

Woodstock Board of Finance Minutes

Tuesday, September 12, 2023

Town Hall Room A

7:00 pm

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
Jeffery Kelleher
Philip Parizeau
Michele Woz
Marilyn Barker, Alternate

Members absent: Julie Marcotte and Asa Scranton are excused

- b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Selectwoman Kate McDonald, Charlene Perkins Cutler, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Viktor Toth, Jessica Weaver Boose, David Richardson
- c. **Noted for the Record:** Quorum

3. **Seat Alternate if Necessary**

- a. N/A.

4. **Approve Minutes from June 13, 2023 Regular Meeting and June 22, 2023 Special Meeting**

- a. June 13, 2023
- i. Note for the record that Phil Parizeau is not longer alternate and that Marilyn Barker should be noted as alternate.
 - ii. Michele Woz made a ***Motion** to approve the minutes from June 13, 2023 as amended.
***Seconded** by Philip Parizeau. ***The motion passed unanimously.**
- b. June 22, 2023
- i. Note for the record that the June 22, 2023 Meeting was a Special Meeting (not a Regular Meeting as documented on posted draft).
 - ii. Note for the record that Michele Woz and Philip Parizeau recused themselves from carpet discussion (was documented as recused/abstained in minutes draft).
 - iii. Michele Woz made a ***Motion** to approve the minutes from June 22, 2023 as amended.
***Seconded** by David Fortin. ***The motion passed** with 1 abstaining (Kellerher).

5. **Public Comment**

- a. Jessica Weaver Boose, Town Registrar, noted that beginning in April, staff will have to be increased for elections to provide staffing for early voting according to new state statutes. This change will increase the requested budget.

6. **Old Business**

- a. Updated on State
- i. Nothing to update at this time. Karen Fitzpatrick will be sending out information about changes in public acts to the Board of Finance members for review.

Woodstock Board of Finance Minutes

- ii. Janice Thurlow and Viktor Toth noted that the State has opened a new program for HVAC projects in schools that is suitable for the Woodstock Elementary School needs.
- b. Update on Local Bridge Project
 - i. Jay Swan met with engineers on August 30, 2023 and was provided a firm schedule for completion of the bridge projects. Peake Brooke construction work is scheduled to begin April 2024 and end in September 2024 in the presented timeline.
 - ii. The County Road Culvert project is moving forward with survey and easement. Once that easement is signed, construction can begin immediately and most work will be completed by town employees.
 - iii. The goal is to have at least 2 bridges and the County Road Culvert be completed in FY 2024. Karen Fitzpatrick noted that project costs could be more than previously approved as the estimate is over 5 years old at this time.
- c. Update on American Rescue Plan Act
 - i. Karen Fitzpatrick has sent the newest data to the Board of Finance members to review. As of June 21, 2023, the Board of Selectmen has allocated all funds. Karen did note that the Emergency Communications Project has been completed and resulted in surplus of \$69,828 which is expected to be used for Tennis Court Upgrades as previously decided use for surplus funding.

7. New Business

- a. Quarterly Reports Ending June 30, 2023
 - i. Karen Fitzpatrick has sent a memo to the Board of Finance members with her recommendation not to transfer any funds at this time. The Board of Selectmen voted not to make any transfers at the September 7, 2023 meeting.
 - ii. Current ending balance for the FY General Government Budget is \$123,321.95, subject to audit.
 - 1. David Fortin noted that the sizeable surplus would be a good option for repaying recently used funds.
 - iii. General Fund Balance ending June 30, 2023 is \$4,208,777. For reference, \$3,855,000 million is 15% of last year's budget.
 - iv. Janice Thurlow will email the Education Budget quarterly report to Board of Finance members for review once all data is confirmed and better presented in the report.
- b. FY 23 Year End Transfers
 - i. Tabled until next meeting
- c. FY 24 General Government Budget Update
 - i. Karen Fitzpatrick reviewed Land Use Department concerns. The costs of a firm acting as ZEO will cause an overage in expense of approximately \$25,000 in the budget.
- d. FY 24 Board of Education Budget Update
 - i. Janice noted that 3 teachers left the week before school began and pay scales in surrounding areas are upwards of 12% higher than the Town of Woodstock. This will be a concern when contracts must be negotiated.
 - ii. The Basement Encapsulation Project is slowly moving forward with an estimate of \$229,000. The Board of Finance previously supported this health and safety project, and the next step is to bring the project to Town Meeting and Referendum. The Board of Education needs to commit to expending funds for this project at their next meeting.
 - iii. David Fortin made a ***Motion** to recommend that the Board of Selectmen set a Town Meeting to include discussion of the Basement Encapsulation Project at the Woodstock Elementary School. ***Seconded** by Jeffrey Kelleher. ***The motion passed unanimously.**

Woodstock Board of Finance Minutes

8. Public Comment

- a. David Richardson asked what the carryover number was planned for the budget and Karen Fitzpatrick noted that number is \$191,000 +/- . He noted that the HVAC project does not operate for free, and those funds need to be planned accordingly.

9. Other From Board

- a. Michele Woz requested time on the November Agenda to share the report of the Ad Hoc Subcommittee.

10. Correspondence & Announcements

- a. The Board of Finance will next meet on Tuesday, October 10, 2023.

11. Adjournment

- a. Jeffrey Kelleher made a ***Motion to Adjourn. *Seconded** by Fred Chmura. ***The Motion Passed Unanimously.** Meeting Adjourned at 7:59 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.