

# Woodstock Board of Finance Minutes

---

Thursday, June 22, 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  
Michele Woz  
Marilyn Barker  
Philip Parizeau, Alternate  
Asa Scranton, Alternate  
**Members Absent:** Julie Marcotte, Jeffrey Kelleher (excused)
  - b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Victor Toth, WVFA Chief Eric Young, Charlene Perkins Cutler, Recording Secretary Amy Monahan.
  - c. **Noted for the Record:** Quorum
3. **Seat Alternate if Necessary:**
  - a. Asa Scranton was seated for Jeffrey Kelleher at his request.
4. **Discuss and Approve the Request of the Board of Education for an Additional Appropriation of Funds**
  - a. Michael Dougherty stated the total amount requested is \$133,524 (\$66,193 for Eastconn, \$33,086 for fuel, \$34,245 for outplacement).
  - b. Dave Fortin asked if there was any excess cost reimbursement and Janice Thurlow noted that there was in the amount of \$176,320.
  - c. Karen Fitzpatrick has sent out financials to the BOF for review of excess funds available in the amount of \$165,382
  - d. Michele Woz made a **\*Motion** to transfer \$133,524 to the Board of Education as requested. **\*Seconded** by Fred Chmura. **\*The motion passed unanimously.**
5. **Discuss and Approve the Request of the Board of Education for the Use of CNR Funds for Carpet Replacement and Elementary School Encapsulation**
  - a. Carpet
    - i. David Fortin asked if there is money left in general budget and why would we not use those funds to avoid depletion of CNR funds.
    - ii. Michele Woz and Phil Parizeau recused themselves from the carpet discussion and vote.
    - iii. David Fortin made a **\*Motion** to make an intergovernmental transfer from the General Budget to the Board of Education Budget not to exceed \$25,000 for carpet replacement in the Woodstock Middle School music room. **\*Seconded** by Fred Chmura. **\*The motion passed** with 2 recused/abstained (Woz & Parizeau).
      1. Asa Scranton asked why this carpet is needed now. Victor Toth noted that it has been on the plan for many years and is currently a safety concern.

# Woodstock Board of Finance Minutes

---

## b. Encapsulation

- i. David Fortin noted it is too early for appropriation of funding as the final amount available is unknown.
- ii. Marilyn Barker asked what the risks and benefits are in waiting. Michael Dougherty noted the scheduling of Town Meeting and Budget Referendum. Karen Fitzpatrick added that if funds are available at the end of the year that could be transferred directly into CNR account it would reduce the amount needed from reserve account.
- iii. Phil Parizeau asked if there is a timeline on the current quote. Janice Thurlow stated they were anxious to start and she does not know if the price would change at a later date.
  1. Dave Fortin made a **\*Motion** to table this agenda item to transfer the appropriation of \$229,000 for encapsulation project at WES until the September 12, 2023 Meeting. **\*Seconded** by Michael Dougherty. **\*The motion passed unanimously.**

## 6. Discuss and Approve the ARPA Funds Obligations Approved by the Board of Selectmen

- a. Jay Swan noted the current balance of unallocated ARPA funds is \$601,101.67. The Board of Selectmen approve the following uses for ARPA funds
  - i. Up to \$10,000 for the fire & security upgrade completion at the Town Hall
  - ii. Purchase of ambulance and stretcher at the new price increased to \$450,000. The ambulance quote increased from \$265,000 to \$322,000 and current cost is \$31,000 each for stretcher without the lift system that could be up to \$50,000. The desire of the Board of Selectmen is to approve up to \$450,000 towards this purchase.
    1. The expected delivery date for the ambulance is 3 years out. Due to the Federal Procurement guidelines, the funding process for this purchase may have to change to meet spending deadline date. Karen will research the allocation options for this project with the auditor.
  - iii. A WPCA bid in the amount of \$99,200 has been awarded for system upgrades
  - iv. Completion of the Tercentenary Marker project using funds up to \$3800
  - v. Additional \$8000 for administration fees
  - vi. Remaining funds in the amount of \$30,101.67 and any interest accrued would be spent on the tennis courts project.
    1. The Board of Selectmen moved to return unused materials and supplies funds in the amount of \$10,977.21 to the undesignated funds account to be allocated to the tennis courts project.
- b. Karen Fitzpatrick noted that the expected delivery date for the ambulance is 3 years out. Due to the Federal Procurement guidelines, the funding process for this purchase may have to change to meet spending deadline date. Karen will research the allocation options for this project with the auditor.
- c. Phil Parizeau made a **\*Motion** to approve the allocations as obligated by the Board of Selectmen in the amount of \$601,101.67. **\*Seconded** by Michele Woz. **\*The motion passed unanimously.**
- d. Michele Woz made a **\*Motion** to return unused materials and supplies funds in the amount of \$10,977.21 to the uncommitted funds to be allocated to the tennis courts project. **\*Seconded** by David Fortin. **\*The motion passed unanimously.**

## 7. Adjournment

- a. Michele Woz made a **\*Motion to Adjourn**. **\*Seconded** by Phil Parizeau. **\*The Motion Passed Unanimously**. Meeting Adjourned at 7:55 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.