



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MEETING MINUTES
THURSDAY, JUNE 16, 2022
6:00 PM**

A Board of Finance Meeting for the Town of Woodbridge was held via WEBEX on Thursday, June 16, 2022 at 6:00 pm

Link to Meeting: <https://youtu.be/sfWcyP--6AA>

BOF PRESENT: Vice Chairman, Susan Jacobs; Donavon Lofters (6:05 pm); Dwight Rowland; Ellen Scalettar

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

Vice Chairman Susan Jacobs called the meeting to order at 6:00 pm

PUBLIC COMMENTS

None

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported on revenues and expenditures through May 2022 with a projected year-end budget surplus of \$812, 633. The Fund Balance on June 30th is estimated to be \$7.1M or 13.84% of annual expenses.

Revenues

FEMA reimbursement received for \$193,000 which is \$30,000 additional funds that was not anticipated.

WBOE Special Ed Excess Cost Grant had a budget of \$70,000 and they did a lot of work on this grant and the Town has a surplus of over \$255,000.

Building Permits will experience a surplus of approximately \$200,000 mostly due to the upgrade of the water treatment facility and then some building activity.

Expenditures

Savings center mostly around staffing.

Building Official is projected to experience a surplus of \$30,000 due to savings in part time wages.

Human Services is projected to experience a surplus of \$35,000 due to the timing of when part time wages were used and when programs came back online.

The Library is projected to experience a surplus of \$42,000 due to savings in part time wages.

As of May 1st the Board of Education reported a surplus of \$22,530.

WBOE FINANCIAL REPORT

The financial report from WBOE dated June 9th reports a surplus of \$3,600.

INTERACTIVE BUDGET TOOL

Tony reminded the Board that when we put the FY23 budget together, we used an on-line tool. Next is having the departments entering their budget requests into the interactive budget tool. Board members can access the budget on-line as we move through the process. This saves a lot of time for the department, and it is much more efficient.

Dwight asked what affect the Amity budget that was approved this week have on our budget. Tony stated that there will be a surplus in the Amity line throughout the year. The surplus is the difference between what we budgeted and what the approved budget is. The next impact it will have is going budget to budget, when we start off, we are at a higher amount.

Tony stated that most of the Funding Requests are items that were removed from the adopted budget with the intent to use Contingency Funds from this year. The Board normally does this with Contingency Funds so as not to tax residents for the projects.

FUNDING REQUESTS

2122-15 Allocation.....\$40,000 (Request for Funding

To: CNR/Beecher/Construction 302-9100/57500
From: BOF/Contingency 1170-00/56800
For: Removal of underground oil tank at Beecher Road School
Vote: (Scalettar/Rowland) Unanimous

Town staff is doing most of the work for this project

2122-16 Allocation.....\$35,000 (Request for Funding)

To: CNR-Bldg Maint/Buildings 302-3700/57200/TANK
From: BOF/Contingency 1170-00/56800
For: Removal of underground oil tanks at CCW and Fire Dept
Vote: (Rowland/Scalettar) Unanimous

2122-17 Allocation.....\$37,000 (Request for Funding)

To: CNR-Fire/Vehicles 302-
2300/57450/FMCAR
From: BOF/Contingency 1170-00/56800
For: Fund purchase of new Fire Marshal vehicle (funds eliminated
from
FY23 Capital Budget)
Vote: (Rowland/Scalettar) Unanimous

2122-18 Allocation.....\$15,000 (Request for Funding)

To: CNR-Police/Building 302-
2100/57200/SECUR
From: BOF-Contingency 1170-00/56800
For: Fund Door Security Project that was eliminated from FY23
Capital
Budget
Vote: (Rowland/Jacobs) Unanimous

2122-19 Allocation.....\$1,806 (Request for Funding)

To: Police-Capital Machinery 1210-00/57410
From: BOF-Contingency 1170-00/56800
For: Replace a taser that is no longer operational
Vote: (Jacobs/Lofters)

2122-20 Allocation.....\$26,000 (Line Item Transfer)

To: Senior Center Renovation 320/57500/SCTR
From: CNR-Fire/Machinery-Airpacks
302/2300/57410/AIRPK
For: Asbestos Abatement for the Senior Center Renovation Project
Vote: (Rowland/Scalettar) Unanimous

begins.
mostly

The Town is responsible for removing asbestos before the project
During a review of the area there was more asbestos than anticipated,
In the tile and some around some piping.

222-21

Allocation.....\$59,810.18 (Line Item Transfer)

To: Woodbridge Bd of Ed 1910-00/70000
From: Revenue-Tuition Revenue 1-6-

1910/46800

For: Payment from New Haven Board of Ed for student-specific

costs.

Vote: (Jacobs/Rowland) Unanimous

student-

Tony explained that a few months back the Town received payment for
specific costs from Stratford. This is similar funds received from the

New Haven

Board of Education. This is for previous year costs so they come to the

Town

and the Town transfers it back to the Board of Education.

On a motion by Dwight Rowland and second by Donavon Lofters the Minutes of the May 19, 2022 Board of Finance meeting were approved as corrected (Dwight Rowland attended the meeting).

Vote: Aye: Lofters, Rowland, Scalettar
Nay: None
Abstain: Jacobs

APPROVAL OF SUSPENSE LIST

Tony explained that they come off the books as a receivable, the Town still attempts to collect the taxes.

The Board of Finance voted (Scalettar/Rowland) unanimously to approve the Suspense List as presented by the Tax Collector.

FIRST SELECTMASN’S REPORT

Beth reported the following since the last meeting:

- Informed by Rosa DeLaura that the Army Corps of Engineers has finally signed off on Phase I of the study of flooding along the West River and Konold's Pond. This is moving much slower than hoped.
- The Board of Selectmen voted and approved the Affordable Housing Plan and submitted to the State by the deadline of June 1st.
- The Board's Strategic Plan subcommittee is nearly done with their plan. There are three main focus areas: Ensuring Financial Stability; Maintaining and Investing in Town Infrastructure and Facilities; and Improving Quality of Life.

LIAISON REPORTS

Library – Susan reported that the Library Commission is meeting next week.

Board of Finance
Minutes
June 16, 2022

Page 5

Fire - Donavon reported that the Commission meeting is scheduled for next week.

Police – Ellen reported that the meeting has been cancelled

Recreation – Dwight reported that the swimming lessons are going well. Approved the personnel for summer camp which starts on June 27th. Fitness Center is being used. The tennis courts are reserved every day. Spring Programs ended on May 28th. The budget is on target.

Human Services – Dwight reported that they met on June 6th. Renovations of Senior Center has gone out to bid and they are due on June 22nd. There were twenty-two firms at the walk through. The Volunteer Appreciation was held on June 1st. Dwight is chairing the renovation committee for the Center Building. They are looking for mechanical upgrades and finishes for the building.

Youth Services is trying to fill the Job Bank with teens. They held an end of year party in May for 7th and 8th graders, it was well attended. Hosting a 7th grade event at Amity Middle School for 6th graders entering 7th grade.

Senior Center hosted a Mother's Day luncheon.

The Board of Finance voted (Scalettar/Rowland) unanimously to adjourn at 6:33 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator