

Woodstock Board of Finance Minutes

Tuesday, December 14, 2021

7:00 pm

Woodstock Town Hall Room 1

Regular Meeting

1. **Call to order:** Chairman Michael Dougherty called meeting to order at 7:00 pm

2. **Roll Call**

- a. **Members Present:** Michael Dougherty (Chairman)
Michael Bernardi
Frederick Chmura
David Fortin
Jeffrey Kelleher
Michele Woz
Julie Marcotte, Alternate
Asa Scranton (arrival at 7:05 pm)
- b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Woodstock Public Schools Business Manager Janice Thurlow, Selectwoman Charlene Perkins Cutler, Recording Secretary Amy Monahan and BOE member Sonia Greene.
- c. **Noted for the Record:** Quorum

3. **Seat Alternate if Necessary:** N/A

4. **Approval of Minutes from November 9, 2021 Regular Meeting**

- a. Michael Bernardi made a ***Motion** to approve the Minutes from November 9, 2021 Regular Meeting as presented. ***Seconded** by Frederick Chmura.
 - i. In reference to item # 7, topic C- it was noted for the record that Dave Fortin made the motion to fill Republican Seat with Michele Woz as Full Board Member (not Michael Bernardi) and that Michael Bernardi was the board member that seconded the motion (not Michael Dougherty).
***Motion with Amendment passed unanimously.**
- b. At the November 9, 2021 meeting, corrections to the minutes of September 14, 2021 meeting were noted. The commission recommends changing the following
 - i. Change the title of Janice Thurlow from “WA Finance Director” to “Woodstock Public Schools Business Manager”
 - ii. Item 6.c.i – Change “Woodstock Academy provided assessment documents” to “Woodstock Public Schools Business Manager, Janice Thurlow provided assessment documents”
 - iii. Item 8.a – Change from “Dave Richardson noted Section 7.364 states that CNR must be ‘specific’ and that the Tree Removal and Woodstock Academy topics do not meet the

Woodstock Board of Finance Minutes

requirements of 'specific'." To "Dave Richardson read part of the Section 7.364 Statute to the Board of Finance that referenced usage of CNR funds."

5. Public Comment

- a. None

Chairman Michael Dougherty requested a motion to add the discussion funds for acoustic renovations for Town Hall Room 1 and Room A as and agenda item under New Business.

David Fortin made a ***Motion** to add discussion of funds for acoustics upgrades in Town Hall Room 1 and Town Hall Room A as Agenda Item 7B. ***Seconded** by Michele Woz. The ***motion passed unanimously**.

6. Old Business

- a. Update on State
 - i. Nothing to Report
- b. Update on Local Bridge Project
 - i. Director of Finance Karen Fitzpatrick reported that the bridge project is now in the financing process. She has reached out to the town financial advisors and will move forward in the finance process according to advisor's recommendations.
 - ii. The next step is to get approval at the January 6, 2022 Board of Selectmen meeting for the project to go out to bid.
 - iii. First Selectman Jay Swan expects construction to begin in late spring.
- c. Update on Woodstock Academy CNR Request
 - i. Finance Director Karen Fitzpatrick and Woodstock Public Schools Business Manager Janice Thurlow have no new updates.
 - ii. David Fortin asked for clarification from the board members that they are satisfied with the information provided for the Woodstock Academy CNR request. The members of the Board of Finance agree that they are satisfied with documents provided by Woodstock Academy and the Board of Education.
 - iii. Chairman Michael Dougherty made a ***Motion** to recommend that the Board of Selectmen warn of a town meeting to address the issue of expenditure of CNR funds in the amount of \$222,343 and also the transfer of \$300,000 from the General Fund to CNR undesignated. ***Seconded** by Michael Bernardi. ***The motion passed unanimously**.
- d. Update on American Rescue Plan Act
 - i. The list of immediate public safety project ideas to be completed with ARPA funds be will be presented at the Board of Selectmen meeting on Thursday, December 16, 2021.
 - ii. Requests have been published for residents to submit project ideas for the ARPA funds by December 31, 2021.
 - iii. There will be a second calculation of revenue loss based on FY 2020 revenues done by the auditor after December 2021.

Woodstock Board of Finance Minutes

- e. FY 22 General Government Budget Update
 - i. First Selectman Jay Swan informed the Board of Finance that requests have gone out to all vendors and town departments to get budgets in for review and that he has requested 0% increases from town departments.
- f. Approve BOF Revised 2022 Meeting Calendar
 - i. David Fortin made a ***Motion** to accept the revised calendar dated December 14, 2021 as presented. ***Seconded** by Jeffrey Kelleher. ***The motion passed unanimously.**
- g. Quarterly Reports Ending 09/30/2021 (BOE)
 - i. No concerns found with any accounts at this time.

7. New Business

- a. Election of Officers
 - i. David Fortin made a ***Motion** to nominate Michael Dougherty as Chairman of the Board of Finance for the upcoming term. ***Seconded** by Michael Bernardi. ***The motion passed unanimously** with Michael Dougherty abstaining.
 - ii. Michael Dougherty made a ***Motion** to nominate Frederick Chmura as Vice Chairman of the Board of Finance for the upcoming term. ***Seconded** by Jeffery Kelleher. ***The motion passed unanimously** with Frederick Chmura abstaining.
 - iii. Jeffery Kelleher made a ***Motion** to nominate David Fortin as Clerk of the Board of Finance for the upcoming term. ***Seconded** by Frederick Chmura. ***The motion passed unanimously** with David Fortin abstaining.
- b. Acoustics in Room 1 and Room A of Town Hall
 - i. Director of Finance Karen Fitzpatrick provided the Board of Finance with a proposal for acoustic repairs in Room 1 and Room A of the Town hall.
 - 1. The issue with acoustics needs to be addressed in 2 phases. The first is to upgrade the acoustics of the room and the second is to deal with the equipment upgrades as needed. Upgrades taking place now will avoid future price increases.
 - 2. Appropriation of funds from the contingency funds will allow the upgrades to take place with the current proposal price of \$10,711. This price will increase 7% on January 01, 2022.
 - ii. Frederick Chmura made a ***Motion** to authorize spending up to \$12,000 from the contingency fund for the acoustics upgrade in Room 1 and Room A of the Town Hall. ***Seconded** by David Fortin. ***The Motion Passed Unanimously.**

8. Public Comment

- a. None

9. Other From Board

- a. None

10. Correspondence & Announcements

- a. The next Board of Finance Meeting will be held on Tuesday, January 11, 2022 at 7:00 pm.

Woodstock Board of Finance Minutes

11. Adjournment

- a. Michelle Woz made a ***Motion to Adjourn**. ***Seconded** by Jeffery Kelleher. ***The Motion Passed Unanimously**. Meeting Adjourned at 7:56 pm.

Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Board of Finance. Please refer to next month's meeting for approval/amendments.