

**Woodstock Board of Finance  
Regular Meeting  
Tuesday, March 23, 2021 – 7:00 pm**  
**In accordance with Governor Lamont’s Executive Orders and social distancing guidelines  
recommended by the CDC, members of the Board of Finance participated in the meeting via ZOOM online.**

**MINUTES**

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

2. **Roll Call:**

Michael Dougherty (Present)

David Fortin (Present)

Roy Bradrick, Jr. (Present)

Frederick Chmura (Present)

Jeffrey Kelleher (Present)

Barry Shead (Alternate) (Present)

Charlene Perkins Cutler (Alternate) (Present)

**Excused:** Michele Woz, Michael Bernardi

**Noted for the Record:** Quorum

**Others Present:** Karen Fitzpatrick, First Selectman Jay Swan, Megan Bard-Morse, Janice Thurlow, Victor Toth, Members of the Public

3. **Seat Alternate if Necessary:** Barry Shead was seated in Michael Bernardi’s absence.

**Approve Minutes from March 9, 2021 Regular Meeting:** One correction was requested under Correspondence & Announcements, as follows: “M. Dougherty \*reminded the BOF that members are required to attend an update of the FOI Act training...” Replace the word “required” with “requested.”

**Motion** was made by Jeffrey Kelleher, and **Seconded** by Frederick Chmura, to **Approve** the March 9, 2021 Regular Meeting minutes as amended. **Motion Carried Unanimously.**

4. **Public Comment Instructions:** Chairman Dougherty briefly reviewed the rules and regulations associated with the Governor’s Executive Orders relative to conducting meetings via Zoom Online during COVID-19.

6. **Old Business:**

a) **Update on State Budget:** Karen Fitzpatrick stated she is waiting to hear back from the American Rescue Plan regarding potential grant funding, spread over two years, indicating preliminary figures of \$775,000 for the Town and \$1.3M for the Board of Education.

b) **Update on Local Bridge Project:** Karen Fitzpatrick shared her conversation with the town financial advisor relative to bond options for this project.

c) **Update on Request for Town Hall Emergency Expenditure:** First Selectman Swan had no updates on the town hall heating system at this time. He stated the town hall renovations to the lobby area are complete.

d) **Update on Governor’s Executive Orders:** First Selectman Swan stated some of the Governor’s executive orders will expire on April 19<sup>th</sup> and others may be extended, but confirmation on specific orders and their timelines are uncertain at this time. Mr. Swan will report back as more information becomes available.

7. **New Business:**

a) **FY 22 Combined Budget Presentations:** First Selectman Jay Swan presented the general government budget, which was distributed to the Board of Finance prior to its meeting. Mr. Swan detailed the overall

significant increases, some of which included salary increases and new hires by department, insurance/benefits, fire protection, public safety, highway and public health, recreation, and welfare. Overall significant decreases included staffing adjustments, environmental expenses, and redemption of debt. The total overall budget proposal represented an increase of \$268,382 or approximately 5% over FY 20-21. Mr. Swan answered received comments and responded to questions from BOF members.

Janice Thurlow presented the Board of Education budget proposal. Ms. Thurlow shared some significant increases, which included associated costs for three new staff positions, Woodstock Academy education, the Elementary and Middle Schools, Special Education, Health Insurance from CT Partnership, Transportation, and Maintenance. The proposed overall budget reflected an increase of \$1,492,290 or 7.77% over last year. Ms. Thurlow responded to questions and received comments from BOF members. Mr. Bradrick shared concerns regarding both budget proposals. Ms. Fitzpatrick, Mr. Swan and Ms. Bard-Morse responded to those concerns.

- b) FY 22-26 Combined Five-Year Capital Plan Presentations:** The Five-Year Capital Plans were provided to BOF members prior to the meeting. First Selectman Swan stated the Town of Woodstock Capital Improvement Plan reflects a total of \$9,402,800. He briefly highlighted some of the projects within the five-year plan. There were no comments or questions from BOF members.

Victor Toth outlined the Board of Education's Five-Year Capital Plan reflecting a total of \$3.6 million. Based on discussion during the last BOF meeting, the BOE will be changing the terminology of one project on the plan from Woodstock Education Funding to Woodstock Academy Capital Cost. He further shared the need to address the Woodstock Middle School HVAC system, which requires updating due to its age. Mr. Toth received comments and responded to questions from BOF members. He confirmed the BOE will remove the remaining four years of projected costs for the Woodstock Education Funding line item. The BOE will provide to the BOF a copy of Woodstock Academy's letter requesting the capital funding for the upcoming year. Mr. Toth stated the BOE is currently in contract negotiations with WA.

- c) Estimated Revenues:** A draft of revenues was included in the meeting packets. Karen Fitzpatrick stated more definitive numbers will be forthcoming.
- d) Prop 46 Calculation:** Karen Fitzpatrick shared the draft Prop 46 calculation. She explained how the figure is calculated and highlighted certain areas within the draft report. The total allowable increase reflected \$664,779, and the maximum allowable budget cannot exceed \$25,307,716. Ms. Fitzpatrick and Ms. Thurlow responded to questions from BOF members.
- e) Warn a Public Hearing:** A public hearing is scheduled for April 6, 2021, at 7 pm, at the Woodstock Middle School. Participants may attend via Zoom online or in person. The public hearing notice is as follows:

The Board of Finance of the Town of Woodstock will hold a Hybrid Public Hearing at the Woodstock Middle School on Tuesday, April 6, 2021 at 7:00 p.m. in accordance with section 7-344 of the Connecticut General Statutes.

Itemized estimates of the expenditures of the Board of Selectmen and the Board of Education will be presented and the Board of Finance will hear all persons who wish to be heard in regards to any appropriation which they are desirous that the Board of Finance shall recommend or reject for the fiscal year ending June 30, 2022.

Dated at Woodstock, CT. this 16th day of March 2021.

Michael Dougherty, Chairman Woodstock Board of Finance

**8. Public Comments:** There were no comments from the public.

9. **Other from Board:** David Fortin thanked First Selectman Swan and the BOS for the summary of overall significant increases/decreases to the proposed budget. Chairman Dougherty clarified the public hearing logistics and protocol, which will be held in the Middle School gym. Those who cannot attend the in-person public hearing may participate via Zoom online, details of which can be found on the Town of Woodstock website. The job descriptions for the Treasurer and Finance Director, as well as comments from the town attorney regarding the changes, will be shared with BOF members. Chairman Dougherty stated the BOE will be notified on firm budget numbers after the April 13, 2021 BOF meeting.
10. **Correspondence & Announcements:** Chairman Dougherty stated the public hearing is scheduled for April 6, 2021, at 7 pm, at the Woodstock Middle School gym. The final budget will be set at the BOF meeting scheduled for April 13, 2021, at 7 pm.
11. **Adjournment: Motion** was made by Jeffrey Kelleher, and **Seconded** by David Fortin, to **Adjourn. Motion Carried Unanimously.** The meeting adjourned at 8:21 pm.

The recording of this meeting can be found here: <https://www.youtube.com/watch?v=JExV9Ou36OY&t=737s>

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