

Woodstock Board of Finance Minutes

Tuesday, November 15, 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)
David Fortin
Fred Chmura
Michele Woz
Jeffrey Kelleher
Philip Parizeau
Michael Bernardi
Asa Scranton, Alternate
Julie Marcotte, Alternate
 - b. **Others Present:** First Selectman Jay Swan, Selectwoman Charlene Perkins Cutler, Finance Director Karen Fitzpatrick, Superintendent of Schools Victor Toth, Woodstock Public Schools Business Manager Janice Thurlow, Board of Education Chair Hans Frankhouser, Recording Secretary Amy Monahan
 - c. **Noted for the Record:** Quorum
3. **Seat Alternate if Necessary:**
 - a. N/A
4. **Approve Minutes**
 - a. September 20, 2022 Regular Meeting
 - i. Jeffrey Kelleher made a ***Motion** to approve September 20, 2022 minutes as presented.
***Seconded** by Michele Woz. ***Motion passed** with Bernardi abstaining.
5. **Public Comment**
 - a. None
6. **Old Business**
 - a. Update on State
 - i. Karen Fitzpatrick shared that \$103,257 has been received from the Revenue Share Grant to be used for general fund balance. The first payment of education cost share grant has also been received by the Town of Woodstock.
 - ii. Janice Thurlow shared that the State Grant Funding for HVAC upgrades previously mentioned was not obtained. That particular grant was limited to not include town share or ARPA funds matches and required a full plan project including building committee, feasibility study and accurate numbers as well as town approval all before a December 1st deadline. The Woodstock

Woodstock Board of Finance Minutes

Board of Education and many others could not meet these requirements. The plan is now to begin planning process to be ready for the next round of funding.

- b. Update on Local Bridge Projects
 - i. Jay Swan met with engineer last week to discuss how to push process ahead with the State of Connecticut. Karen Fitzpatrick noted that Peake Brooke was submitted to the State over 2 months ago and no word has been received. Hopkins and Butts Road projects are still in process to gather final information to submit to state. There are 4 additional bridges in town ready to be submitted for Federal funding. Estimated construction start dates for federal projects are April 2026.
- c. Update on ARPA
 - i. Karen Fitzpatrick has distributed the current phase 1 ARPA report to the Board of Finance for review. The IT upgrade project has a surplus of \$2116.86. The total amount of phase 2 ARPA funding has been received in the amount of \$1,162,789.83.
 - ii. Jay Swan shared that the Board of Selectmen did meet last week at a special meeting to discuss funding allocation options for the submitted proposals and suggestions.
 - iii. Dave Fortin made a ***Motion** to recommend to the BOS the transfer the surplus amount from the completed IT and Server Upgrades at Town Hall in the amount of \$ 2,116.86 to the phase 1 unassigned fund balance. ***Seconded** by Jeffrey Kelleher. ***The motion passed unanimously.**
- d. FY 23 General Government Budget Update
 - i. Karen noted that the budget for Land Use Department has changed as the full-time position is now multiple part time positions. The Town hall is also looking into having a consultant come in to help with larger projects on an as needed basis.
- e. FY 23 Board of Education Budget Update
 - i. Janice Thurlow noted that fuel and transportation costs remain as items to be closely monitored.
- f. Update on Woodstock Academy Assessment
 - i. A letter was received from the Woodstock Academy and Janice Thurlow shared that she does have an invoice for the current assessment.
 - ii. Fred Chmura noted that routine scheduled maintenance and upkeep referenced in the letter do not meet the requirement of capital assessment.
 - iii. Michael Dougherty noted that capital assessment funds must be specified each year and are not a tuition cost. This fund allocation must be clear to bring to referendum and the Board of Finance would like the information presented in the same format as last year.
 - iv. Victor Toth can meet with Chris Sanford to relay the needs of the Board of Finance and get the documentation needed. He is very appreciative to the Board of Finance for the willingness to work with the Board of Education and The Woodstock Academy to support Woodstock Education.
 - v. Jay Swan noted that many of the items detailed in last year's letter have not been started or completed at this time.
 - vi. Dave Fortin made a ***Motion** to table the Woodstock Academy Assessment until the next meeting. ***Seconded** by Fred Chmura. ***The motion passed unanimously.**
- g. Update on FY 22 BOE Fuel Cost
 - i. A detail of spending for fuel and budget price per gallon was sent to the Board of Finance. The current heating fuel price \$5.26 per gallon and usage is being closely monitored.
 - ii. Dave Fortin asked if a risk mitigation strategy has been considered for this concern. Victor Toth noted that there are several areas of increased costs that cannot be avoided and the Board of Education is reducing every cost possible.

Woodstock Board of Finance Minutes

7. New Business

- a. Quarterly Reports Ending September 30, 2022
 - i. There were no concerns with reports submitted to the Board of Finance for review.
- b. Review Draft of 2023 Meeting Calendar
 - i. Michael Bernardi made a ***Motion** to approve the 2023 Meeting Calendar as presented.
***Seconded** by Michele Woz. ***The motion passed unanimously.**

8. Public Comment

- a. Charlene Perkins Cutler would like to see more of the public attend Board meetings and learn the concerns being addressed by the boards.
- b. Karen Fitzpatrick suggested an open forum or informational meeting to address budget process and concerns.
- c. Dave Fortin would like to see a Town Meeting for the purpose of budget discussion early in/before the Budget Process.

9. Other From Board

- a. **None**

10. Correspondence & Announcements

- a. The next Board of Finance Meeting will be held on December 13, 2022 at 7:00 pm.

11. Adjournment

- a. Michele Woz made a ***Motion to Adjourn**. ***Seconded** by Michael Dougherty. ***The Motion Passed Unanimously**. Meeting Adjourned at 8:30 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.