



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MEETING MINUTES
THURSDAY, JULY 15, 2021
6:00 PM**

A Virtual Joint Board of Finance / Board of Selectmen Meeting for the Town of Woodbridge using Webex was held on Thursday,

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

Link to WGATV broadcast: https://youtu.be/FSI_1yUclyY

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

Matt welcomed Dwight and Donavon to the Board of Finance

PUBLIC COMMENTS

None

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Ellen Scalettar nominated Matt Giglietti for chairman, seconded by Tom Handler.

Matt asked for any other nominations. There being none, Matt made a motion to close nominations for Chairman and second by Ellen Scalettar.

Vote for Chairman: Aye: unanimous

Matthew Giglietti nominated Susan Jacobs for vice chairman, seconded by Ellen Scalettar.

Matt asked for any other nominations. There being none, Matt made a motion seconded by Tom Handler to close nominations.

Vote for Vice Chairman: Aye: unanimous

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported on actual revenues and expenditures through June 2021 with an estimated year-end budget surplus of \$583,003.

Because the current Town budget includes an allocation from fund balance of \$400,000, increase to fund balance at year end is \$183,003. Fund Balance at 6/30/2021 is estimated to be \$6.68M or 13.43% of annual expenses. There were a lot of unknowns last May with this budget. All departments did a great job in working within their budget.

Revenues

Taxes – tax collections will generate a surplus of \$95,881 for fiscal year 2021 primarily due to the collection of back taxes and a stronger than anticipated collection rate.

Intergovernmental Revenues – will experience a surplus of \$146,658 for fiscal year 2021 primarily due to receipt of Corona Virus Relief and FEMA funds totaling \$78,338, a surplus in special education excess cost funds of \$54,266, and an additional \$23,574 in ECS funding.

Investment Income - will show a deficit of \$140,000 at the end of the year due to low short term interest rates. This was reduced significantly in the current year budget.

Charge for Services – department charges will experience a surplus of \$77,434. There is a shortfall of \$98,000 in transfer station fees. The transfer station fee shortfall is offset by a surplus of \$20,000 in town clerk fees, \$88,000 in building permits, \$44,000 in recreation fees, \$9,156 in pool rental fees, and \$7,250 in zoning fees.

Transfers In – due to a reduction in the amount of private duty in the police department, private duty revenues will experience a deficit of \$65,000. 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

Registrar – surplus of \$15,173 in the registrar's budget due to savings in part time wages

Building Official – surplus of \$30,000 due to savings in part time wages.

Waste Management – surplus of \$45,000 in the budget primarily due to a surplus in waste disposal fees and wages. There may be a few more fees instituted at the transfer station in the coming months.

Human Services – surplus of \$40,000 due to savings in wages

Library – surplus of \$30,000 primarily due to savings in wages

Benefits – surplus of \$223,758 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.

WBOE – projected fiscal year end surplus of \$55,000, this number is from last month. They don't have their final number yet.

Status of FY21 Audit

Tony reported that the auditor's started their field work this week. They will test our transactions. They will check some payroll items making sure all the proper documentation is in place for that pay. They test payables as well. They will work on the Board of Ed the first week of August and then be back to complete the audit in September.

FUNDING REQUESTS

| | | |
|---------|--|-------------------------------|
| 2021-31 | Allocation..... | \$20,000 (Line Item Transfer) |
| | To: Police – Overtime-Police Officers | 1210-00/50430 |
| | From: Revenue – Misc Grants | 1-2-1100/24600 |
| | For: Reimburse police dept for portion of overtime as a result of storm Isaias | |
| | Vote: (Giglietti/Rowland) unanimous | |

APPROVAL OF MINUTES

Motion by Matthew Giglietti and second by Ellen Scalettar to approve the minutes of the June 17, 2021 meeting.

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

FIRST SELECTMAN’S REPORT

Beth reported the following:

- The Board of Selectmen welcomed four new members at their July meeting
- David Stein will attend a Special Meeting on July 28th to answer questions regarding the bonding projects. Then the Board of Selectmen should schedule the date for the referendum
- Report from the Amity-Woodbridge Historical Society (Barns/outbuilding survey). The Ice House is in immediate need of stabilizing. That work will start immediately for \$6,000 and the historical society will pay for the work.
- Approved hiring Emily Cantor as full time Head of Children’s Services
- Betsy Yagla shared the results of the EDC survey regarding businesses residents would like to see in Woodbridge.

- Beth attended the cell tower meeting on the proposal for a 140-foot tower in a residential area (118 Newton Road). The Connecticut Siting Council will make the decision on this.
- The Town has received an unsolicited call from a real estate agent representing a developer regarding the purchase of approximately 100 acres of the former country club of Woodbridge property for \$9M. The Town would retain 50 acres for open space, recreation, and trail use. A more formal plan will be submitted.

LIAISON REPORTS

Amity - Matt reported that Amity does not meet in July so he has nothing to report. He is going to see where they stand with a possible surplus.

Human Services – Ellen was unable to attend the meeting.

Library – Susan reported that the library is continuing to find normalcy.

Fire – Susan reported they are meeting next week.

WBOE – Tom reported that there are some changes in positions on the Commission. Matt stated that there were some changes in personnel, Al Pullo has resigned.

DESIGNATION OF LIAISONS

Matt explained that if a member would like to keep their current liaison, they are able to.

Amity – Matt Giglietti
Woodbridge Board of Ed – Tom Handler
Police – Ellen Scalettar
EMS Commission – Ellen Scalettar
Human Services – Dwight Rowland
Library – Susan Jacobs
Fire Commission – Donavon
Recreation – Dwight Rowland

The next meeting of the Board of Finance is September 16, 2021. Tony mentioned that there may be a short meeting on the Bond Issue.

Matt stated that we will poll everyone in September on whether to continue virtual meetings or meet in person. We will see where this virus goes and take it from there. It was difficult last year having the budget meetings with the departments and commissions virtually.

The Board of Finance voted (Giglietti/Rowland) unanimously to adjourn at 6:29 pm

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst
Payroll & Benefits Administrator