

APPROVED



**THE TOWN OF WOODBRIDGE
JOINT BOARD OF FINANCE / BOARD OF
SELECTMEN MEETING MINUTES
TUESDAY, FEBRUARY 2, 2021
6:00 PM**

A Joint Board of Finance/Board of Selectmen Meeting for the Town of Woodbridge via Webex on Tuesday, February 2, 2021 at 6:00 pm

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

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

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

BUDGET PRESENTATIONS

Building Department

Building Official, Andy Rizzo and Senior Clerk, Cathy Trzaski presented a budget request of \$141,141 which is an increase of 1.42%. Andy reported that on-line permitting started last April and is working very well. Andy also reported that he is completing between two and six inspections a day. He has had no problems keeping up with the work. They continue to serve the residents as best they can with Covid.

Human Services

Director Jeanette Glicksman and Commission Chair Susan Davidson presented a budget request of \$490,204. The Commission approved this budget at their January meeting unanimously. The department has provided uninterrupted services despite the obstacles of the pandemic. General Professional Services increased due to purchasing frozen meals for the seniors. It is an excellent option for those living independently. When the lunch program is open again, they will continue with the frozen meals. The expense increase will be offset by revenue. Quinnipiack Health District has increased their rates by \$.25 per person. Based on 2018 per capita residents. The department has received \$181,480 in grants and fundraising money.

Susan Davidson stated that seniors over the age of 55 make up 1/3 of the total population of Woodbridge. This department makes the goal of aging in place possible. The pandemic has closed town buildings and altered delivery of services. By reinventing themselves through virtual programming, socially distance classes outside under tents, providing lunches and vital outreach to seniors and youth the department has been busier than ever. She is asking the Boards to recognize the importance of services provided by the human services department and fully fund their budget.

Human Services Capital Budget Request

Chairs for Woodbridge Center Cafeteria – FY22 - \$15,000 (100 chairs)

A lot of chairs are broken and are not able to be fixed

Air Handling System Study and Installation – FY23 - \$250,000

The center building does not have an air handling system. Unless doors or windows are open there is no exchange of air.

Carport for 3 Senior / Handicapped Accessible Vehicles – FY24 - \$49,875

It will match the style of the police department carport

Library

Library Director Eric Werthmann presented a budget request of \$848,512 which is an increase of 28.97%. This brings it back to pre-pandemic levels. This budget will restore programming and pre-pandemic library hours. If they are open the normal 54 hours per week, they will have to hire the part time staff that they will need.

Commission Chair, Jeanette Glicksman commended the library staff for the innovative way they served the community. Social media and the launch of their new website has allowed for increase availability of digital materials. The commission voted unanimously to approve this budget and she hopes that the boards look favorably. Eric stated that digital materials are more expensive.

Town Clerk

Stephanie Ciarleglio presented a budget request of \$242,050 which is an increase of 6.49%/ The land records are all on-line now. The staff has been able to help residents with all transactions that need in-person contact. It was a very difficult year due to the presidential election. They were very busy with house sales and refinancing or mortgages. The office has stayed busy. The State has planned new election modules. There is a new death registry coming that will need training funds.

Registrar of Voters

Anna Dickerson and Pennell Hamilton presented a budget request of \$52,875 which is a decrease of 26.22% decrease. Pennell reported that he recalculated the wages and would like to reduce 50350 to \$37,041 from \$40,197. Anna stated that this year was extremely difficult, and they had to hire a considerable number of extra staff. There was also training of new personnel. Pennell stated that there are fewer elections in FY22. Hopefully, they won't have to do that election with Covid precautions which would result in few personnel for the election. Increases include training for certifications. She hopes that there will be some live conferences. The FY 22 fiscal year should be quiet due to no major elections.

Recreation Department

Recreation Director, John Adamovich; Office Manager, Jim Franco; and Commission Chairman Andrea Weinstein presented a budget of \$624,304 which represents an increase of 89.27%. John stated that they are reducing the request by \$50,000 so the request is now \$577,304. They are cutting some of the summer camp personnel. They are getting back slowly but surely to pre-pandemic levels. They have been running virtual programs. The pool is open on the weekends. Andrea stated that John has been working hard on the budget and working to get programs up and running.

Information Systems

Tony presented a budget request of \$162,778 which is an increase of 18.19%. There are some increases in this budget which are Software Upgrades – subscription to Microsoft 365. It is a wonderful addition to our software. Software Maintenance is for our software packages (Financial Package, Building Dept, Human Services scheduling, Assessor software, Tax Collector, website). A new addition is software for a digital budget book and a digital on-line presence for our budget process. This will tie into our financial package. This will provide an on-line budget document and an on-line budget process. The days of the budget book will come to an end. Will give the users more of an understanding of where their money goes. We are under a constant threat of cyber security and we must be ahead of the curve to be sure we do not have any cyber security in Town. That has increased the Data Processing line.

Finance Department

Tony presented a budget of \$268,768 which is an increase of 2.27%. Tony stated that this is the second or third year we are down one full time employee. We used to have four members of the department and now we have three. We borrow a person from another department part time. We are still able to accomplish, through efficiencies and restructuring of duties, all our obligations. Additionally, through accounts payable we provide support for the Board of Education.

Employee Benefits

Tony presented a budget of \$4,875,207 which is an increase of 8.95%. Tony stated that this is largely a reflection of staffing levels in departments. If part time salaries at the Library and Recreation are reflected in FOCA and Medicare. Retirement is 16% and 22% match for the Town. It is difficult to leave the MERS program once you are in it. This is a defined benefit program. Tony has budgeted an increase of 15% for health insurance. Tony stated that as we move further in the budget process, we may be able to get better numbers.

Debt Service

Tony presented a budget of \$2,280,254 which is a reduction of 19.81%.

Revenue

There is not any information on the State grants as of this date. He is expecting the numbers next week. Tony reviewed the revenue. There will be more information next week when the State numbers are released.

Tony will be putting together a few policies for the Boards in the next few months.

The next step is the Board of Selectmen meeting to make their recommendations to the Board of Finance.

The Board of Finance meeting February 18, 2021 and the Board of Finance meeting for budget recommendations is March 4th.

Beth stated that the Board of Selectmen meet to make their budget recommendations on February 23rd.

Matt will be looking for the Board of Finance as to what figure they are willing to accept on the Amity budget.

The meeting adjourned at 7:15 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator