

# Woodstock Board of Finance Minutes

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Tuesday, September 14, 2021

7:00 pm

Woodstock Town Hall Room 1

Regular Meeting

1. **Call to order:** Chairman Michael Dougherty called meeting to order at 7:00pm

2. **Roll Call**

- a. **Members Present:** Michael Dougherty (Chairman)  
Michael Bernardi  
Roy Bradrick Jr  
Frederick Chmura  
David Fortin  
Jeffrey Kelleher  
Charlene Perkins Cutler, Alternate  
Michele Woz, Alternate  
Absent Julie Marcotte
- b. **Others Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Finance Director Karen Fitzpatrick, BOE Chair Megan Bard-Morse, Woodstock public schools business manager Janice Thurlow, Superintendent of Schools Victor Toth, Dave Richardson, Preston Shaltz, Suzanne Woodward, Recording Secretary Amy Monahan
- c. **Noted for the Record:** Quorum

3. **Seat Alternate if Necessary:** n/a

4. **Approval of Minutes**

- a. Michael Bernardi made a **Motion** to approve the Minutes from June 3, 2021 Special meeting as presented. **Seconded** by Roy Bradrick Jr. There was no discussion. **Motion Carried Unanimously.**
- b. Frederick Chmura made a **Motion** to approve the Minutes from June 8, 2021 Regular Meeting. **Seconded** by David Fortin. There was no discussion. Roy Bradrick Jr **Abstained.** **Motion Carried.**

5. **Public Comment**

- a. Dave Richardson questioned why the \$162,000 transfer/appropriation mentioned in the June 8<sup>th</sup> Minutes was not done in compliance with the CT statute 7.3.48 or the town ordinance for transfers of \$100,000 or more. Finance Director Karen Fitzpatrick explained that the transfer was for funding already included in the budget (Health Care Fees into a Health Savings Account). The transfer was approved in executive order due to COVID meeting restrictions and both the Town Council and Auditor approved the transfer as a legal transfer without Public Referendum.

6. **Old Business**

- a. Update on State
  - i. Finance Director Karen Fitzpatrick mentioned that (\$193,026.93) half of the Town Aid Grant for Roads was received

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- ii. The town is expecting the funds from the Education Cost Share Grant in October.
- b. Update on Local Bridge Project
  - i. First Selectman Jay Swan gave an update on the current bridge projects in town- Peake Brooke Survey has been completed and they are waiting for an easement from an abutter to move forward. Engineering processes continue on the Butts Road and Hopkins Road projects.
- c. Update on Woodstock Academy CNR Request
  - i. Information Discussed: The Board of Education asked for \$234,000 to go to Woodstock Academy at last meeting. This amount was previously \$218,136 and \$219,600 was allotted in this year's current capitol plan. The need for increased funding is primarily to repair the historic Academy Building (estimated \$4,500,000). Woodstock Academy provided assessment documents for the board, but the paperwork presented does not give the information needed by the board to move forward. It was suggested to WA Finance Director Janice Thurlow that appropriate representatives from WA be present at the next meeting on Tuesday, November 9, 2021 at 7 pm to answer questions.

## 7. New Business

- a. Quarterly Reports ending 06/31/2021
  - i. Finance Director Karen Fitzpatrick reviewed reports presented to the Board
    - 1. Reports show a surplus of \$272,222.37 but a 2020 BOE transfer in the amount of \$5978.49 took place in the following year and needs to be adjusted to show actual surplus of \$278,200.86
  - ii. Board Alternate Charlene Cutler asked for explanation of the legal fees overage and town hall maintenance overages- both were clarified. She also asked about \$500 budget for Green Energy Committee as it has no active meetings or members (budget left for this year as a request from citizen to keep the commission).
  - iii. After review of the reports by Karen Fitzpatrick, Michael Bernardi made a **Motion** to approve the quarterly reports ending 06/31/21 as presented. **Seconded** by David Fortin. There was no further discussion. **Motion Carried Unanimously.**
- b. FY 21 Year End Transfers
  - 1. \$30,000 CNR Account for 2026 Revaluation
    - a. First Selectman Jay Swan discussed current NECOG Revaluation of 50% every cycle and the possibility of changing to an independent Revaluation Consultant that would complete 100% every cycle. This transition would require substantial funds in a future budget
  - 2. \$50,000 CNR Account for Breaching of Dam/Crystal Pond Park
    - a. First Selectman Jay Swan discussed that this project is required by DEEP. Eastford is matching Woodstock funds as both towns are owners of the property. Most money will go towards engineering fees.
  - 3. \$50,000 CNR Account for Emergency Tree Removal 2021-2022
    - a. First Selectman Jay Swan discussed the importance of tree removal on side of road opposite of power lines (as they are not cut by Eversource) and the need for tree removal in the Town of Woodstock.
    - b. Finance Director Karen Fitzpatrick stated that the auditor has approve Emergency Tree Removal for the parameters of CNR.
  - 4. \$148,200.86 CNR Account for New Grader

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- a. Director of Public Works John Navarro requested a change in his request in the amount of \$148,200.86 for the purchase of a new Grader instead of a Loader.
  - i. Mr. Navarro found an opportunity for the town to purchase a 2020 Volvo L70H Demo Loader with 33 hours for \$158,000. This purchase includes a new machine warranty. The town will use Town Aid Road and Municipal Aid for this purchase.
    - 1. Approval to purchase was given by Board of Selectmen at a Special Meeting
  - ii. David Fortin made a **Motion** to approve the FY 21 Year End Transfers as presented. **Seconded** by Michael Bernardi. There was no further discussion. **The Motion Carried Unanimously.**
- c. American Rescue Plan Act
  - i. Director of Finance Karen Fitzpatrick reviewed the Overview Document presented to the Board and posted on the Town of Woodstock website.
  - ii. This was for informational purposes only and no action was taken.
- d. FY 22 General Government Budget Update
  - i. First Selectman Jay Swan discussed the change in staffing within the town hall and the lack of qualified personnel available to fill positions. These changes will cause fluctuation in staff funding.
  - ii. Director of Finance Karen Fitzpatrick presented a rate change within the Public Health/Recreation/Welfare budget involving the Meals on Wheels Program
    - 1. Board of Finance Chairman Michael Dougherty recommend to monitor the account until closer to the budgeted value and adjust as needed later in the year.

## 8. Public Comment

- a. Dave Richardson noted Section 7.364 states that CNR must be “specific” and that the Tree Removal and Woodstock Academy topics do not meet the requirements of “specific”.
- b. Dave Richardson wanted to know if anyone has looked into the costs of Solar Energy disposal and removal costs at the former landfill site that will occur at the project life end. He recommended looking into the contracts and preparing an adequate escrow account.
- c. Suzanne Woodward questioned about Meals on Wheels drivers being volunteers. Finance Director Karen Fitzpatrick stated that their drivers are in fact paid and hourly rate according to contract.
- d. Suzanne Woodward referred to the ARPA aiding individuals, businesses and non-profits. She questioned if the Board of Selectmen was any intention on assisting individuals. The Board of Selectmen have discussed this with TEEG and any individual assistance will take place through a Community Assistance Agency. During COVID 19, the Town of Woodstock received no request for individual assistance.
- e. Suzanne Woodward commented on the length of documents pertaining to ARPA posted on the town website.
- f. Megan Bard-Morse, Board of Education Chair, recommended that the town be prepared for changes and reference the \$2000 BOE surplus in contrast to bussing concerns, transition to remote learning and other possible education changes that may affect the budget.

## 9. Other From Board

- a. None

## 10. Correspondence & Announcements

- a. The next Board of Finance Meeting will be held on Tuesday, November 9, 2021 at 7:00 pm.

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### 11. Adjournment

- a. Jeffrey Kelleher made a **Motion to Adjourn. Seconded** by Michael Bernardi. **The Motion Passed Unanimously.** Meeting Adjourned at 8:26 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.