

Woodstock Board of Finance Minutes

Tuesday, December 12, 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
Michele Woz
Jeffery Kelleher
Marilyn Barker, Alternate
Charlene Perkins Cutler, Alternate
Members absent: Julie Marcotte, Alternate
 - b. **Others Present:** First Selectman Jay Swan, Finance Director Karen Fitzpatrick, Jessica Weaver Boose, Glen Lessig
 - c. **Noted for the Record:** Quorum
3. **Seat Alternate if Necessary:**
 - a. N/A
4. **Approve Minutes from the Regular November 14, 2023 Meeting**
 - a. Fred Chmura made a ***Motion** to approve minutes from the Regular November 14, 2023 Meeting as presented. ***Second** by Mike Daugherty. ***The motion passed unanimously.**
5. **Public Comment**
 - a. None
6. **Old Business**
 - a. Update on State
 - i. None
 - b. Update on Local Bridge Project
 - i. Jay Swan stated that a letter of award has been issued for \$974,191 for the Peake Brook Road Bridge.
 - c. Update on American Rescue Plan Act No updates,
 - i. The ARPA funds report ending November 30, 2023, has been distributed to the Board of Finance members for review. Additional interest has been received and \$80,149.80 is the current balance of unassigned ARPA funds.
 - d. WES Tunnel Encapsulation Update
 - i. There has not been any additional information from the BOE as to the progress of this project. The BOF discussed setting a deadline In January for the BOE to provide information on progress.
7. **New Business**
 - a. FY 24 BOE Budget Update

Woodstock Board of Finance Minutes

- i. There were no representatives from the school administration or the BOE in attendance. A Letter was received, written the day of the BOF meeting simply stating that the BOF anticipated a budget shortfall of roughly \$211,000 for Special Education. Discussions ensued amongst BOF members regarding the trending of the BOE over the last four years not to provide contingency within their budget for unanticipated costs or work to mitigate them.
 - ii. Further discussion at the January meeting when a representative of the BOE is present was agreed upon by the BOF.
- b. FY 24 General Government Budget Update
 - i. Karen Fitzpatrick again stated that the land use department may be over budget due to staffing needs. Currently using a subcontractor at a cost of approximately 3,500 per month. They have expressed a reluctance to continue to service Woodstock due to their large workload. Any addition of staff will not result in an over-expenditure of the municipal general government budget but may require an approved transfer from other line items within that budget. An Inland Wetlands agent and ZEO agent are difficult to staff and much needed. BOS looking for a stable solution and will Keep BOF apprised of progress.
- c. Elections
 - i. Michele Woz ***Nominated** Mike Daugherty for Chairman for the upcoming term. ***Seconded** by Phil Parizeau. ***Motion passed unanimously.**
 - ii. Mike Daugherty ***Nominated** Fred Chmura as Vice Chair for the upcoming term. ***Seconded** by Jeff Kelleher. ***Motion Passed unanimously.**
 - iii. Mike Daugherty ***Nominated** David Fortin as Board Clerk for the upcoming term. ***Seconded** by Michele Woz. ***Motion passed unanimously.**

8. Public Comment

- a. None

9. Other From Board

- a. The Board expressed its thanks for the service provided by Asa Scranton the last two years.

10. Correspondence & Announcements

- a. The Board of Finance will next meet Tuesday, January 9, 2024 at 7 pm.

11. Adjournment

- a. Michele Woz made a ***Motion to Adjourn.** ***Second** by Jeff Kelleher. ***The Motion Passed Unanimously.** Meeting Adjourned at 7:38 pm.

Respectfully submitted by David Fortin Woodstock Board of Finance Clerk.

DISCLAIMER: These minutes have not yet been approved by the Board of Finance. Please refer to next month's meeting for approval/amendments.