

Woodstock Board of Finance Minutes

Tuesday, December 13, 2022

7:00 pm

Town Hall Room 1

Regular Meeting

1. **Call to order:** Fred Chmura called meeting to order at 7:00 pm

2. **Roll Call**

- a. **Members Present:** David Fortin
Michael Bernardi
Michele Woz
Jeffrey Kelleher
Philip Parizeau
Julie Marcotte, Alternate

Members Absent: Asa Scranton and Michael Dougherty (Chairman)

- 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, Glenn Lessig, 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 Michal Bernardi. ***Motion passed unanimously.**

4. **Approve Minutes**

- a. November 15 ,2022 Regular Meeting
- i. Dave Fortin made a ***Motion** to approve November 15, 2022 minutes as presented. ***Seconded** by Philip Parizeau. ***Motion passed unanimously.**

5. **Public Comment**

- a. None

6. **Old Business**

- a. Update on State
- i. Nothing to report at this time
- b. Update on Local Bridge Projects
- i. Jay Swan shared the town is still seeking state approval.
- c. Update on ARPA
- i. Karen Fitzpatrick has distributed the current ARPA report to the Board of Finance for review.
- ii. Two changes were approved by Board of Selectmen at their last meeting.
1. The Town Hall SUV previously approved and ordered is no longer available. The new purchasing option for an equivalent vehicle will require an additional \$6000 in funding.
- a. Jeffrey Kelleher made a ***Motion** to approve additional spending for Town SUV for total spending amount up to \$36,000 as recommended by the Board of

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Selectmen leaving a remaining unassigned balance of \$4917.30 in Phase 1 ARPA Funds. ***Seconded** by Phil Parizeau. ***The motion passed unanimously.**

2. The update to the Woodstock Elementary School PA System has gone out to bid. The winning bid from Integrated Technical Systems in the amount of \$42,232 to be expended from the 2nd tranche of ARPA funding was selected by the Board of Selectmen on December 1, 2022.
 - a. Phil Parizeau made a ***Motion** to approve spending to replace the Woodstock Elementary School PA system in the amount of \$42,232 to be expended from the 2nd tranche of ARPA funding. ***Seconded** by Michael Bernardi. ***The motion passed unanimously.**
- iii. A report for Phase 2 funds will be created and presented to the Board of Finance for review going forward.
- d. FY 23 General Government Budget Update
 - i. Karen Fitzpatrick noted that Tina Lajoie has been asked to consult in land use for up to 10 hours per week on an as needed basis. This could cause over expenditure in this department and will be monitored going forward.
- e. FY 23 Board of Education Budget Update
 - i. Janice Thurlow noted that the Woodstock Schools have secured locked in pricing for transportation fuel at 3.89 which is \$1 more than budgeted. Saveway was approached to lock in a heating fuel rate and that rate is 3.89 which is \$1 more than budgeted.
 - ii. Janice Thurlow also noted that the Partnership for medical coverage has projected 10% increase. Karen shared that the town has the same insurance and has heard up to 12% increase for town employees but does not have actual number yet.
 - iii. Special Education placements continue to be monitored and currently look to be on track for budgeted funds.
 - iv. Dave Fortin asked about excess cost funds. Janice shared how that number is calculated and hopes to see 20,000 being returned to the Town of Woodstock in excess cost funding.
- f. Update on Woodstock Academy Assessment
 - i. A new letter dated December 5th has been received from Chris Sanford, Head of School.
 1. Jeff Kelleher asked if Chris Sandford/The Woodstock Academy knew that the Board of Finance cannot approve the use of CNR funding towards WA “school wide routine scheduled maintenance and upkeep”.
 2. Karen spoke with the auditor and his opinion is that schoolwide routine maintenance is not a Capital Non-Recurring (CNR) expense.
 3. Dave Fortin shared the 2021 letter that contained itemized list with costs and a previous letter and noted originally the “capitol assessment” expense would only extend for 2 years. He also quoted this year’s letter referring to the funds being a portion of tuition and he is concerned whether capital (CNR) funds can legally be used for tuition increase. He feels that this evolution in funds use and change of language needs to be considered moving forward.
 4. Michele Woz noted that the letter should read ‘this is the amount requested for capital assessment’ with a list of itemized expenditures and nothing more. Janice noted that previous bills have had tuition, capital expense and Special Education broken down but the current invoice only has tuition and Special Education listed.
 5. Karen Fitzpatrick reviewed that the guideline for use of Capital Non-Recurring funds does not allow the same expenditure for more than 3 years.
 6. The Board of Finance is in agreement to request that the Board of Education go back to the WA and get a letter that has the information and language that is needed for CNR

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expenditure to present to voters. Information needed includes: item/project list with total cost and cost per year for each item as well as timeframe for project.

7. Michele Woz made a ***Motion** to NOT accept the presented letter from The Woodstock Academy dated December 5, 2022 as it does not meet the standards of Capital Non Recurring funds allocation. ***Seconded** by Jeffrey Kelleher. ***The motion passed unanimously.**

7. New Business

- a. None

8. Public Comment

- a. Jay Swan shared that there is a Tri Board Meeting is scheduled for Tuesday, January 17, 2023 at 6 pm at the Woodstock Middle School Cafeteria. There will be a public open forum immediately following the Tri Board Meeting at the same location.
 - i. Karen Fitzpatrick is looking to see if all boards need to create a special meeting agenda with FOI. Fred Chmura feels that the BOF should have a special meeting agenda as there will be a quorum of the board.
- b. Glen Lessig thanked everyone for their hard work trying to make the budget work for all students in the Town of Woodstock. He shared that he is part of a group of concerned citizens that is working on PR for the January 17, 2022 meeting and forum. He is very pleased that there is a public forum scheduled.

9. Other From Board

- a. Michele Woz wishes everyone a safe and happy Holiday Season.

10. Correspondence & Announcements

- a. The next Board of Finance Meeting will be held on January 10, 2023 at 7:00 pm.

11. Adjournment

- a. Michele Woz made a ***Motion to Adjourn**. ***Seconded** by Phil Parizeau. ***The Motion Passed Unanimously.** Meeting Adjourned at 8:00 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.