



**THE TOWN OF WOODBRIDGE  
SPECIAL BOARD OF FINANCE  
MEETING MINUTES  
WEDNESDAY, AUGUST 19, 2020  
6:00 PM**

A Board of Finance Meeting for the Town of Woodbridge was via WEBEX

**BOF PRESENT:** Chairman, Matthew Giglietti; Susan Jacobs Tom Handler; Ellen Scalettar

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

Chairman Matthew Giglietti called the meeting to order at 6:02 pm

**PUBLIC COMMENTS**

None

**FUNDING REQUESTS**

2021-02 Allocation..... \$9,787 Line Item Transfer

To: Info Systems/Software Upgrades 1145-00/53541  
From: CNR-Police/Machinery 302-2100/57410/RADIO  
For: Purchase of Microsoft Office 365 Subscription Service for 49 users (Current Microsoft Products are no longer supported)  
Vote: (Giglietti/Jacobs) Unanimous

2021-03 Allocation.....\$50,000 Request for Funding

To: Public Works/Contracted Services 1310-00/53610  
From: Bd of Finance/Contingency 1170-00/56800  
For: Storm Isaias Debris Removal  
Vote: (Giglietti/Handler) Unanimous

The Town sent information to FEMA for a Pre-Assessment for some reimbursement. If multiple towns submit, we would most likely receive 75% reimbursement for this and any overtime involved with Public Works. There will be grinding of the brush for mulch.

### **FIRE TRUCK LEASE**

The Board of Selectmen approved the lease of a pumper truck in December of 2018. The truck is nearing completion. We will do a lease purchase. The lease would have an appropriations clause so if the budget is not approved, the truck will be taken and we won't owe the lease payment.

The Board of Finance voted (Giglietti/Jacobs) unanimously to approve the financing of a Fire Department pumper truck with a purchase price of \$845,664 with Chase, the winning bidder with an indicative rate of 1.25% for five annual payments in arrears

### **BUDGET TASK FORCE UPDATE**

They are going to ask departments to address scenarios of a 0% budget increase and a 5% budget reduction. Matt explained to the Board that he responded to the email sent by the Task Force his personal opinion.

Matt stated that we don't have an expense problem, it is a revenue problem. The Grand List is not increasing.

Tony stated that the Selectmen discussed it at their meeting and each of the major departments would present what it would do to their budget with a 0% increase, keeping in mind that the salary increase is 2.5% so that would mean a decrease in the current budget, and then a 5% budget decrease.

Ellen questioned whether it would be Tony to talk to boards/commissions and department heads. Tony stated that it would be liaisons talk with each board or commission and Tony would talk with department heads. Ellen stated she wants to see how the procedures are different from what we do now and if those changes are consistent with our Town Charter. Then after that, ask the Board of Selectmen what problem they are trying to solve. She is curious as to what this is all about. She didn't see in the process how the two boards (Selectmen and Finance) come together and answer questions on how this would work and if it is consistent with our Charter. Maybe a letter from us to the Board of Selectmen with these questions.

Susan agrees with what Ellen has stated. Two of our members aren't here and we got this information late. The agenda states that this would be an update and she doesn't believe a decision should be made tonight.

Matt stated that Joe Dey sent him an email and he responded to it with his personal opinion.

Tom Handler stated that if 5% isn't a viable alternative, do we really want to have people spending time on this.

Matt stated that it won't be pretty to cut 5% on an already lean budget. Staff would need to be cut, the transfer station may have to close on some days.

Susan stated that she thinks they put the cart before the horse.

Susan asked what the Board of Selectmen is looking the Board of Finance to do with this.

Tony stated that once the departments come back with these impacts on their budget, then the Board of Selectmen and Board of Finance will evaluate the impacts for the budget.

Susan asked if the Board of Selectmen have already decided that this is what they are going to do.

Discussion on this continued as to whether the Board of Selectmen have the authority to do this. Tony suggested that maybe the Town Attorney can research.

Ellen stated she doesn't know whether the Board of Selectmen can ask Tony to ask questions of the department heads and it looks like there will be a change in the actual budget process and are those changes consistent with the Town Charter.

It has been said during elections that the Board of Finance has too much authority with the budget.

Tony will ask Gerry Weiner to research this and come to an opinion. Susan suggests that all the members stay in the middle lane on this subject. She doesn't want to jump to conclusions because she doesn't know what their thinking is. Someone has an agenda if they have put time into this.

Susan asked Matt is he was on this task force at some time. Matt stated that he was not on it and he found out about it by watching one of the Board of Selectmen meetings.

Tony will have Gerry Weiner give an opinion on this.

The Board of Finance voted (Giglietti/Scalettar) unanimously to adjourn at 6:22 pm.

Respectfully submitted,

Karen Crosby  
Budget Analyst  
Payroll & Benefits Administrator