

**Woodstock Board of Finance  
Regular Meeting  
Tuesday, June 8, 2021 – 7:00 pm – Meeting Room 1 and via Zoom  
In accordance with Governor Lamont’s Executive Orders and social distancing guidelines  
recommended by the CDC, members of the public participated in the meeting via ZOOM online.**

**MINUTES**

1. **Call to Order:** Chairman Michael Dougherty called the meeting to order at 7:01 pm.
2. **Roll Call:**  
Michael Dougherty (Present)  
David Fortin (Present)  
Michael Bernardi (Present)  
Michele Woz (Alternate) (Present)  
Frederick Chmura (Present)  
Jeffrey Kelleher (Present)  
Charlene Perkins Cutler (Alternate) (Present)  
**Excused:** Roy Bradrick, Jr.  
**Noted for the Record:** Quorum  
**Others Present:** Karen Fitzpatrick, First Selectman Jay Swan, Janice Thurlow, Viktor Thurlow, Members of the Public
3. **Seat Alternate if Necessary: Motion** was made by David Fortin, and **Seconded** by Michael Dougherty, to **Seat** Michele Woz as an alternate member. **Motion Carried Unanimously.**
4. **Approve Minutes from April 6, 2021 Public Hearing, April 13, 2021 Regular Meeting and May 11, 2021 Special Meeting:**  
  
**Motion** was made by Frederick Chmura, and **Seconded** by Jeffrey Kelleher, to **Approve** the April 6, 2021 Public Hearing minutes as presented. **Motion Carried Unanimously.**  
  
**Motion** was made by Michael Bernardi, and **Seconded** by David Fortin, to **Approve** the April 13, 2021 Regular Meeting minutes as presented. **Motion Carried Unanimously.**  
  
**Motion** was made by Jeffrey Kelleher, and **Seconded** by Michele Woz, to **Approve** the May 11, 2021 Special Meeting minutes as presented. Michael Bernardi **Abstained. Motion Carried.**
5. **Public Comment Instructions:** Chairman Dougherty briefly reviewed the rules and regulations associated with the Governor’s Executive Orders relative to conducting meetings via Zoom Online during COVID-19.
6. **Old Business:**
  - a) **Update on State Budget:** Karen Fitzpatrick updated the Board of Finance on the American Rescue Act and the process moving forward. The Town has until 2024 to commit funds received.
  - b) **Update on Local Bridge Project:** Karen Fitzpatrick provided a status update and explained a completion deadline will be required for each project. She will update the Board as more information becomes available.
  - c) **Request for Town Hall Emergency Expenditure:** Karen Fitzpatrick stated the HVAC system project was completed and cost approximately \$10,000. She stated there was no need to come back to the BOF to request additional funding.

- d) **Update on Governor's Executive Orders:** Karen Fitzpatrick provided information on the updates to executive orders regarding remote meetings. Per HB 6448, the state will no longer be mandating remote or hybrid meetings. Towns and cities may hold in-person, remote only or hybrid meetings. Each board or commission will have the discretion as to how it plans to conduct its business. Should meetings be held hybrid or remote only, board and commissions are required to provide at least 48-hours' notice to members. Chairman Dougherty stated he contacted BOF members to determine their preference, and those who responded indicated in-person meetings were preferred.

7. **New Business:**

- a) **Use of Contingency Funds for Town Legal Fees:** Karen Fitzpatrick stated the Town's legal fund has been over-expended by \$5,000, with May and June to cover in the remaining fiscal year. She estimated it may cost around \$10,000 to cover the end of the fiscal year. She recommended continuing to over-expend the Board of Selectmen's legal fees line so the actual total spend will be reflected at the end of the fiscal year. BOF members shared their thoughts, and Ms. Fitzpatrick answered questions.

**Motion** was made by Frederick Chmura, and **Seconded** by Michael Bernardi, to **Allow** the legal fees line in the Board of Selectmen's budget to be over-expended in order to see the actual total spend at the end of the fiscal year, with an adjustment to the line occurring afterward. **Motion Carried Unanimously.**

- b) **BOE Request for Transfer of Funds from Health Reserve:** Viktor Toth stated at its January 14, 2021 meeting, the Board of Education voted to request a transfer of \$162,000 from the Town's Health Reserve Fund to the Board of Education's Fund 51 to cover health insurance costs for fiscal year 2020-2021. A copy of the request was included in the meeting packets. Ms. Fitzpatrick answered questions from Board members.

**Motion** was made by Jeffrey Kelleher, and **Seconded** by Frederick Chmura, to **Approve** BOE request for transfer of funds from Health Reserve in the amount of \$162,000. **Motion Carried Unanimously.**

- c) **BOE Request for Additional Funding:** Janet Thurlow reported on the HVAC issues in both school buildings along with other breakdowns or repairs of major infrastructure equipment. The Board of Education requested the Board of Finance approve additional allowable funding sources to cover the costs. The repairs and maintenance expenses accumulated year to date total \$68,600.79. In addition, there is an unpaid balance of \$5,653 in the Woodstock Academy Assessment. Detail on the request for additional funding was included in the meeting packets.

Chairman Dougherty asked for confirmation that the Board of Education has funds available in the Non-Lapsing account at this time to cover the original requests of \$68,600.79 and \$5,653. Ms. Thurlow confirmed this.

**Motion** was made by Michael Bernardi, and **Seconded** by Michele Woz, to **Approve** the BOE request for additional funding of \$68,600.79 and \$5,653 to be taken from the BOE's Non-Lapsing account. **Motion Carried Unanimously.**

A separate request from the Board of Education was received and distributed to BOF members prior to the meeting. The Woodstock Academy Capital Assessment in the amount of \$235,000. Listed in the Board of Education Five-Year Capital Needs approved in May, the Board of Education requested the Board of Finance consider and approve these funds to come from the Town's Non-Recurring Fund in fiscal year 2022.

Chairman Dougherty stated the Board of Finance would need to receive the cost, type, and scope of the project each year from Woodstock Academy before consideration could be made. Janet Thurlow and Viktor Toth responded to questions and offered additional information. Chairman Dougherty stated contract negotiations are underway with the Board of Education and Woodstock Academy and no action would be taken from the Board of Finance at this time.

8. **Public Comments:** Megan Bard-Morse shared the challenges with the poor audio quality during the meeting. She only heard about 25% of the discussion. Chairman Dougherty apologized to those participating by zoom and telephone and noted there were technical difficulties throughout the meeting.
9. **Other from Board:** Chairman Dougherty stated that at this time there are no BOF meetings scheduled for July and August.
10. **Correspondence & Announcements:** None.
11. **Adjournment: Motion** was made by Michele Woz, and **Seconded** by Jeffrey Kelleher, to **Adjourn. Motion Carried Unanimously.** The meeting adjourned at 7:50 pm.

The recording of this meeting can be found here: <https://www.youtube.com/watch?v=-5jn87APC-U>

Respectfully submitted by Cynthia Brown, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Board of Finance. Please refer to next month's minutes for approval/amendments.