



**THE TOWN OF WOODBRIDGE  
BOARD OF FINANCE  
MEETING MINUTES  
THURSDAY, MARCH 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, March 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/hOiJN-aOfj4>

**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

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

**PUBLIC COMMENTS**

There were no public comments

**ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT**

Tony reported on revenues and expenditures through February 2022. The estimated year-end budget surplus is \$662,570. The current Town budget includes an allocation from fund balance of \$400,000, increase to fund balance at year end is projected to be \$262,570. Fund balance at 6/30/2022 is estimated to be \$7.0M or 13.53% of annual expenses.

Revenues

Intergovernmental Revenue – projected to generate a surplus of \$433,903. The Town received \$163,075 in FEMA funds for the reimbursement of expenses related to Storm Isaias and \$15,017 in PILOT funds from the State of CT. Both are not budgeted revenues in 2022. Tony anticipates a budget surplus of \$23,574 in the education cost sharing grant funds and \$230,000 in special education excess cost grant funds. The surplus in special excess cost grant funds is new this month and is generated from state reporting by the Woodbridge Board of Education.

Investment Income – projected to experience a deficit of \$75,000 at the end of the year due to continued low short term interest rates.

Charge for Services – projected to experience a surplus of \$192,131 due to a projected surplus of \$35,000 in transfer station fees, a surplus of \$175,000 in building permits, and a shortfall of \$17,000 in library fines and other department charges.

Expenses

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

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

Building Official – projected to experience a surplus of \$25,000 due to savings in part time wages.

Transfer Station – this budget may experience a slight deficit this year due to increases MSW tonnage. The increased tonnage has also caused additional revenue which can be used to offset the deficit.

Human Services – projected to experience a surplus of \$20,000 due to savings in part time wages.

Library – projected to experience a surplus of \$30,000 primarily due to savings in wages.

Benefits – projected to generate a surplus of \$20,000 due to savings in workers compensation insurance.

**FUNDING REQUESTS**

- 2122-09 Allocation .....\$3,000 Iline Item Transfer
- To: Parks/Overtime \$1,500 1520-00/50410
  - To: Parks/Rentals Equipment \$1,500 1520-00/53610
  - From: Revenue/Donations 1-6-1100/46410
  - For: Transfer donation from Beth-Wood Fathers Baseball to Parks budget
  - Vote: (Giglietti/Scalettar) unanimous'
- 2122-10 Allocation.....\$10,000 (Request for Funding)
- To: TPZ/General Prof. Svc 1180-00/52100
  - From: Bd of Finance/Contingency 1170-00/56800
  - For: Fund a professional planner and/or attorney to assist TPZ to review and make updates and revisions as necessary to the Zoning Regulations
  - Vote: (Giglietti/Rowland) Unanimous

- 2122-11 Allocation.....\$1,500 (Line Item Transfer)
- To: Gov't Access TV/General Prof. Svc 1135-00/52100  
From: Gov't Access TV/ Prof. Dev. Conf. 1135-00/54610  
For: Fund shortage in budget line for production personnel  
Vote: (Giglietti/Scalettar) unanimous
- 2122-12 Allocation.....\$40,000 (Line Item Transfer)
- To: DPW/Overtime \$30,000 1310-00/50410  
DPW/Equip. Parts \$10,000 1310-00/55140  
From: DPW/Highway 1310-00/50230  
For: Fund overtime due to winter storms and fallen trees as well as equipment parts  
due to higher than normal need this year  
Vote: (Giglietti/Rowland) unanimous
- 2122-13 Allocation.....\$5,000 (Line Item Transfer)
- To: DPW/Snad, Salt & Materials 1310-00/55160  
From: DPW/Road Maint. 1310-00/55170  
For: fund the purchase of additional treated salt for road treatment  
Vote: (Giglietti/Scalettar) unanimous

**APPROVAL OF MINUTES**

The Board of Finance voted (Giglietti/Jacobs) unanimously to approve the minutes for the January 25, 27, February 1, 17, and March 3, 2022 meetings as presented.

**FIRST SELECTMAN'S REPORT**

Beth reported the following from the March 9<sup>th</sup> Board of Selectmen meeting:

- She read a proclamation in support of the people of Ukraine at that meeting – it is on the Town website.
- The Board of Selectmen voted unanimously to grant permission to the Woodbridge 4-H group's project to add Woodbridge to the Pollinator Pathway and to present a proclamation in support of the project on Earth Day, April 23, 2022.
- The Board of Selectmen voted unanimously to continue the practice of waiving the bulky-waste disposal fee for institutions of faith up to \$200 for the balance of this fiscal year and FY2023.

The Board of Selectmen voted unanimously to adopt a resolution regarding Bond Commission approval of \$300,000 to be used for the senior center renovation.

- The Board of Selectmen VOTED UNANIMOUSLY (McCreven – Vogel) to take no action on the Arbor Haven proposal for development of the former Country Club of Woodbridge property until the Board of Selectmen receives the Housing Opportunity Study Report.

### **LIAISON REPORTS**

Amity – Matt reported that Amity reduced their budget to a 3.99% increase which means a reduction of \$157,126. Matt thanked the Amity Board as well as Dr. Byars and Terry Lumas.

Recreation – Dwight reported that he attended the February 28<sup>th</sup> meeting and the programs are all going well. Dwight reported that there is a drain issue and a leak so the pool is scheduled to close on March 20<sup>th</sup>. Tony updated the Board with new information regarding the pool. The leak is not major and it isn't expected to get any bigger so they are postponing the closure until the normal annual maintenance in August to fix the drain and the leak. Dwight reported that the ice rink was used for fifteen days this year.

Human Services – Dwight reported that Youth Services prepared and dropped off We Care Kits in New Haven for the homeless. They also prepared 200 valentines for seniors in town. The First Selectman's Youth Award nominations are due April 4<sup>th</sup>. Human Services is providing tax preparation services from VITA. They are refining the plans for the senior center renovations.

Fire – Donavon reported that the fire commission meeting has been cancelled.

Police – Ellen reported that the police commissions meeting next week.

WBOE – Tom reported that there was a special meeting regarding masks. It was determined that masks would be optional starting March 7<sup>th</sup>. The Finance committee met and reported that the MERF contribution may go up 1%. They discussed the ESSER funds and how they would be used. The deficit is slowly decreasing and it is at \$3,000 now.

### **REVIEW AND ACT ON BOARD OF FINANCE FY23 BUDGET RECOMMENDATIONS (OPERATING AND CAPITAL)**

Matt stated that Tony came up with some revisions and he will review them.

List of budget adjustments attached.

Tony stated that there are some items that continue to materialize and he will keep the board informed of any adjustments going forward. Tony also has not included the possibility of a cap of motor vehicle taxes., The adjustments total \$1,669,293 which results in a 1.99% mill rate increase for FY23. Tony stated that as part of this budget he recommends that the Town transfer a portion of the excess cost grant to the Board of Education next year.

Tom Handler stated, just to clarify, Dr. Budd is comfortable with this number. There have been some good discussions going back and forth to get to a number that both the Town and Dr. Budd could be satisfied with.

Ellen thanked Tony for his work on the budget. She also thanked Dr. Budd and Richard. Ellen asked about the Town reducing the amount for funding the road paving. Ellen stated that the amount is something we need to keep an eye on. Ellen also asked about the new officer at the police department. She thought that there was some discussion between Dr. Budd and the police department regarding the SRO. Tony stated that they are still having discussions regarding the SRO at Beecher.

Susan asked about the health insurance number, she remembers that it changes up to the Preliminary Budget Hearing. Tony reported that we are closer than in past years but it could still change.

Ellen asked Tony if he could let the residents know how the average taxpayer would be affected by a 1.99% mill rate increase.

An average appraised residence of \$288,240 with a mill rate of 42.64 (this year) taxes of \$12,29, and the mill rate of 43.49 for FY23 budget would be \$12,536 which is an increase of \$245.  
The home would be valued at \$411,000 and appraised at \$288,240.

Matt stated that if Warren came to the Board about roads that needed to paved, the Town would figure out a way to get it done.

The Board of Finance voted (Giglietti/Jacobs) unanimously to recommend to the Preliminary Budget Hearing a FY23 budget with total expenses of \$53,824,129, Non-Tax Revenue of \$3,826,642, with the amount to be raised by taxes of \$49,997,487 which results in a mill rate of 43.49 which is a 1.99% increase.

Matt thanked Tony for his work and the Board for their cooperation.

The Board of Finance voted (Giglietti/Jacobs) unanimously at 6:56 pm.

Respectfully submitted,

Karen Crosby

Karen Crosby  
Budget Analyst  
Payroll & Benefits Administrator