

Woodstock Board of Finance

Regular Meeting

Tuesday June 9, 2020 – 7:00 pm

In accordance with Governor Lamont’s Executive Order and social distancing guidelines

recommended by the CDC, members of the Board of Finance participated in the meeting via ZOOM online.

MINUTES

1. **Call to Order:** Chairman M. Dougherty called the meeting to order at 7:00 pm.
2. **Roll Call:**
Michael Dougherty (Present)
David Fortin (Present)
Roy Bradrick, Jr. (Present)
Frederick Chmura (Present)
Jeffrey Kelleher (Present)
Barry Shead (Alternate) (Present)
Charlene Cutler (Alternate) (Present)
Michele Woz (Alternate) (Present)
Excused: Michael Bernardi
Noted for the Record: Quorum
Others Present: Karen Fitzpatrick, Jay Swan, Crystal Adams, Members of the Public
3. **Seat Alternate if Necessary:** Barry Shead was appointed by Mike Bernardi to be his alternate for the meeting.

David Fortin **Moved to Add** an agenda item under New Business: 7D—Woodstock Academy Capital Improvement Assessment; Jeffrey Kelleher **Seconded; Motion Carried.**
4. **Approve Minutes from May 5, 2020 Special Meeting:**
Roy Bradrick requested clarification on Item 6C. It was determined to change the last line in the first paragraph to reflect FY 2019-2020.

Fred Chmura **Moved to Approve** the May 5, 2020 Special Meeting minutes as amended; David Fortin **Seconded; Motion Carried Unanimously.**
5. **Public Comments:** There were no public comments. Chairman Dougherty shared the protocol associated with conducting the meeting via Zoom Online.
6. **Old Business:**
 - A. **Update on State Budget**
Town Treasurer Karen Fitzpatrick reported that the town has received town aid road funds for FYE 6/30/20, as well as municipal grants & aid in the amount of \$68,767. This money is now a committed fund and restricted for specific highway projects and equipment needs. Further, about \$187,000 of ECS funds have been received, which is over what was budgeted. The surplus will be put toward funding next fiscal year’s budget.
 - B. **Update on Local Bridge Project**
This information was included in the BOF packets prior to the meeting. The project is currently in the engineering process.
 - C. **Update on Town Hall Renovation**

First Selectman Swan provided a brief update on the renovation project. The Town Hall lobby is being renovated to offer glass service windows for citizens needing to conduct business with the offices of the Town Treasurer and Town Clerk. The project is anticipated to be complete in three weeks.

7. New Business:

A. Use of Contingency Funds to Purchase Finance Software/Server Updates

Karen Fitzpatrick shared a status update on the project. It appears the use of contingency funds may not be necessary for this project. However, Ms. Fitzpatrick would like the ability to use the contingency funds in case they fall short. Funding this project will not affect the current budget.

B. Letter from Quasset School Committee Requesting the Transfer of Funds

Myra Pratt explained the Quasset School Committee is requesting to transfer the previously approved \$3,950 earmarked for painting to the Special Revenue Account. Karen Fitzpatrick clarified that \$3,400 was set aside for painting, and the remaining money is typically slated for maintenance. Due to the COVID-19 restrictions, the project was placed on hold. Ms. Pratt anticipates the painting to occur over the summer.

Fred Chmura **Moved to Approve** the transfer of \$3,950 to the Quasset School's Special Revenue Account of which \$3,450 will be restricted for painting Quasset School; Jeffrey Kelleher **Seconded**; **Motion Carried Unanimously.**

C. CNR Request from EMS and WFPA

Chairman Dougherty explained that the Board of Selectmen approved the purchase of four Lucas Compression Tools at its June 4, 2020 meeting, and it is now before the Board of Finance for its consideration. Normally, this item would require a town meeting, which may not occur due to COVID-19. The total amount for four Lucas Compression Tools is \$69,920.72, and \$70,000 is in the Five-Year Capital Plan. The four units would be distributed to Muddy Brook Fire Department, Bungay Fire Department and one each to the town's two ambulances.

Tim Young clarified for Karen Fitzpatrick that maintenance costs of approximately \$5,000 annually would eventually be required after the initial contract expires in 2022. Mr. Young confirmed that the sales representative would be providing training to any untrained personnel at no additional cost.

David Fortin **Moved to Approve** the CNR request and recommended the Board of Selectmen move this to a town meeting for approval from town citizens; Barry Shead **Seconded**; **Motion Carried Unanimously.**

Discussion continued. Jay Swan stated it is conceivable that this may be approved without a town meeting due to the Governor's Executive Orders relating to COVID-19. This was noted by the Board of Finance, and Mr. Swan agreed this purchase should be shared for public input.

D. Woodstock Academy Capital Improvement Assessment

Chairman Dougherty stated the WA capital improvement assessment was to be paid in two increments over a two-year period at a cost of \$212,483 each year. Woodstock Academy is seeking \$218,136 for the second installment—\$5,653 over the original agreed upon payment.

Barry Shead **Moved to Approve** sending to a town meeting a request from the CNR account in the amount of \$212,483 to pay the second installment of construction costs for Woodstock Academy's roof and fuel tank project, which satisfies its capital improvement assessment request in 2019; David Fortin **Seconded.**

Discussion ensued. Some members of the BOF recommended paying the full amount of \$218,136 out of the Capital Non-recurring account to alleviate the Board of Education seeking the remaining \$5,653 in the future. Other BOF members felt the original amount of \$212,483 should be paid.

The Vote resulted in a tie; 3 Yea—3 Nay; and did not carry.

Jeffrey Kelleher **Moved to Approve** sending to a town meeting a request in the amount of \$218,136 to be taken from the CNR account to cover the second and final installment for Woodstock Academy's roof and fuel tank project; Fred Chmura **Seconded**.

Discussion continued regarding when a town meeting would occur. Chairman Dougherty explained expenditures are normally done in September/October. Karen Fitzpatrick explained the process further and stated transfers are made from the CNR account during these months. The town meeting and referendum will eventually be scheduled by the Board of Selectmen.

Megan Bard Morse explained the difference in the two amounts noted above is based per student, and there are more Woodstock students in Woodstock Academy this year than the previous year. Karen Fitzpatrick offered the possibility of taking the funds from the non-lapsing account to cover the \$218,136 should there be an urgency to pay the second installment prior to September/October.

Chairman Dougherty referred to the motion on the table made by Jeffrey Kelleher and seconded by Fred Chmura.

Motion Carried reflecting 4 Yea; 2 Nay.

8. Public Comments: None.

9. Other from Board: None.

10. Correspondence & Announcements:

Chairman Dougherty stated the next meeting is scheduled for September 8, 2020, at 7 pm. It was recommended the town meeting and referendum be scheduled before the September Board of Finance meeting.

11. Adjournment:

Jeffrey Kelleher **Moved to Adjourn**; David Fortin **Seconded**; **Motion Carried Unanimously**. The meeting adjourned at 8:37 pm.

The recording of this meeting can be found here: <https://youtu.be/C-JzUfW8MFo>

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.