



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MEETING MINUTES
THURSDAY, February 17, 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, February 17, 2022 at 6:00 pm

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

<https://youtu.be/vhB8LFrS-c>

BOF PRESENT: Chairman Matthew Giglietti; Vice Chairman, Susan Jacobs; 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 \$351,243. Fund balance on June 30, 2022 is estimated to be \$6.7M or 12.92% of annual expenses.

Revenue

Intergovernmental Revenue – projected to generate a surplus of \$172,372. The Town anticipates receiving \$163,814 in 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 \$5,500.

Investment Income – projected to experience a deficit of \$70,000 at the end of the year due to continued low short term interest rates.

Charge for Services – projected to experience a surplus of \$157,231 due to a projected surplus of \$10,000 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

Board of Finance – projected to generate a surplus of \$3,640 due to lower than anticipated cost for the Town audit.

The Center – projected to generate a surplus of \$5,000 due to a savings in electricity.

Building Official – projected to experience a surplus of \$22,000 due to savings in part time wages.

Public Works – Tony is monitoring public works for expenses related to snow removal including overtime and materials. Funding is not necessary now, he will keep the Board informed as the situation develops.

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

Benefits – anticipating a surplus in employee benefits of \$20,000 due to a savings in workers compensation insurance.

Governor’s Budget Update

Part of the packet included a listing of the State grants which affect the Town revenue. For the most part, the amounts are the same as this year with the exception of the ECS Grant which increased approximately \$23,000 over the FY22 amount. The other item is the Motor Vehicle Tax Reimbursement. The Governor is proposing that Towns put a mill rate cap on motor vehicles of 29. The Governor put an amount to reimburse Woodbridge for motor vehicle taxes. Tony did not include this in the Revenue. This is only the proposed budget.

WBOE Financial Report

There is not report as they are not meeting until the end of the month

FUNDING REQUESTS

2122-07 Allocation.....\$2,000 (Line Item Transfer)

To: Human Svc/Gen’l Prof. Svc 1410-00/52100
From: Revenue/Sr. Program Fees 1-5-4100/45900
For: Transfer funds from revenue to budget for the frozen meal delivery
Vote: (Giglietti/Scalettar) unanimous

2122-08 Allocation.....\$4,540 (Request For Funding)

To	Pool& Gym/CNR-Pool Improvements	\$2,510	302-5150/57500/POOL
	Maintenance Supplies	\$2,000	1910-00/55130
From:	Bd of Finance/Contingency		1170-00/56800
For:	Repairs to filtration system and to cover the shortage in maintenance budget		

line.

Vote: (Giglietti/Scalettar) Unanimous

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Rowland) unanimously to approve the minutes of the December 2, 2021, meeting as presented.
The Board of Finance voted (Giglietti/Rowland) unanimously to approve the minutes of the December 7, 2021 meeting as presented.
The Board of Finance voted (Giglietti/Rowland) unanimously to approve the minutes of the January 20, 2022 meeting as presented.

FIRST SELECTMAN'S REPORT

Beth reported the following:

- First an announcement of wonderful news! The Town earned a nearly \$600,000 Community Connectivity Grant, to make bike and pedestrian improvements to the Town Center. The BOS unanimously voted to sign the “Commitment to Fund Letter” to accept the grant. The main focus of the grant is to install a sidewalk on the western side of Newton Road to connect Amity Regional High School to the Town Center Campus, along with upgrading the asphalt sidewalk at the Library lawn. The grant application included additional improvements to pedestrian and cyclist pathways in and around our Town Campus, and it will also help us make significant safety improvements for the area.
- For a few months, the Board of Selectmen haven been discussing a “Strategic Plan”, which will guide our future planning. We created a subcommittee of the Board of Selectmen to work on the issues, with Tony and Betsy. Selectmen David Vogel and Sheila McCreven have agreed to serve on that committee. I am hoping that in the next month or two the full Board will discuss and vote on a final strategic plan to help guide our work.

- Unfortunately, as you may have heard, that there is now NO national surplus of blood, and blood drives have become most urgent to mitigate this crisis. Here in Woodbridge at the Senior Center, a Blood Drive will be held on March 6th from 11am to 4 pm. This event is sponsored by the American Red Cross and co-hosted by the Nicole Donzello Foundation and our Woodbridge Human Services Department. Appointments are required - please visit redcrossblood.org and use sponsor code NDF or call 1-800-733-2767 to make an appointment to help with this blood shortage.
- Lastly, just a quick COVID update: on Tuesday February 15th, I announced that the January Executive Order regarding a mask requirement for Town of Woodbridge outside organizations, such as businesses, was repealed beginning on Wednesday February 16th. Additionally, in all municipal buildings, masks will no longer be required beginning on March 1st for vaccinated staff and visitors. Unvaccinated staff and visitors aged 2 and up will be still be required to wear a mask. This date coincides with the Governor Lamont's expiration of the mask requirement in public schools. In-person Town of Woodbridge board and commission meetings may resume after the Town is in the "yellow" category for three weeks according to the [State Department of Public Health color-coded COVID map](#). Current State law allows virtual meetings through April 30.

LIAISON REPORTS

Amity – Matt reported there is nothing new. They are working on reducing their budget as best they can. They are starting to take current year surplus and putting it into the capital budget reserve. They are allowed to reserve 2%. There was a discussion regarding Amity surpluses. There have been some large surpluses over the years. Over the last five years the increases that Woodbridge has given Amity amounted to \$2,249,000 and over the same five years they have returned to Woodbridge \$3,380,000. For Beecher, we have given them over the last five years in increases \$1,707,627 and they have returned \$222,000.

Police Commission – Ellen reported that have not met this month.

Fire – Donavon reported the main thing is that Sean believes there is some ventilation issues, and they are looking at installing an air purification or filtering system. They have recruited a junior firefighter. There is a conference coming up and they are hoping to send two or three of the firefighters to attend. It is a good training opportunity, and they would be able to see new equipment.

Library - They are coming back to normal with programming and staffing.

Recreation – Dwight reported on the bike event in May. They also reported that the pool at Beecher opened in 1972 and they are still going well with lessons. Fitness Center is going well. Skating Rink has been a tremendous hit. It will be closed for a bit due to the temperature. The sports programs are doing well and are Covid safe. All the field requests for the spring and summer have been reviewed and approved.

Human Services – Dwight reported that he attended the meeting on February 7th. It was reported that the residents ages 55 or older in Woodbridge is 37%. Booster Vaccine clinics were held during January and they can make appointments for residents as needed. Wear Red Day was February 14th for the American Heart Association. The Red Cross Blood Drive will be on March 6th. They changed the title of the Senior Services Social Worker to Human Services Social Worker and increased the hours for that person. The Selectman’s Youth Award nominations are due by April 4th. They are trying to increase the number of students participating in the Job Bank. There was a meeting regarding the Senior Center renovation project.

Matt reported that the next meeting is Thursday, March 3rd for the budget recommendations.

The meeting adjourned at 6:34 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator