

Woodstock Board of Finance Minutes

Tuesday, September 20, 2022

7:00 pm

Town Hall Room A

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)
David Fortin
Fred Chmura
Michele Woz
Jeffrey Kelleher
Philip Parizeau
Asa Scranton, Alternate
Julie Marcotte, Alternate

Members Absent: Michael Bernardi (excused)

- b. **Others Present:** First Selectman Jay Swan, Selectwoman Charlene Perkins Cutler, Finance Director Karen Fitzpatrick, David Richardson, Preston Shultz, Recording Secretary Amy Monahan
c. **Noted for the Record:** Quorum

3. **Seat Alternate if Necessary:**

- a. Dave Fortin made a ***Motion** to seat Philip Parizeau. ***Seconded** by Michael Dougherty. ***Motion passed unanimously.**

4. **Approve Minutes**

- a. June 14, 2022 Regular Meeting
i. Fred Chmura made a ***Motion** to approve June 14, 2022 minutes as presented. ***Seconded** by Philip Parizeau. ***Motion passed unanimously.**
- b. July 12, 2022 Special Meeting
i. Jeffrey Kelleher made a ***Motion** to approve July 12, 2022 minutes as presented. ***Seconded** by Fred Chmura. ***Motion passed unanimously.**

5. **Public Comment**

- a. None

6. **Old Business**

- a. Update on State
i. Karen Fitzpatrick shared that there is a possible 50/50 match State Grant that would be applicable to the School HVAC projects.
ii. No funding has been received as of yet for FY 23 from the State of Connecticut.

Woodstock Board of Finance Minutes

- b. Update on Local Bridge Projects
 - i. Karen Fitzpatrick shared that the bond for bridge projects has been obtained in the amount of \$2.5 million with term of 15 years and interest rate of 3.35% from Webster Bank.
 - ii. Jay Swan shared that the Town and engineer for project are waiting for state approvals before projects can move forward.
- c. Update on ARPA
 - i. Karen Fitzpatrick has distributed the current ARPA report to the Board of Finance for review. She shared that many projects have been completed with remaining funding placed back into the unassigned account and briefly reviewed status of the phase 1 projects.
 - ii. A portion of the Second installment of ARPA funds has been received. The Board of Selectmen will not discuss Phase 2 funding until all funds are received.
 - iii. Karen Fitzpatrick discussed an additional request from Bungay Fire Department for a replacement UTV. Jay Swan shared the information provided by Dave Elliot about the current machine needs which include new tires, battery replacement, possible starter replacement and suspension work. The Board of Selectmen approved spending up to \$20,000 for a replacement UTV at their last meeting. The new updated quote amount is \$21,806.92.
 - 1. Dave Fortin made a ***Motion** to approve purchase of UTV as presented with use the unexpended surplus ARPA funds from Phase 1 . ***Seconded** by Fred Chmura. ***The motion passed unanimously.**
- d. FY 22 General Government Budget Update
 - i. There is remaining balance of \$169,192.51 in the General government FY 22 budget pending audit.
- e. Update on Woodstock Academy Assessment
 - i. No representative for the Board of education was in attendance. Janice shared via email with Karen Fitzpatrick that she does not have any information to update about the Woodstock Academy Assessment.
- f. Update on FY 22 BOE Fuel Cost
 - i. There is no update available at this time.
 - 1. Karen Fitzpatrick shared that there is a discrepancy between Board of Education and General Budget numbers and it will be addressed by the auditor. Mike Dougherty stated that any overage in the BOE budget would be returned to the General Budget.

7. New Business

- a. Quarterly Reports Ending June 30, 2022
 - i. There were no concerns with reports submitted to the Board of Finance for review.
- b. FY 22 Year End Transfers
 - i. The following Special Fund and CNR transfer requests were approved by the Board of Selectmen on September 1, 2022.
 - 1. \$3,355.00- Arboretum Special Fund Transfer
 - 2. \$750.00 – Quasset School Special Fund Transfer
 - 3. \$60,000.00 – CNR Account for Revaluation 2025
 - 4. \$105,087.51 – CNR Account for Upper Prospect Street Reclamation

Woodstock Board of Finance Minutes

- ii. Karen Fitzpatrick reviewed proposed transfers presented. There was a discussion about possible switch of companies to perform revaluation service and how a different option would benefit the town by all homes being revaluated together instead of partial town revaluation.
- iii. Fred Chmura made a ***Motion** to make FY 22 Year End Transfers as presented. *** Seconded** by Dave Fortin. ***The motion passed unanimously.**
- c. FY 23 General Government Budget Update
 - i. Karen Fitzpatrick share that there have already been employee changes made at the town hall. Karen wanted to note that changes in employee salaries and pensions are a need that may cause budget concerns. She also voiced concern with employees having to cover FMLA leaves and the need to hire temporary workers for assisting in departments to be adequately staffed. Another concern is the tire budget at the highway department as it is already over budget. Charlene Perkins Cutler noted that certification requirements often impact salaries and employee concerns at the Town Hall. There was a discussion started by Michele Woz about the benefits of regionalization. Karen Fitzpatrick also briefly discussed impact of pensions on the Town of Woodstock Budget.
- d. FY 23 Board of Education Budget Update
 - i. No update at this time.

8. Public Comment

- a. Dave Richardson talked about documents being available to public at meeting and the lack of them making it hard to follow along with discussions. He feels there was a 10-2-22 violation according to the discussion tonight. He noted that any transfer over \$20,000 must go to a town meeting.
- b. Preston Shultz questioned the tire budget issue at the Highway Department and voiced concern with the number of trucks and duplicate equipment at the Highway Department.
 - i. It was noted that these concerns should be addressed when Director of Public Works is available to participate.

9. Other From Board

- a. Dave Fortin asked about Capital Assessment and timing concerns with payments. Michele Woz stated that timing concerns are between the Board of Education and the Woodstock Academy. Dave Fortin feels that the information should be available for decision making by the BOF.
- b. Jay Swan asked the Board of Finance how they feel about tri-board meetings. Mike D stated that tri-board meetings have not been a benefit in the past and that BOF meetings have been set up to get regular updates from all players.

10. Correspondence & Announcements

- a. The next Board of Finance Meeting will be held on November 15, 2022 at 7:00 pm.

11. Adjournment

- a. Michele Woz made a ***Motion to Adjourn**. ***Seconded** by Jeffery Kelleher. ***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.