

**Woodstock Board of Finance
Regular Meeting
Tuesday, December 8, 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)

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, Members of the Public

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

4. **Approve Minutes from November 10, 2020 Regular Meeting:**

Michael Bernardi requested the following revision under Item 7A; Update on Tax Collector’s Office: Identify Mr. Bernardi as abstaining from the vote.

Fred Chmura **Moved to Approve** the November 10, 2020 Regular Meeting minutes as amended; Michael Bernardi **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: Karen Fitzpatrick had no update on the state budget.

B. Update on Local Bridge Project: Karen Fitzpatrick reported preliminary engineering is underway by engineering firm CHA. She may have more information in January.

C. Update on Town Hall Renovation: Karen Fitzpatrick noted quotes are pending on crash bars and painting in the lobby.

D. BOE Non-Lapsing Transfer Request: This item was tabled until January.

David Fortin **Moved to Table** Item D – BOE Non-Lapsing Transfer Request to the January meeting; Roy Bradrick Jr. **Seconded; Motion Carried Unanimously.**

7. **New Business:**

- A. Election of Officers:** Chairman Dougherty welcomed nominations from Board members for Chairman, Vice Chairman and Clerk Secretary.

David Fortin **Moved** to **Nominate** Michael Dougherty as Chairman of the Board of Finance; Michael Bernardi **Seconded**; Michael Dougherty **Abstained**; **Motion Carried**.

Michael Dougherty **Moved** to **Nominate** Frederick Chmura as Vice Chairman of the Board of Finance; Michael Bernardi **Seconded**; Frederick Chmura **Abstained**; **Motion Carried**.

Frederick Chmura **Moved** to **Nominate** David Fortin as Clerk Secretary of the Board of Finance; Michael Dougherty **Seconded**; David Fortin **Abstained**; **Motion Carried**.

- B. Review Fund Balance Policy:** The fund balance policy was emailed to Board of Finance members. Karen Fitzpatrick stated the current fund balance percentage is not available because the audit is not complete.

Frederick Chmura **Moved** to **Table** this agenda item until the audit is complete and the fund balance percentage can be reviewed.

Discussion continued. Karen Fitzpatrick cited the guidelines regarding the fund balance percentage.

Mr. Chmura withdrew his motion. However, David Fortin felt the motion was valid at this time. After further comments, Mr. Chmura retracted his statement to withdraw his motion.

Frederick Chmura **Moved** to **Table** 7B – Review Fund Balance Policy to the January meeting; David Fortin **Seconded**; **Motion Carried Unanimously**.

- C. Approve BOE Emergency Expenditure from Non-Lapsing:**

Frederick Chmura **Moved** to **Approve** the BOE Emergency Expenditure of \$8,496.97 from the Non-Lapsing Account; Discussion continued.

Roy Bradrick Jr. asked if the amount being requested is certain since the audit report has yet to be received. Chairman Dougherty stated the money is currently in the non-lapsing account; there is no transfer involved. He explained that in the past, the BOE had the ability to put aside up to 1% of their budget total per year in the non-lapsing account. This has since changed to 2% of their gross budget, which has no cap. This was approved with the understanding the BOF would review any expenditure request from the non-lapsing account.

Janet Thurlow explained the emergency expenditure request is for a server at the Middle School that crashed in late February. It was earmarked for replacement in the FY2021 budget; however, it crashed beforehand.

David Fortin asked Mr. Chmura to amend his motion to include the purpose of the expenditure, as follows:

Fred Chmura **Moved** to **Approve** the BOE Emergency Expenditure of \$8,496.97 from the Non-Lapsing Account to replace a server; Michael Bernardi **Seconded**; **The Motion Passed with 1 Nay from Roy Bradrick Jr.**

- 8. Public Comments:** Dave Richardson asked if an extension has been filed with the state relative to the audit as normally it is due to the state on December 31. Chairman Dougherty stated the audit report is expected by the end of this week. Ms. Fitzpatrick was informed by the auditors that an extension was not necessary at this time. The audit review will be placed on the January agenda.

9. **Other from Board:** Fred Chmura commented on the Zoom technology working well for this meeting. The Commission thanked Crystal Adams for her help.
10. **Correspondence & Announcements:** Chairman Dougherty stated the next Board of Finance meeting is scheduled for January 12, 2021. He wished everyone a Merry Christmas and Happy New Year.
11. **Adjournment:** Fred Chmura **Moved to Adjourn**; Jeffrey Marcotte **Seconded**; **Motion Carried Unanimously**. The meeting adjourned at 7:28 pm.

The recording of this meeting can be found here: <https://youtu.be/QVH0QHDCIaM>

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.