

**Woodstock Board of Finance
Regular Meeting
Tuesday, November 10, 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 7:01 pm.
2. **Roll Call:**
Michael Dougherty (Present)
David Fortin (Present)
Michael Bernardi (Present)
Roy Bradrick, Jr. (Present)
Frederick Chmura (Present)
Jeffrey Kelleher (Present)
Barry Shead (Alternate) (Present)
Charlene Cutler (Alternate) (Present)
Michele Woz (Alternate) (Present)
Excused: N/A
Noted for the Record: Quorum
Others Present: Karen Fitzpatrick, Jay Swan, Dave Richardson, Preston Schultz, Members of the Public
3. **Seat Alternate if Necessary:** N/A
4. **Approve Minutes from September 8, 2020 Regular Meeting:**

Michael Bernardi **Moved** to **Approve** the September 8, 2020 Regular Meeting minutes as presented; Fred Chmura **Seconded**; **Motion Carried Unanimously.**
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:** Treasurer Karen Fitzpatrick stated \$1,247,633 was received from the State of Connecticut for the Department of Education ECS Grant, which is approximately one-quarter of what was budgeted. For fiscal year 2021 \$4,990,532 was budgeted. The Governor has extended certain executive orders through February 2021.
 - B. **Update on Local Bridge Project:** The STEAP Grant for County Road culvert was received today. First Selectman Swan noted that in addition to the County Road culvert STEAP grant, a wetlands application was submitted for the Peake Brook bridge.
 - C. **Update on Town Hall Renovation:** Mr. Swan stated they are seeking bids on certain items relating to the renovations, one of which relates to having the inner doors locked. They will be seeking possible reimbursement from the state for these renovations since the project began as a result of COVID-19.
7. **New Business:**
 - A. **Update on Tax Collector’s Office:** Mr. Swan stated additional staffing is needed in the Tax Collector’s Office, which will cost approximately \$5,500 to fund. This is a result of staff members with children requiring additional time off at a reduced rate of pay due to children being home during the pandemic. This will go through February 2021 and be reassessed at that time.

David Fortin **Moved to Approve** extending the Tax Collector's budget up to \$5,500 to cover additional staffing due to COVID-19; Roy Bradrick, Jr. **Seconded; Motion Carried Unanimously.**

Karen Fitzpatrick is unsure if payroll matters resulting from the pandemic are eligible for federal or state relief. However, further research will be done.

- B. Review Draft of 2021-22 BOF Meeting Schedule:** The draft 2021-22 Board of Finance meeting schedule was presented for consideration.

Michael Bernardi **Moved to Approve** the 2021-22 Board of Finance Meeting Schedule as presented; Jeffrey Kelleher **Seconded; Motion Carried Unanimously.**

- C. BOE Transfer Request to Non-Lapsing Fund:** Chairman Dougherty stated the BOE's audit is underway. It has been recommended the BOF await the auditor's opinion. Therefore, he requested this agenda item be tabled to the next meeting.

David Fortin **Moved to Table** Agenda Item 7-C – BOE Transfer Request to Non-Lapsing Fund – to the December 8, 2020 meeting; Fred Chmura **Seconded; Motion Carried Unanimously.**

- D. Quarterly Reports Ending 9/30/20:** Chairman Dougherty referenced the quarterly reports ending 9/30/20, which were distributed to BOF members prior to the meeting. There were no questions or comments on the quarterly reports.

- 8. Public Comments:** Dave Richardson noted the next BOF meeting will focus on the audit review. He requested the draft report be posted to the town website per the Governor's Executive Orders 7S7 and 7B so the public can review it before the meeting. He noted the September 8th supporting documents have yet to be posted. He stated that on May 5, 2020, the BOF approved the transfer of \$150,000 from the Fund 51 account-Health Care Reserve. He requested information on the money trail of these funds. Karen Fitzpatrick and Chairman Dougherty stated that since this matter is with legal counsel for review, and information has not been received from the attorneys, this item is not for public discussion at this time.

Preston Schultz attempted to communicate via Zoom; however, there were audio difficulties. Dave Richardson offered to contact Mr. Schultz to let him know he can contact the BOF via email with his comments.

- 9. Other from Board:** Fred Chmura noted that Woodstock was approved for \$128,205 in state funding for the replacement of a bridge and culvert on County Road. He will send the announcement that provides additional details to Karen Fitzpatrick.
- 10. Correspondence & Announcements:** The next meeting is scheduled for December 8, 2020, at 7 pm.
- 11. Adjournment:** Michael Bernardi **Moved to Adjourn;** Fred Chmura **Seconded; Motion Carried Unanimously.** The meeting adjourned at 7:35 pm.

The recording of this meeting can be found here: <https://youtu.be/amsRUwO8YIU>

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.