanted to thank Deputy Chief Stuart for all his years of service. She asked if there had been any thought of reorganization of the department. Rob Berke stated that the department needs help for Frank. A few years ago the elimination of the Lieutenant had put a lot of work on the Chief and Deputy Chief. Frank stated that they distributed a lot of duties from the Lieutenant to the Deputy Chief and Chief. There needs to be someone as back up if Frank is not available.

### **Town Plan & Zoning**

Kristine Sullivan presented a budget request of \$42,614 which is an increase of 1.34%. The Car Allowance was reduced by \$800. Due to Covid the Governor has allowed the department to put legal notices on the Town website rather than the newspaper.

### **Zoning Board of Appeals**

Kristine Sullivan presented a budget request of \$3,650 which is the same as FY21.

### **Inland Wetlands**

Kristine Sullivan presented a budget request of \$54,789 which represents an increase of 1.42%.

### **Government Access Television**

Due to technical difficulties, Pua was unable to present. The request is for \$26,648 which is an increase of 2.38%

### **Fire Commission**

Chief Sean Rowland and Commission Chair Karen Kravetz presented a budget request of \$1,043,769 for an increase of 6.75%.

Sean explained that a new line was added due to Covid – line 50330 Part Time Maintenance. They had a cleaning company come in once a week but once Covid hit, they cleaned twice a week. Sean then hired William to come in for 18 hours a week to supplement the cleaning. Tony stated that the additional funds for cleaning came from Corona Virus Relief Funds. Medical Expense increased for epi pens and physicals which the price is increasing for next year. Volunteer Incentives increased and has not increased since 2011. Professional Development Training should be \$30,000 not \$35,000. Capital Machinery increased for four defibrillators and the minitor replacements. The defibrillators are on the trucks and are currently 13 years old. Beth stated that it is admirable, even during covid, that there are two new members and juniors. Sean stated that the volunteers over 55 were nervous with covid, the younger guys really stepped up. Sean stated that he got Covid back in the beginning of January and the guys stepped up and got things done while Sean was ill.

### **Board of Finance**

Tony presented the budget request of \$221,221 which is a decrease of .41%

### **The Center**

Tony presented a budget request of \$85,950 an increase of 6.11%, this budget is all utilities.

### **Former Firehouse**

Tony presented a budget request of \$10,792 which is an increase of 38.36%. Tony did not include in the budget request for expenditures for operation of the former firehouse. There may be additional utilities and some cleaning costs.

Tom Kenefick asked if we found out why Amity pulled out of using the Former Fire Station for their educational program. Beth stated she is still waiting for an answer from the Amity Board of Education.

**Animal Control**

Tony presented the Woodbridge budget request of \$115,680 which is an increase of 2.84%. The department covers Bethany, Seymour and Woodbridge. The total budget is \$268,000 with the Woodbridge share being \$115,680.

**Medical Services**

Tony presented a budget request of \$317,848 which is a .13% decrease. We have a five-year contract with AMR with no increase for the first three years.

**Thomas Darling House**

Tony explained that this is a wash as the Town get reimbursed from the Historical Society. The budget request is \$7,050 which is a decrease of 7.05%. There is a corresponding amount in revenue.

The meeting adjourned at 7:06 pm

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst  
Payroll & Benefits Administrator