

Woodstock Board of Finance Minutes

Tuesday, June 14, 2022

7:00 pm

Town Hall Room A

Regular Meeting

1. **Call to order:** Chairman Michael Dougherty called meeting to order at 7:02 pm

2. **Roll Call**

- a. **Members Present:** Michael Dougherty (Chairman)
David Fortin
Fred Chmura
Michele Woz
Julie Marcotte, Alternate
Asa Scranton, Alternate

Members Absent: Michael Bernardi (excused), Jeffrey Kelleher, Philip Parizeau (excused)

- b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Barry Shead
c. **Noted for the Record:** Quorum

3. **Seat Alternate if Necessary:**

- a. Mike Bernardi requested that Julie Marcotte be seated for him in his absence.
b. Dave Fortin made a ***Motion** to seat Asa Scranton for Jeffery Kelleher. ***Seconded** by Fred Chmura.
***Motion passed unanimously.**

4. **Approve Minutes**

- a. April 12, 2022 Regular Meeting
i. Fred Chmura made a ***Motion** to approve April 12, 2022 minutes as presented. ***Seconded** by Michele Woz. ***Motion passed unanimously.**
- b. May 10, 2022 Special Meeting
i. Dave Fortin made a ***Motion** to approve May 10, 2022 minutes as presented. ***Seconded** by Michele Woz. ***Motion passed unanimously.**
- c. May 16, 2022 Special Meeting
i. Fred Chmura made a ***Motion** to approve May 16, 2022 minutes as presented. ***Seconded** by Michele Woz. ***Motion passed unanimously.**
- d. June 7, 2022 Special Meeting
i. Dave Fortin made a ***Motion** to approve June 7, 2022 minutes as presented. ***Seconded** by Michele Woz. ***Motion passed unanimously.**

5. **Public Comment**

- a. None

Woodstock Board of Finance Minutes

6. Old Business

- a. Update on State
 - i. Karen Fitzpatrick shared that the final numbers were received from the State of Connecticut and the FY 23 numbers were a match to Town of Woodstock numbers.
- b. Update on Local Bridge Projects
 - i. All of engineering materials, documents for easement on Chapman property and Eversource materials have been submitted to the DOT.
 - ii. Finance discussions have begun with the town financial advisor for project.
- c. Update on ARPA
 - i. Jay Swan commented on previous questions about the Town Treasurer and his role with ARPA. He stated that the job description and time commitment of the Treasurer at time of election did not include participation in the ARPA program. The Town Treasurer committed to the job description and time commitment at time of election and does not have additional time to commit to ARPA. Karen Fitzpatrick also noted that ARPA correspondence is addressed to and submitted by her office or First Selectman.
 - ii. Karen Fitzpatrick reviewed the choices of the Town of Woodstock not to hire outside firm to handle ARPA and the hours and responsibilities of the Finance Department in dealing with ARPA.
 - 1. Julie Marcotte asked if the ARPA salaries are for hours put in above and beyond the 35 hours already included in her job description. She would like to see actual hours spent on ARPA recorded and the documentation as to how to record them for reporting as they are an audit concern. Asa Scranton also feels it is beneficial to know who is spending time on ARPA and what they are doing in that time. Karen Fitzpatrick shared the report information presented and that it is available to the public.
 - 2. Michele Woz would like a formal description of time and duties of ARPA program be presented and documented showing separation of the ARPA program duties to avoid anyone being able to accuse town employees of abusing salary adjustments.
 - 3. Barry Shead reminded the Board that the Treasury position is a part time position. He commends Karen and the Finance Department for the work that they do with ARPA.
 - 4. Dave Fortin stated for the record that he feels no one on the Board of Finance is trying to criticize Karen Fitzpatrick or anyone for the dedicated hard work on the ARPA project. The Board of Finance is very happy with the work being done by the Finance Department.
 - iii. Karen Fitzpatrick updated the board on status of Phase 1 Funding Obligations.
 - 1. Updating Emergency Communications: \$500,000
 - a. All items have been ordered; some may take up to 1 year before delivery
 - 2. Purchase (12) Scott Self Contained Breathing Apparatus Devices for Bungay Fire Brigade to be compliant with WVFA and Muddy Brooke \$108,000
 - a. Completed on budget
 - 3. Tree Removal \$120,000
 - a. Ongoing projects as needed
 - 4. Town Hall HVAC Upgrade \$95,000

Woodstock Board of Finance Minutes

- a. Completed on budget
- 5. Reconstruction of Lebanon Hill Rd: \$125,000
 - a. Project has been started by town crew; paving will be at later date due to current asphalt pricing
- 6. Muddy Brook – Heavy Rescue Safety Equipment High Pressure Air Bag and Stabilizer Strut Replacement Project \$42,000
 - a. Parts have been ordered; delivery dates run into November
- 7. Town Administrative Costs: \$75,000
 - a. Ongoing throughout project
- 8. Materials and Supplies: \$20,000
 - a. Ongoing throughout project
- 9. Woodstock Dive Team Equipment: \$9,510
 - a. Ordered but not yet received
- 10. Sport Utility Vehicle for Town Business: \$30,000
 - a. Ordered with expected delivery in August
- iv. Karen Fitzpatrick shared the need for outdated servers to be updated in the town hall. She is requesting ARPA funds to assist in paying for the new servers purchase and system upgrades including a merger of systems between the Town Hall and Woodstock Public Schools as well as preparation to be able move data storage to “the cloud” at a later date. The total cost for this project is \$22, 883.14 and the Town of Woodstock has \$10,000 available to apply to the cost. The Town of Woodstock is requesting the additional \$12,883.14 be covered by Phase 1 ARPA funds.
 - 1. Dave Fortin made a ***Motion** to fund update of IT servers and related equipment for the Town Hall utilizing Phase 1 ARPA funds not to exceed \$15,000. ***Seconded** by Asa Scranton. ***The motion passed unanimously.**
- v. The Second installment of ARPA funds has not yet been distributed. The town will have to apply for the funds to transfer from the State of Connecticut when available.
- vi. Karen Fitzpatrick discussed some information received about field updates that would be considered in phase 2- preliminary prices for field updates are close to \$500,000 to be discussed at a later date. Any specific questions about ARPA projects can be emailed to Karen Fitzpatrick.
- d. FY 22 General Government Budget Update
 - i. There is \$573,000 remaining in current FY budget to date. Karen commented on items of concern including the following
 - 1. Increase in costs due to redistricting added \$1400 for new signage and \$3000 for mailing information to residents about district changes and the upcoming November Election.
 - 2. Town Hall repair installation of new gutters to address water damage in basement will cost approximately \$6,000
 - 3. Changes in employee status within Town Hall included part time employees becoming full time which increased benefit costs.
 - ii. The Town of Woodstock is still expecting a surplus at current FY end. The above mentioned items are for informational purposes.

Woodstock Board of Finance Minutes

7. New Business

Michael Dougherty made a ***Motion** to add Tax Abatement for Echo Farm as item a under new business. ***Seconded** by Michele Woz. ***The motion passed unanimously.**

- a. Tax Abatement for Echo Farm
 - i. Application has been reviewed and approved by Board of Selectmen.
 - 1. Asa Scranton made a ***Motion** to approve Tax Abatement for Echo Farm as presented. ***Seconded** by Michael Dougherty. ***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 September 13, 2022 at 7:00 pm.

11. Adjournment

- a. Asa Scranton made a ***Motion to Adjourn**. ***Seconded** by Michele Woz. ***The Motion Passed Unanimously.** Meeting Adjourned at 8:11 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.