

# Woodstock Board of Finance Minutes

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Tuesday, April 12, 2022

7:00 pm

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  
David Fortin  
Fred Chmura  
Jeffrey Kelleher  
Philip Parizeau, Alternate  
Julie Marcotte, Alternate  
Michele Woz  
Asa Scranton, Alternate
  - b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Selectwoman Charlene Perkins Cutler, Tax Collector Linda Bernardi, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Victor Toth, Members of the public including Woody Durst & Paula Wilmot, Recording Secretary Amy Monahan.
  - c. **Noted for the Record:** Quorum
3. **Seat Alternate if Necessary:**
  - a. N/A
4. **Approve minutes from March 22, 2022 Regular Meeting, April 5, 2022 Public Hearing and April 5, 2022 Special Meeting**
  - a. David Fortin made a **\*Motion** to approve the Minutes from March 22, 2022 Regular Meeting as presented. **\*Seconded** by Michele Woz. **\*The Motion Passed Unanimously.**
  - b. Fred Chmura made a **\*Motion** to approve the Minutes from April 5, 2022 Public Hearing as presented. **\*Seconded** by Jeffery Kelleher. **\*The Motion Carries** with one abstention (Fortin).
  - c. Michael Bernardi made a **\*Motion** to approve the Minutes from April 5, 2022 Special Meeting as presented. **\*Seconded** by Michele Woz. **\*The Motion Passed Carries** with one abstention (Fortin).
5. **Public Comment**
  - a. None
6. **Old Business**
  - a. Update on State
    - i. No update at this time

# Woodstock Board of Finance Minutes

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- b. Update on Local Bridge Project
  - i. The Town of Woodstock is currently waiting for a deed of easement on the Peake Brooke property to be signed. The County Road culvert and the Peake Brook bridge will soon go out to bid and hope to be completed this summer. The Town of Woodstock plans to obtain financing for bridge projects in June.
- c. Update on American Rescue Plan Act
  - i. Karen Fitzpatrick stated that \$58,473 has been spent from ARPA funds to date and that the Board of Finance was given and expenditure report to review.
  - ii. There was a discussion about administrative fees paid to town employees and the role of the Town Treasurer in the ARPA program. It was clarified that town employees are paid administrative fees for hours spent on ARPA program in lieu of hiring an outside administrator for the program. It was also clarified that the Town Treasurer does not have specific role in ARPA program as his job does not include administrative duties in government programs.
  - iii. The second installment of ARPA funding is expected to arrive in June. At that time, the Board of Selectmen will start the fund allocation process. Any suggestions for use of ARPA funds should be sent to designated email ([arpa2021@woodstockct.gov](mailto:arpa2021@woodstockct.gov)) for consideration.
  - iv. The Board of Selectmen approved two additional expenditures to be added to the Phase 1 projects under ARPA. The items added are Dive Team Equipment in the amount of \$9,510 and the purchase of a SUV to replace the current town inspection vehicle in the amount not to exceed \$30,000. The proposed purchase of dive equipment would bring dive team gear to safety standards and allow it to be compatible with the Tolland dive team. The current town inspection vehicle has high mileage and excessive rot to the point of being unsafe to drive. The plan is to replace the vehicle with a quality low mile SUV.
    - 1. David Fortin made a **\*Motion** to revise the original appropriation amount of Phase 1 ARPA expenditures from \$1,085,000 to \$1,124,510 as presented to the Board of Finance on April 12, 2022. **\*Seconded** by Jeffery Kelleher. **\*The motion passed unanimously.**
- d. FY 22 General Government Budget Update
  - i. Nothing new at this time- Karen Fitzpatrick did note that the Highway Budget is still a concern that is being monitored.
- e. Update on 2021 Grand List
  - i. No update at this time – waiting on the Board of Assessment Appeals decisions.

## 7. New Business

- a. Suspense List-Tax Collector
  - i. Tax Collector Linda Bernardi explained what the Suspense List is and how it is determined. The current Suspense List for 2022 totals \$16,538.38 and has been submitted to the Board of Finance members for review.
  - ii. Dave Fortin made a **\*Motion** to approve the 2022 Suspense List as presented in total amount of \$16,538.38. **\* Seconded** by Fred Chmura. **\*The motion passed unanimously.**
- b. Quarterly Reports ending March 31, 2022
  - i. The General Budget quarterly report was reviewed with no concerns from the Finance Director or the Board of Finance. The only notable downfall in the report was the low interest rates earned.
  - ii. The Board of Education quarterly report was reviewed with the only concern being the fuel budget has been exceeded between heating and transportation fuel cost increases.
- c. Appoint Auditor
  - i. It was noted that the Town of Woodstock is under contract with the current Auditor for the remainder of 2022 and that RFP's would be needed in order to change Auditors. The Board of

# Woodstock Board of Finance Minutes

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finance feels that it is time to change auditors and that a new auditor will be appointed next year when the current contract has expired.

- ii. Michele Woz made a **\*Motion** to appoint Mahoney and Sable as auditor for the Town of Woodstock for the current year. **\*Seconded** by Michael Bernardi. **The motion passed unanimously.**
- d. BOE Non-Lapsing Transfer Request
  - i. Jeffery Kelleher made a **\*Motion** to transfer remaining balance of \$2,146.75 to the Nonlapsing Account. **\*Seconded** by Michael Bernardi. **The motion passed unanimously.**
- e. BOE Health Reserve Fund Request
  - i. Michele Woz made a **\*Motion** to approve the request of the Board of Education to transfer \$162,000 and any accrued interest earned from the Towns Health Reserve Fund to the Board of Education Fund. **\*Seconded** by Jeffery Kelleher. **The motion passed unanimously.**

## 8. Public Comment

- a. Paula Wilmot asked for clarification with the funds allotted to the Board of Education from the ARPA program. Karen Fitzpatrick explained that the Board of Education got its own allotment of ARPA funding which was used for Education items of their choice and that the Town of Woodstock General Government got a separate allotment of ARPA funding.

## 9. Other From Board

- a. David Fortin shared budget allocations from the General Budget to the Board of Education including the \$112,000 transferred annually to the School Roof fund and the Woodstock Academy Assessment in the amount of \$700,000 contributed. Dave shared this information as reference for Paula Wilmot and others about the contribution of the General Government to the Education Budget.
- b. Michele Woz suggested that a Tri-Board Meeting be held in the fall before the start of budget season in order to address challenges in the upcoming Fiscal Year. Michael Dougherty will address this idea in the June meeting.

## 10. Correspondence & Announcements

- a. The Annual Town Meeting is scheduled for Tuesday, May 3, 2022 at 7pm
- b. The Town Referendum is scheduled for Tuesday, May 10, 2022 from noon to 8:00 pm
- c. The next Board of Finance Meeting will be held on May 10, 2022 at 8:00 pm, immediately following the town referendum.

## 11. Adjournment

- a. Jeffery Kelleher made a **\*Motion to Adjourn**. **\*Seconded** by Michael Bernardi. **\*The Motion Passed Unanimously.** Meeting Adjourned at 8:15 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.