

Woodstock Board of Finance Minutes

Tuesday, October 10, 2023

Town Hall Room 1

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
Philip Parizeau
Julie Marcotte, Alternate
Michele Woz
Marilyn Barker, Alternate
Asa Scranton, Alternate
Members absent: Jeffery Kelleher, excused
 - b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Selectwoman Kate McDonald, Superintendent of Schools Viktor Toth, Woodstock Public Schools Business Manager Janice Thurlow, WES Principal Jenna Demers, David Richardson, Wendy LeBeouf and Recording Secretary Amy Monahan.
 - c. **Noted for the Record:** Quorum
3. **Seat Alternate if Necessary:**
 - a. Jeffery Kelleher has selected Asa Scranton to be seated in his absence.
4. **Approve Minutes from the Regular September 12, 2023 Meeting**
 - a. Philip Parizeau made a ***Motion** to approve minutes from the Regular September 12, 2023 Meeting as presented. ***Seconded** by Fred Chmura. ***The motion passed unanimously.**
5. **Public Comment**
 - a. David Richardson stated for the record that after a \$191,000 carryover and including \$520,000 in excess revenue and the \$123,000 surplus, the town now has almost \$900,000 in extra revenue (\$848,167).
6. **Old Business**
 - a. Update on State
 - i. No update at this time.
 - b. Update on Local Bridge Project
 - i. The process continues with engineers to complete plans needed. Bids will be opened on October 19, 2023 at the Board of Selectmen meeting.
 - c. Update on American Rescue Plan Act
 - i. On September 21, 2023, the Board of Selectmen voted to have the surplus from the communications project moved to undesignated funds resulting in a current undesignated fund balance of 75,686.71 for the ARPA funding.
 - ii. There has been little activity since last meeting.
 1. Asa Scranton noted that completing some of the smaller town projects, like the tennis court project, could be included in the use of ARPA funds. Dave Fortin noted that the tennis courts have been a project that has been desired for more than 10 years.

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2. Asa Scranton noted that the town needs to think about where the funds needed in future years to update the purchases and upgrades made with the gift of ARPA funding will be obtained.
- d. BOE QTR Reports ending 6/30/23
 - i. David Fortin noted that the report he received is not the report needed. There is a requirement that needs to be met by the district in reporting to the Board of Finance.
 - ii. Michael Dougherty noted that the general ledger budget number is incorrectly presented in the provided report.
 - iii. Janice Thurlow noted that the financial program she uses does not allow certain information using the requested date for reports. There were payrolls that needed to be reflected for the quarter ending 06/30/23 made over the summer months.
 1. Karen Fitzpatrick will work with Janice in the future to correct the issue in her reporting.
 2. Phil Parizeau noted that this report could be exported into excel and corrected to present the dates required.
- e. WES Tunnel Encapsulation Update
 - i. Viktor Toth noted this topic was discussed at a meeting last week with several key players from various roles in the Town of Woodstock. Janice Thurlow noted that this project is not a mold related issue but is in fact a water issue that could lead to future issues.
 - ii. Karen Fitzpatrick noted that they are not moving forward on this project until future research has been conducted by a consultant or engineer about the best way to proceed.
 - iii. Town officials discussed putting together a building committee to address these needs and future needs of the town.
 - iv. Asa Scranton noted that this project does need to be a priority and move forward before there is a more pressing concern from the water issue.
 - v. Michele Woz noted this is a specific symptom to a broader problem in the town. The town needs a building committee in order to be proactive instead of reactive with Town needs.

7. New Business

- a. FY 24 BOE Budget Update
 - i. Janice Thurlow noted that fuel costs are currently less than budgeted but with upcoming changes could be a concern in the diesel (bus) numbers.
 - ii. Janice Thurlow noted that Special Education tuition invoices from Woodstock Academy came in \$3200 above the budgeted number and some billing was made that was not authorized. Additional Special Education concerns were EastConn invoices that came in 38% above the previous year and The Learning Clinic invoices that reflected a 29% increase from last year. These significant increases are larger than any previous increases in her time working for the Woodstock Public Schools.
- b. FY 24 General Government Budget Update
 - i. Karen again noted that there will be an overage in the Land Use Department due to staffing needs.
 - ii. Jay Swan noted that John Navarro will retire effective the end of this month and the Fire Marshal Richard Baron will retire as of November 3rd.

8. Public Comment

- a. Wendy Lebeouf asked when the discussion about encapsulation of the Woodstock Elementary School first started. Janice Thurlow noted that it was put on capital plan with a zero budget in 2014. Michael Dougherty noted that discussion began this year when the dollar amount on the capital plan was

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increased to \$229,000. She feels that this does need to be a priority due to the health issues with many employees at Woodstock Elementary School.

- b. David Richardson asked how a \$133,000 shortfall on June 22nd transitioned into breaking even on school budget in September. Karen Fitzpatrick noted that transfers were made from general government to Board of Education in June. David Richardson noted for the record that such action was an additional appropriation that should have gone to town meeting and that more than 3 transfers in a certain time period goes against state statute.
- c. David Richardson shared his opinion on committees stating that 2 or 3 people get things done but if you want to kill the success of something, you form a committee.

9. Other From Board

- a. Asa Scranton noted that he did not renew his interest in the Democratic Board of Finance going forward. He thanked the group for the positive experience and noted that he never felt any politics in the decisions of this board.

10. Correspondence & Announcements

- a. The Board of Finance will next meet November 14, 2023 at 7 pm.
- b. Election Day is Tuesday, November 7, 2023.

11. Adjournment

- a. Michele Woz made a ***Motion to Adjourn. *Seconded** by Phil Parizeau. ***The Motion Passed Unanimously.** Meeting Adjourned at 8:28 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.