

Woodstock Board of Finance Minutes

Tuesday, June 13, 2023

7:00 pm

Town Hall Room 1

Regular Meeting

1. **Call to order:** Michael Dougherty called meeting to order at 7:00 pm
2. **Roll Call**
 - a. **Members Present:** Michael Dougherty (Chairman)
David Fortin
Fred Chmura
Jeffrey Kelleher
Michele Woz
Marilyn Barker
Philip Parizeau, Alternate
Asa Scranton, Alternate
Members Absent: Julie Marcotte, Alternate (excused)
 - b. **Others Present:** First Selectman Jay Swan, Selectwoman Kate McDonald, Finance Director Karen Fitzpatrick, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Victor Toth, BOE Chair Hans Frankhouser, Charlene Perkins Cutler, Recording Secretary Amy Monahan.
 - c. **Noted for the Record:** Quorum
 - d. Welcome Marilyn Barker to the Board of Finance.
3. **Seat Alternate if Necessary:**
 - a. N/A
4. **Approve Minutes from the April 11, 2023 and May 9, 2023 Meetings**
 - a. Michele Woz made a ***Motion** to approve the minutes from April 11, 2023 as presented. ***Seconded** by Fred Chmura. ***The motion passed** with 2 abstaining (Fortin & Kelleher).
 - b. Fred Chmura made a ***Motion** to approve the minutes from May 9, 2023 as presented. ***Seconded** by Phil Parizeau. ***The motion passed unanimously.**
5. **Public Comment**
 - a. None
6. **Old Business**
 - a. Update on State
 - i. Karen Fitzpatrick reviewed the final adopted FY 24 budget amounts for the board totaling \$5,548,799. The only changes from last year were an increase of \$83 in adult education and a decrease in PILOT funds of \$844.
 - b. Update on Local Bridge Project
 - i. Jay Swan noted that the town is currently working to obtain easements for the County Road culvert project.
 - ii. Hopkins and Butts Roads projects have been granted an extension by the State.

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- iii. Peake Brooke has been delayed by the State. Town officials will work with Pete Parent to try to move the project along at the State level.
- c. Update on ARPA
 - i. An updated report has been provided to the Board of Finance for review
 - 1. Fred Chmura asked about the Dive Team project and Karen Fitzpatrick noted that parts are still unavailable at this time.
 - 2. The invoice for the Bungay Fire Brigade invoice was finally received last week.
 - 3. Two projects have been completed since last update creating a surplus of \$1,495.76 that Karen Fitzpatrick wishes to be transferred to the uncommitted funds.
 - a. Dave Fortin made a ***Motion** to transfer surplus funds of \$1,495.64 from the Hown Hall SUV purchase and \$0.08 from the Bungay fire Brigade UTV purchase to the uncommitted funds account for a current total balance of \$608,213.97. ***Seconded** by Jeffrey Kelleher. ***The motion passed unanimously.**
 - 4. Karen Fitzpatrick also asked for the reimbursement to recreation for the software program purchased during COVID to be completed.
 - a. Fred Chmura made ***Motion** to approve the expenditure of \$7,112.30 to refund online software purchase for the Recreation Department resulting in a new balance of \$601,101.67 in the uncommitted funds account. ***Seconded** by Dave Fortin. ***The motion passed unanimously.**
- d. FY 23 General Budget Update
 - i. Karen Fitzpatrick noted that the Land Use Department has hired an outside company to handle the role of ZEO at the rate of \$3500 per month.
 - ii. The Board of Finance members have received an engagement letter from Mahoney Sabol for auditing services for their review.
 - iii. Credit Cards can now be used for payments at the Town Hall. Payments will be charged a convenience fee for processing resulting in no cost for the Town.
 - iv. The Town Hall is getting a new phone system that allows for cell phones to be used as a town number when employees are not in the office at the approximate cost of \$11,000 that will come out of current budget funds.
 - v. The Tax Collector role is currently being filled by Nora Valentine with help from surrounding town tax collectors and the transition is going well. The tax collector will now only collect for taxes and other collections will be done by the Finance Department. The tax system used by the town will directly mail tax bills for the first time this year instead of them being hand stuffed for mailing.
- e. FY 23 Board of Education Budget Update
 - i. Victor Toth reported to Board of Education that House Bill 503 found the Town of Woodstock "held harmless" for the ECS funds and Woodstock will be receiving the full amounts as well as additional free/reduced lunch funding.
 - ii. Janet Thurlow noted that the Board of Education budget has been impacted by high fuel costs and they are requesting additional funds.
- f. Update on BOE Additional Funds Appropriation
 - i. Janet Thurlow noted that the additional fund amount needed of \$99,279 has not changed since the last meeting.
 - ii. Before any vote for a transfer, the Board of Finance would like to see updated financial reports and will call a special meeting for the transfer after updated reporting is provided.
 - iii. Karen Fitzpatrick and Janice Thurlow will send current reports to the Board of Finance for review showing most recent expenditures and potential surplus.

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7. New Business

- a. BOE and General Government Quarterly Reports ending March 31, 2023
 - i. Quarterly reports were distributed to the Board of Finance for review.
 - ii. Karen Fitzpatrick noted the all state funding has been received as projected.
 - iii. Karen Fitzpatrick noted that interest rates have improved and to date the town has made \$132,000 in interest.
- b. Board of Education CNR Request
 - i. Victor Toth noted that \$229,000 for the encapsulation of Woodstock Elementary School tunnels was removed from the Board of Education budget for use of CNR funding. The state will be requiring HVAC inspections in 2025 and this project is key to passing the upcoming inspection.
 - 1. The Board of Finance can commit funding for the project in the future but not move forward with the transfer until funds are available and the town meeting/referendum process is completed.
 - 2. The Board of Finance does wish to support this project when funds are available.
 - ii. It was noted that \$24,000 is needed for carpet replacement in Woodstock Middle School. Phil Parizeau and Michele Woz will recuse themselves from all conversation and decisions for this agenda item.
 - 1. Dave Fortin noted that funds are not available at this time to transfer for the requested projects. The Board of Finance could approve the project for the carpet at this time using the contingency funds.
- c. Dave Fortin made a ***Motion** to schedule a special meeting on Thursday, June 22, 2023 at 7 pm to address the Board of Education additional appropriations for FY 23 and capital requests from letter dated June 7, 2023. *** Seconded** by Jeff Kelleher. ***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 June 22, 2023 at 7 pm.
- b. Next regularly scheduled meeting will be September 9, 2023 at 7 pm.

11. Adjournment

- a. Phil made a ***Motion to Adjourn**. ***Seconded** by Dave Fortin. ***The Motion Passed Unanimously.**
Meeting Adjourned at 8:17 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.