

**TOWN OF WOODBURY**  
**BOARD OF FINANCE**  
281 Main Street South  
Woodbury, CT 06798-0369  
203-263-2141 ▪ [www.woodburyct.org](http://www.woodburyct.org)

**REGULAR MEETING MINUTES**  
**Wednesday, October 16, 2024 – 7:30 P.M.**  
**Senior Center**

**BOARD OF FINANCE MEMBERS PRESENT:**

Paul Zulpa, Vice Chairman	Richard Coates
Mike Cunningham	Andrew Sherman
Steve Tranguich	

**BOARD OF FINANCE MEMBERS ABSENT:**

Karen McWhirt

**ALSO PRESENT:**

Barbara Perkinson, First Selectman	Teresa Augustine, Interim Fiscal Officer
Kathy Doyle	

**CALL TO ORDER**

The meeting was convened at 7:31 PM.

**PUBLIC COMMENT**

Kathy Doyle – Thanked the Board of Finance and Board of Selectmen for the review at the joint meeting held October 3. Hopes the findings about open Purchase Orders will result in a greater focus from both boards.

**FIRST SELECTMAN'S COMMENTS**

The First Selectman spoke about the updates to the Shove building (painting, roof, windows, etc.) Trees near the police station were thinned. Skylights were installed in Library with some plywood needing replacement during the installation. The back portion of the library roof will be a capital item in next budget. The security camera project in the Shove, Boyd and Senior Community Center buildings is complete. The basement will be started next week. The Building Maintainer's report is attached.

The Transylvania Road contractor is ready to go but waiting for permits from DEEP and Army Corp of Engineers. They are trying to complete the work before winter.

**CHAIRMAN'S COMMENTS**

**Financial Items from Selectmen Meeting on Oct 10, 2024**

The Board of Selectmen amended their South Pomperaug Bridge motion made before the joint meeting adding the clause "contingent upon receipt of funds from the CT Dept of Transportation". No action is needed from the Board of Finance.

The Board of Selectmen reallocated \$50,000 of furnace funds for the Parks and Recreation building to interior repairs and replacement windows because the original allocation for interior repairs was not correct. The funds were reallocated with more specificity; this will be discussed further during the Transfer portion of the agenda.

### **Long Term Sidewalk Plan**

Last week all the board members received a detailed presentation from Annmarie Ryan, Chair of the Shade Tree and Sidewalk Committee regarding a Comprehensive Long-Range Plan for Sidewalk Repair and Expansion. Everyone is encouraged to look at the presentation. This most likely will be a topic of conversation in the next budget cycle.

### **Charges for town related board activity**

"On October 8, Karen McWhirt asked if I [Vice Chair Paul Zulpa] could go to the Town Clerk's office to get a copy of the audio from the October 3 special meeting and review it to make sure we have captured all of the action items. This was an official request for board business. I was informed that I was required to pay for the USB stick, even though this audio was for a board of which I was duly elected and had official town business that required me to obtain a copy. A call to the 2nd floor confirmed this was the policy. Barbara confirmed this is a policy. Fix for this is to post the minutes to the town website."

### **APPROVAL OF MINUTES**

Regular Meeting of September 25, 2024

### **MOTION:**

**Motion to approve the minutes from the Regular Board of Finance meeting held on September 25, 2024 at 7:30 PM as presented.**

Made by M. Cunningham, Seconded by A. Sherman

Discussion – A. Sherman asked about page 3 – number should be 18,272, 000. The Clerk needs to review the tape to get the correct number.

The count on the meeting minutes motion from the August meeting motion should be 4-0-1

Motion tabled as the Clerk needs to review the tape to get the correct number.

### **TREASURER'S REPORT**

#### **1) Revenue**

P. Zulpa questioned Transfer station bag revenue. Line shows \$1352, but the bag program has been running since 7/1/2024. Expected to see a higher number. T. Augustine said the issue is WasteZero has not set up the custodial account so the town has not seen the revenue. WasteZero has been hooding the checks so there is no interest income. The revenue of \$1352 came from bag sales at the transfer station when the program first kicked off.

#### **2) Expense**

M. Cunningham asked about legal fees for Charter Revision – funds are running out and he wanted to know the plan going forward. Last year's legal fees were encumbered to this year. Requested Charter Revision chair to be more judicious in involving the legal team. S. Tranguch asked about salary for Fiscal Officer and the balance should not change because since the fiscal officer retired. It is going to change since Teresa's salary as interim fiscal officer will be charged to that account. The Admin Assistant will be changing since Steve was moved to Interim Admin Assistant. P. Zulpa questioned action from special meeting. Public Works improved Road has not changed (no transfers). Teresa stated that will happen in October. FEMA tracking account has been set up so we will see that activity in the October report. Capital appropriations has not reflected (command truck) – but they will show up in October.

#### **3) ARPA**

Since last discussion, a few more projects have been closed. \$4600 for basketball court sealing. \$1195 for volunteer appreciation. Total unappropriated is \$713,000. Closed projects available funds are \$86,427.

#### **4) Bond Reporting**

Still working on 2019 with Marge in PW. Only open Road project remaining is Lighthouse Road. 550304 is remaining in 2022 roads. Remaining bond numbers from previous bonds will be discussed next month.

## 5) Transfers

### **MOTION:**

**Motion to approve the ARPA reallocation from the \$50,000 Furnace Replacement at 7 Mountain Road to the interior repair project of 7 Mountain Road for the amount of \$44,977 (Carpentry allocation for \$38,257 with an additional \$1200 contingency, electrical allocation for \$4920 and paint/supplies for \$600). The remaining amount of \$5,023 to be allocated to window replacement.**

Made by M. Cunningham, Seconded by A. Sherman

Motion approved 5-0-0

## 6) Fiscal Officer Comments

Deposit Interest rate is now 5% (reduced by 0.5%). In testing phase for Tyler Payroll. Planned roll-out in November/December. A. Sherman asked if it's an annual license. Teresa to confirm. Also, when did the license start. Still working on encumbrances clean-up. M. Cunningham asked where the funds will go after cleanup. Teresa believes they will go into an unearned revenue line. The dollars will move from restricted to unrestricted accounts. S. Tranguch requested that the board of finance should start to receive a balance sheet for the general fund. Budget season is upcoming. Tyler will be opened Dec 1.

Teresa spoke about the police station door upgrade. There are excess LoCIP funds so the Board of Selectmen will make a motion to transfer and Board of Finance will approve it in our next meeting.

### **OLD BUSINESS**

#### 1) **Review and approval of FP00 - Investment Policy**

### **MOTION:**

**Motion to approve fiscal policy FP005 Investment Policy as presented in document FP005 Investment Policy DRAFT Oct 2024 V2**

Made by P. Zulpa Second by A. Sherman

Discussion – A. Sherman felt there was repetitive statements. It could be reduced. Andy is comfortable with the concepts. It is relatively minor and doesn't need to be addressed. Board of Finance will set up a schedule to review all fiscal policies and will address revising the verbiage. Paragraph 4 on page 3 – “fiscal officer will prepare a report”..... Define report due date (close to audit, maybe in June). An item to address in the next revision.

Motion Approved 5-0-0

#### 2) **Motion to add a new agenda item:**

**Motion to add an agenda Item under Old Business after item a – Discuss Bid process**

Made by A. Sherman Second by S. Tranguch

Motion Approved 5-0-0

There are 2 ways to handle the bid process to increase the threshold amount - either by ordinance or by charter revision. The quickest way is via ordinance. We cannot change this a part of fiscal policy. P. Zulpa provided documentation to Barbara in January 13, 2024. Barbara to clear with the town attorney

#### 3) **Status of Annual report**

Met with art department to get pictures. Richard Coates and Paul will get together to lay out the report. There are a few that are missing: Board of Selectman (turned in yesterday), Public Building Commission (will be provided tomorrow) , Trustees of Town Funds (Paul will call Michelle), and police department (Barbara will request it). We are on target. A. Sherman asked if MG needs to provide input. Teresa will research this.

#### 4) **Status of Audit.**

Review of encumbrances complete. Report should be available first week of November. Will try to include review of audit report during the joint meeting. ARPA grant was selected for review. Following is from the

auditor: The federal program selected for testing this year was the ARPA grant. One of the compliance requirements is that before entering into a contract, the Town must verify that the entity is not suspended or debarred or otherwise excluded from participating in the transaction. This is done through verifying the vendor is not on a listing from SAM.gov. We will have this as a federal program internal control finding/recommendation this year (it's been a fairly common finding across the State). Even though the vendors were not checked, our sample did not pull any vendors which were on the suspended/debarred list, so the Town was in compliance, just without the internal control procedure to double check. Regarding the Bonds and Capital Items, the audit team stated that is something still on their to-do list. Sean also stated he anticipate we'll still have similar recommendations for the general ledger adjustments (we still needed to propose a large number of accrual-based entries) and for the encumbrances (there are still open Purchase Orders of roughly \$500 for FY2020, \$75,900 from FY2021, \$43,600 from FY2022, and \$447,150 from FY2023.) There's also an encumbrance to a payroll line of \$31,809 in FY2024.

**5) Charter Revision input from Board of Finance**

This will be a topic for the November meeting

**NEW BUSINESS**

**Date for next Joint Board of Finance/Board of Selectmen meeting.**

Major topics is to discuss the upcoming budget and its process, any open items from the October Joint Meeting and the audit results, if available. Request to Barbara to set up either November 6th or 7th at 7:30.

**ADJOURNMENT**

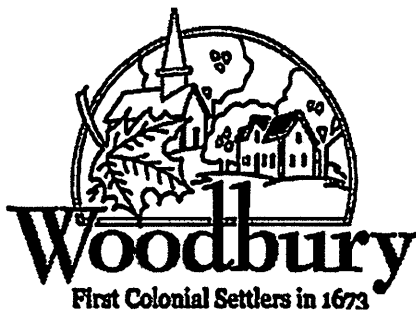
Meeting adjourned at 8:33 P.M.

Respectfully Submitted,

*Edward S. De Cortin*

Clerk, Board of Finance

RECEIVED & FILED  
IN WOODBURY, CT  
This 5<sup>th</sup> day of Nov 2024  
at 9:18 o'clock PM  
*Maria M. Mancini*  
Town Clerk



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## **Fiscal Policy 005: Investment Policy**

### **Policy Statement**

The Investment Policy of the Town of Woodbury is meant to ensure Town funds are handled with the highest public trust. Investments shall be made in a manner which will optimize both the safety of the principal invested, liquidity and the return on investment. Policy limits and diversification of the portfolio are established to protect liquidity for daily cash flow needs. While achieving a higher rate of return is secondary to the requirements for safety and liquidity, there should be a balance of the risk and return.

### **Conditions:**

The investment of Town funds shall conform with federal, state and other legal requirements.

### **Guidance:**

#### **1. Scope:**

This Investment Policy applies to the investment and management of all the funds under direct authority of the Town.

Funds that are not under the direct authority of the Town will be managed in accordance with the Investment Policy established for each specific fund. Examples of these types of funds are funds managed by the Town Trustees and funds managed by the Retirement & Pension Board.

The Town will consolidate all funds except for cash in certain restricted and special funds, and investment income shall be allocated to the general fund. Bank statements should be reconciled on a monthly basis with the interest credited as earned.

#### **2. Prudence:**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own

affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The Fiscal Officer, and all those with delegated investment authority under Connecticut State Statutes, when acting in accordance with this Policy and the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio.

The “prudent person standard” is a legal and financial principle used to assess whether an individual's actions in managing another person's assets (such as in a fiduciary role) are appropriate and reasonable. According to this standard, a person is expected to act with the care, diligence, and good judgment that a prudent person would exercise in managing their own affairs, especially in similar circumstances. The fiduciary must manage assets with the level of care that a prudent individual would take in managing their own property. The person's decisions are judged based on what a reasonable person would do, rather than their personal level of expertise or judgment. The fiduciary should avoid unnecessary risks and ensure a balanced and diversified investment strategy to protect the assets.

### **3. Objectives:**

The objective of the Town’s investment and cash management program will ensure the safety, liquidity and yield on the funds available for investment. These objectives require all available funds are immediately and continuously invested at the most reasonable market rates obtainable at the time of investment. The Town shall seek to attain market rates of return on its investments, consistent with constraints imposed by its primary objectives (as listed below), cash flow considerations and any laws that restrict the investment of public funds.

The primary objectives, in priority order, of the Town’s investment actions shall be:

#### **a. Safety:**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and protection of principal in the overall portfolio. This will be achieved by mitigating credit risk and interest rate risk.

- i. Credit Risk: The Town will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
  - Limiting investments to the safest types of securities (highest quality, creditworthiness).

- Diversifying the investment portfolio by maturity and issuer so that potential losses on individual securities will be minimized.
- ii. Interest Rate Risk: The Town will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
  - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

b. **Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is assured through sufficient distribution of funds in highly liquid investments. The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

c. **Yield:**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above, however, reasonable yield must be balanced with minimizing risks. The investments authorized by this Policy are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

4. **Investment Authority:**

Connecticut State Statutes establishes the investment authority for the Town, and the Fiscal Officer is responsible for the daily investment management decisions and activities. The Fiscal Officer, on an annual basis, shall prepare a report of previous and current positions, investment activity and rationale for changes of the Town's investment funds. The Board of Finance will review this report for reasonableness and adherence to this Policy and make recommendations to the Fiscal Officer for consideration.

## **5. Ethics and Conflict of Interest:**

Those having investment authority for the Town shall refrain from personal business activity that could impair, or create the appearance of an impairment of, their ability to make impartial investment decisions. They shall disclose, as part of the annual audit disclosure process, any material financial interests in financial institutions that conduct business with the Town, and shall further disclose any material personal financial/investment positions that could be related to the performance of the Town's portfolio.

Those having investment authority for the Town shall comply with all applicable laws, regulations, professional codes of responsibilities and Town policies and shall also refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

## **6. Authorized and Suitable Investments:**

All investments shall be made in accordance with Connecticut General Statutes Sections 7-400-402 (as amended). Only the following types of securities and transactions shall be eligible for use by the Town:

- a. U.S. Treasury bills, notes and bonds.
- b. Federal Agency debentures, discount notes, callable and step-up securities, or those issued by the Government National Mortgage Association (GNMA), Federal Home Loan Banks (FHLB), Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), and Federal Home Loan Mortgage Corporation (FHLMC) and any other agency of the United States Government.
- c. Time Certificates of Deposit issued by a qualified public depository as defined in Connecticut General Statutes Section 36a-330 that are fully insured or collateralized.
- d. Money Market Mutual Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) maintain a constant daily net asset value per share of \$1.00; (3) limit assets of the fund to the securities described in a, b, and c above and repurchase agreements collateralized by such securities; and (4) have a maximum stated maturity and weighted average maturity in accordance with Federal Securities Regulation 2a-7.
- e. Investment Pools that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) maintain a constant daily net asset value per share of \$1.00; (3) limit assets of the fund to the securities described in 1, 2 and 3 above and repurchase agreements collateralized by such securities; and (4) have a custodian that is a



bank as defined by Connecticut General Statutes Section 36a- 2, or an out-of-state bank, as defined in said section, having one or more branches in Connecticut.

f. State Treasurer's Investment Fund (STIF).

**7. Diversification:**

Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity or specific issuer. The asset allocation in the portfolio should, however, be flexible depending upon the outlook for the economy, the securities market, and the Town's anticipated cash flow needs.

**8. Maximum Maturities:**

To the extent possible, the Town will try to match its investments with anticipated cash flow requirements. The average weighted maturity of all investments exceeding two (2) years shall not be more than five (5) years and no more than 25% of the dollar value of those investments may exceed five (5) years in duration.

**9. Internal Controls:**

The Fiscal Officer shall ensure that there are appropriate internal controls for the Town's cash management processes, and that these controls are fully documented and followed. These controls shall be designed to prevent losses of public funds arising from fraud, employee error, third-party misrepresentation, or imprudent actions by employees and officers of the Town. As part of the internal controls, it is expected that an annual statement of disclosure highlighting any conflicts of interest is signed by each individual that is involved in the cash management process. The internal control procedures shall be reviewed annually by the Town's independent auditors.

**10. Performance Standards:**

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, considering the Town's investment risk constraints and cash flow needs. The standard benchmark for determining whether market yields are being achieved for short to intermediate-term investment portfolios will be the yields of the State Treasurer's Investment Fund (STIF).

**11. Investment of Bond Proceeds:**

The proceeds of bonds and notes issued by the Town shall be invested in accordance with the terms and conditions of any tax regulatory agreements and tax compliance certificates governing the application of such proceeds.

**12. Reporting:**

The performance of investments (APR) should be reported monthly to the Board of Finance. Here is a sample of the reporting format. Note this is only an example and may be changed based on the requirements of the Board.

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
Town								
Performance	5.42%	5.44%	5.43%	5.43%	5.42%	5.42%	5.44%	5.41%
STIF								
Performance	5.44%	5.44%	5.44%	5.43%	5.43%	5.43%	5.43%	5.41%

**13. Investment Policy Adoption:**

This Policy shall be adopted by the Board of Finance and reviewed annually. Any modifications to the Policy shall be approved by the Board of Finance.

**Edit History**

Initial Policy Approved Oct 16, 2024

## Edward DeCortin

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**From:** Edmond McGrath  
**Sent:** Tuesday, October 15, 2024 3:52 PM  
**To:** Barbara Perkinson  
**Cc:** Deb Carlton; Edward DeCortin  
**Subject:** Building Maintainer's Summary 08-10-2024 thru 10-15-2024

Hi Barbara, below is the list of items worked on since 8/10/24. Please let me know if you have any questions.

Thanks.

Ed

### **Capital Project updates:**

#### **Public Works:**

- Metal Roof Painting/sealing – Completed on 9/24/24.

#### **Police:**

- Front Door/Security upgrade – Interior work scheduled to begin on 10/21/2024. Exterior supplies ordered and deposit has been paid.
- Building Dehumidifier – Submitted request to Selectman to have allocated Police Department LoCIP funds moved from Dehumidifier project to Security Upgrade project. Request will go before BOF on 10/16.

#### **Finance/Admin:**

- Shove Building Exterior painting – Painting in progress - ¾ complete.
- Shove roof and gutter project – Asphalt shingles completed on 10/05. Waiting on flat roof membrane start date. Gutters have been removed. Gutter reinstallation can be competed after flat Roof membrane installation.
- Accounting HVAC Air handler and condensing unit replacement – Supplies ordered and delivered to site. Installation will start after exterior painting project is completed.
- Old Town Hall Renovate Bathrooms – Automatic door openers to be installed on 10/22. Electrical to be competed on 10/22. Refinish hard wood flooring scheduled for 11/21 & 11/22. Building will be closed on 11/23 & 11/24.
- Scheduled to meet plumber for quote on 10/16. Architect scheduled to state modification paperwork and supply ADA requirement documentation paperwork. Working with Engineer to review existing HVAC plans and spec out sizing for replacement equipment.
- All Town Building roof inspection – Quote received. Will schedule work for end of October beginning of November timeframe. Waiting for remaining leaves to fall.

#### **Library:**

- Replacement skylights installed on 10/6. Asphalt roof needs to be replaced. Plywood decking feels spongy in several places. Quote to address roof issues will be obtained for capital request 2025/2026.

#### **Senior Center:**

- Audio/Visual Upgrade – Bid has been awarded and will Senior Center Director will schedule work to be competed Jan/Feb 2025.
- Working with Engineer to review existing HVAC plans and spec out sizing for replacement equipment.

**Fire Department (Hotchkissville):**

- Exterior painting – Completed 8/17
- Roof and gutter project – Roof 9/25 completed Gutters completed 10/8.
- Interior painting will be scheduled for November.

**Parks and Rec House:**

- Electrical Demo completed 10/8.
- Carpentry started 10/14 and scheduled be completed by 11/19. Painted will follow when construction is completed.

**Security Camera Project:**

- Boyd Building Competed
- Shove Building Completed 8/26
- Senior Center Basement Scheduled for 10/21

**Maintenance work (8/10/24 – 10/15/24)**

**Firehouse - Hotchkissville**

- N/A

**Animal Control**

- Complete water piping for washing machine and tankless water heater.

**Senior Center**

- Relocate TV bracket in exercise room. Coordinate electrician to move cable and electrical wiring. Tape holes in wall and ready for painting.

**Boyd**

- N/A

**Library**

- Install child gates by children circulation desk.

**Police Station**

- See capital projects

**Shove**

- Test electrical outlets in Registrar Office.
- Reinstall Roof Siren. Coordinate electrician to rewire roof siren with on/off switch.

**Public Works**

- Scheduled contractor - gutter replacement and soffit siding fix on electronics recycle shed. Work completed 8/12.

**Parks and Rec**

- Replace front door and basement door locks.

**Administrative Activities**

- Review and approve custodial timesheets.
- Attend PBC meeting.

- Attend monthly department head meeting.
- Coordinate raising and lowering of flags based off Governor's directive.
- Provide coverage for custodial PTO
- Coordinate Fire extinguisher inspection in town buildings.
- Attend Timesheet training.
- Create inventory checklist template for Selectmen and Department Heads.