



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MEETING MINUTES
MONDAY, APRIL 19, 2021
IMMEDIATELY FOLLOWING PRELIMINARY
BUDGET HEARING**

A Virtual Joint Board of Finance Meeting for the Town of Woodbridge using Webex was held on Monday, April 17, 2021,

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

BOF PRESENT: Chairman, Matthew Giglietti; Vice Chairman, Paul Kuriakose; Tom Handler; Susan Jacobs; Tom Kenefick; 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 8:15 pm.

PUBLIC COMMENTS

None

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported on revenues and expenditures through March 2021 and projected a year-end budget surplus of \$180,080. Because the current Town budget includes an allocation from fund balance of \$400,000, projected decrease to fund balance at year end is \$219,920. Fund balance at 6/30/21 is projected to be \$6.28M or 12.58% of annual projected expenses.

Revenues

Taxes – currently projected to be on budget for fiscal year 2021.

Intergovernmental Revenues – projected to generate a surplus of \$131,444 for fiscal year 21 mostly due to the receipt of \$163,320 in Corona Virus Relief and FEMA funds to offset COVID-19 related costs from FY20 as well as a surplus in special education excess cost funds. The Town is in the process of applying for reimbursement for all eligible expenses related to storm Isaias. The timing and amount of reimbursement could increase the surplus in this account.

Investment Income – projected to experience a deficit of \$130,000 at the end of the year due to low short term interest rates.

Charge for Services – projected to experience a deficit of \$56,827. There is an anticipated shortfall of \$11,000 in transfer station fees. The transfer station fee shortfall is offset by a projected surplus of \$30,000 in town clerk fees, \$10,000 in building permits, and \$7,500 in public safety fees.

Transfers In – Due to a reduction in the amount of private duty in the police department, private duty revenues are projected to experience a deficit of \$55,000. Because private duty revenues are designed to reimburse the Town for benefit costs related to private duty, there is a corresponding surplus in benefit expenditures.

Expenses

Building Official – projected to experience a surplus of \$15,000 due to savings in part time wages.

Transfer Station – projected to generate a surplus of \$50,000. A surplus of \$85,000 in waste disposal fees and wages is offset by an increase in recycling and bulky waste costs.

Human Services – projected to experience a surplus of \$15,000 primarily due to savings in wages.

Benefits – expected to generate a surplus of \$215,000 due to a lower than anticipated workers compensation premium, savings in healthcare, and a reduction in private duty benefit costs due to reduced private duty assignments in the police department.

FUNDING REQUESTS

2021-22 Allocation.....\$10,560 (Line Item Transfer)

To: Fire/Cleaning-Custodial Svc 1230-00/53100
From: Revenue/Misc. Grants 1-2-1100/42600
For: Funding for additional cleaning & sanitizing of the fire house.
Vote: Giglietti/Kenefick – unanimous

2021-23 Allocation.....\$10,000 (Line Item Transfer)

To: DPW/Contracted Svd (Rentals) 1310-00/53610
From: DPW/Road Maintenance 1310-00/55170
For: Address additional tree work
Vote: Giglietti-Handler – unanimous

APPROVAL OF LEASE PURCHASE AGREEMENT – POLICE SERVER REPLACEMENT; IT INFRASTRUCTURE

Motion by Matthew Giglietti and second by Ellen Scalettar to approve Lease Pricing for Police IT Infrastructure Project for a lease purchase price of \$226,202.08 at an interest rate of 1.89% through Chase with five annual payments in arrears.

Susan asked Tony if this has the enhanced security features. Tony confirmed that the security features are included.

Vote: Aye: Giglietti, Jacobs, Kuriakose, Handler, Kenefick Scalettar

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Kenefick) unanimously to approve the minutes of the March 18, 2021 meeting.

SELECTMAN’S REPORT

Beth reported the following:

- The Ad Hoc Housing Study Committee members has been finalized. The committee will evaluate the data, engage the community, assess housing needs, and submit a report to the Board of Selectmen.
- Terri Schatz has agreed to be a member of the Ad Hoc 2030 Task Force
- Last week was National Animal Control Officers Appreciation Week
- May 2nd through 8th is the 52nd Annual Professional Municipal Clerks Week
- Municipal elections are on Monday, May 3rd
- Amity Budget Referendum is on Wednesday, May 5th

LIAISON REPORTS

Amity – Matt reported that the forecast is a surplus of \$732,000. They continue to under spend the budget for medical expenses by \$133,000.

Recreation – Tom Kenefick was unable to attend the meeting.

Tom Handler – reported a surplus of \$11,000 due to favorable changes in medical and some nursing services. Dr. Budd is doing a great job. They are starting to look for some revenue generating programs for the after school. They are looking at possibly leasing computers and laptops, which may make it a better replacement cycle.

Matt stated that when Dr. Budd stepped in he was looking at a deficit of about \$110,000 and now there is a possibility of a \$11,000 surplus.

Library – Susan reported that they are continuing their yeoman’s efforts to be open and be accessible to the public. There will be some big changes in their hours for the summer.

Fire Commission - Susan reported that the meeting was cancelled.

Susan stated that Tony and his department did a phenomenal job on the budget presentation. Susan also stated that in addition to absentee ballots, there will be in person voting. Beth stated that polls are open from 6:00 am to 8:00 pm.

Human Services – Ellen was unable to attend the meeting.

Police – Paul reported that the meeting scheduled for April 1st was cancelled

REVIEW OF PUBLIC HEARING COMMENTS

Matt stated that there were not very many comments. Matt asked if anyone would like to make any comments on the public hearing.

ADDITIONAL FY22 BUDGET CONSIDERATIONS

Matt asked the Board if there were any other budget considerations. There were none.

RECOMMENDATION TO THE ANNUAL TOWN MEETING

Motion made by Matthew Giglietti and second by Ellen Scalettar to recommend to the Annual Town Meeting a budget with total expenses of \$51,566,481, Non-Tax Revenue of \$3,502,676, Amount to be Raised by Taxes of \$48,063,805 which results in a mill rate of 42.64.

Vote: Aye: Giglietti, Scalettar, Kuriakose, Handler, Jacobs, Kenefick
Nay: None
Abstain: None

The meeting adjourned at 8:34 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator