

## **Woodstock Board of Finance Regular Meeting**

Room 1 - Town Hall Tuesday, November 12, 2019

### **MINUTES**

1. The Call to Order by Chairman of the Michael Dougherty was at 7 PM

**\*\*The town video camera was not in the room.**

2. Roll Call: Michael Dougherty (Present)

Fred Chmura (P)

David Fortin (P)

Ronald Cabana (P)

Roy Bradrick, Jr (P)

Glen Lessig (P)

Michael Bernardi, Alt (P)

Jeffrey Kelleher, Alt (P)

David Richardson, Alt (excused)

Present: Treasurer Karen Fitzpatrick; First Selectman Mike Alberts, Town Hall Office Manager Crystal Adams, DPW Director John Navarro, School District Business Manager Janice Thurlow

Members of the public: Engineer Pete Parent (Professional Engineer, CME), others

Recording Secretary: Dotti Durst

3. **Seat Alternate** if necessary: N/A

**Motion F. Chmura seconded by G. Lessig to add to the Agenda, under New Business # C: Consider Tax Abatement for Taylor Brooke Winery, carried unanimously.**

4. **Motion R. Bradrick seconded by G. Lessig to approve the minutes of the September 17, 2019 Regular Meeting as presented carried unanimously.**

5. Public comment: none

6. Old Business:

A. Update on State Budget: K. Fitzpatrick provided an overview. ECS (Education Cost Sharing)- the first quarter came in over the anticipated amount; the final numbers are not known yet. There is no news regarding Town Aid- Road or Local Bridge Funding. This may necessitate bonding for the bridges project if the funding is not allocated in time; in Hartford this has become a political topic.

B. Update - Local Bridge Project: J. Navarro and P. Parent (CME) reviewed the 4-bridges project status. 30% of the design work is done on 3, with the culvert on County Road complete. Butts Road - project was accepted by the state for funding within 2020 but there is no timeline. Peake Brook Road - found to have an environment aspect and extra permitting steps will be

required. Hopkins Road – major scouring is taking place where the water swirls then erodes but plans are moving ahead. Spring 2020 was planned for the work, but only Peake Brook will be done then, with Butts Road delayed and Hopkins Road probably done in spring 2021.

C. BOE Non-lapsing Request: the BOE on 06/30/2019 requested a funds transfer to their Non-Lapsing account- **Motion D. Fortin seconded by F. Chmura to transfer \$116,106.90 from the BOE fiscal 2018-2019 budget to their Non-Lapsing Account .** Discussion: R. Bradrick asked for confirmation that no funds from the Health Insurance Reserve Account were incorporated into the requested amount, as it seems high. J. Thurlow- the health insurance reserve can only be used for health-related expenditure. That line was actually over-spent. None of the requested \$116,106 was from the health insurance reserve. **Motion carried, with R. Bradrick voting nay.**

D. BOE Quarterly Report ending 6/30/2019- the report was provided to the BOF. Special Education funding status was requested by F. Chmura. J. Thurlow noted that some students have graduated out of our system, and that the Director of Special Education has made some modifications, including bringing students back from out-of-district placement and/or into other accommodations. The budget year looks favorable; however, we are unable to see what the next months will bring in terms of student needs.

E. Approve Adjusted Amount of FY 18-19 Year End Transfers: The review by the auditors was completed subsequent to the BOF 09/17/2019 approval of the transfer to the CNR fund. A clarifying memo, 11/07/2019, and the adjusted CNR Fund report were provided. A miscoded pension amount of \$23,434 has been corrected, resulting in today's transfer request, modified by the same amount; \$23,434 went back to the General Fund. The adjusted FY 18-19 ending balance on the modified documents is \$363,843.49. **Motion D. Fortin seconded by G. Lessig to accept the amended proposed Year-End Transfers as suggested by the Treasurer carried unanimously.**

**Motion D. Fortin seconded by G. Lessig to add to the Agenda under Old Business, #F - Consider Expenditures from the BOE Non-Lapsing account, in the amount of \$115,768, per a memo from the Woodstock Public Schools 07/01/2019, carried unanimously.**

F. The BOF reviewed the BOE 07/01/2019 memo requesting expenditures from their Non-Lapsing account. **Motion D. Fortin seconded by R. Cabana to approve expenditures from the BOE Non-Lapsing account not to exceed \$115,768 for the projects listed on the 07/01/2019 memo.** Discussion: R. Bradrick – some of these are periodic maintenance tasks and are not capital improvements. D. Fortin- in some years, the schools have been unable to handle similar matters as they have some have a short summer time span and staff are occupied; it is good that things are getting done which taxpayers can see. Clarification by M. Dougherty- this fund is for capital expenses primarily, but the BOF has in the past permitted the BOE, as is allowed per CGS, to handle “other” facility matters (such as the painting requested this year), from the 5-Year Capital Plan. Sometimes the request has had to be denied. Every 2 years there is a BOE/BOF review of the 5-Year Plan. J. Thurlow- several matters that could be capital expenses have arisen lately,

including a series of phone system hackings and failure of a key piece of food service equipment. M. Dougherty proposed the BOE revise the request, reflecting the actual expenses of the completed summertime painting and the possible new equipment expenses; the consensus of the Board was in agreement. **Motion withdrawn by D. Fortin and second withdrawn by R. Cabana; the matter is tabled until the December meeting, pending a revised request from the BOE.** Note- it is BOE policy that matters be presented one month and acted upon in the subsequent month, giving opportunity for review. Since this matter is already presented this month, November, it could be acted upon next month, in December.

#### 7. New Business:

A. Review of draft of 2020 BOF Meeting Calendar: the draft was received and will be reviewed by the BOF members, with a decision at the December regular monthly meeting. K. Fitzpatrick noted that, 2020 being a leap year, some adjustments had to be made, such as the Budget Public Hearing being a week sooner in April. Note that the January 2021 meeting date is part of the proposal, as is customary. It was noted that a date needs to be established for the Tri-Board meeting, once all the new Board members are sworn in.

B. Selectmen's Request regarding Data Processing: C. Adams reviewed the status of the move to the new town website, CivicPlus, including the obstacle encountered by the precise terms of the grant which funded the Bradford-Marcy Cemetery Study and subsequent insertion of the Study onto the current town website; CivicPlus software cannot work with the software for the Cemetery data. A possible solution to the obstacle provided by the grant provisions: if the BOF authorizes \$3,500, all the proprietary Cemetery data will be retained separately and a sub-domain will be created by Jim Stratos, who created the current town website. There will be subsequent software support and hosting fees to him as well. K. Fitzpatrick – the reason that the technology line item in the current budget cannot be used for this project is because of problems which have arisen with the town data processing software, separate from the website issue. If it continues to malfunction, the line item will have to be utilized for that issue. The glitches are being examined by Savage Systems. If desired, she will ask them to provide a status report at the December BOF meeting. **Motion G. Lessig seconded by F. Chmura to authorize \$3,500 from the Selectman's budget to be utilized for addressing the town website data processing matter carried unanimously.** M. Dougherty thanked J. Thurlow, C. Adams and K. Fitzpatrick for all the time and effort that has hard work that has gone into this matter.

C. Consider Tax Abatement for Taylor Brooke Winery: First Selectman Mike Alberts - at the 11/07/2019 BOS meeting, the application by Taylor Brooke Winery for a 50% tax abatement under the terms of the Dairy Farms and Fruit Orchards tax provisions was found to be in order and was approved by the Selectmen, then referred to the BOF for consideration. The full application is provided for BOF review. The abatement would be \$169.30 annually, effective July. **Motion R. Bradrick seconded by R. Cabana to approve the tax abatement for Taylor Brooke Winery as presented carried unanimously.** F. Chmura- what is the status of revision of the

Ordinance regarding the need for this matter to come before the BOF? M. Alberts- There has been low growth in the grand list, and a major business is no longer in operation, while expenses are growing, such as at Woodstock Academy. Knowing that the Ag Commission and others are in favor of the revision, he advocates for holding off, allowing the fiscal situation to stabilize.

8. Public Comment: Outgoing First Selectman Mike Alberts stated that it has been an honor to work with the BOF these two years; excellent rapport has been established between the Boards. Looking at the challenges ahead, Woodstock is on sound footing.

9. Other from Board: Ron Cabana- thanks the BOF for 12 years of collaborative service, with special thanks to the outstanding Chair, M. Dougherty. Chair M. Dougherty- offered thanks to R. Cabana, who was always reliable in meeting the responsibilities of his BOF position. He also thanked Mike Alberts. Dave Richardson, who had to be absent, was offered thanks for his efforts and attention to detail. New members of the BOF will be seated before the December meeting, and they will be welcome.

10. Correspondence and Announcements: Next meeting December 10, will include the auditors and their report. The report was requested before the meeting by the Board, so they have the opportunity to review it in advance.

11. There being no further discussion: **Motion at 8:16 PM to adjourn by D. Fortin seconded by R. Cabana, noting this to be his final motion as a BOF member, carried unanimously.**

Acting Recording Secretary Dorothy Durst

Minutes submitted by David Fortin, Woodstock Board of Finance Clerk

*These minutes have not yet been approved by the Board of Finance. Please refer to next month's meeting minutes for approval of and/or amendments to these minutes. A video recording of this meeting is available on the Town of Woodstock website (see Boards and Commissions/Finance).*