

**Woodstock Board of Finance
Regular Meeting
Tuesday, January 12, 2021 – 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, Janice Thurlow, Mike VanDeventer, Lauren Messina, Karolina Swol,
Members of the Public
3. **Seat Alternate if Necessary: Motion** was made by David Fortin, and **Seconded** by Roy Bradrick, Jr., to **Seat** Michele Woz as an alternate. **Motion Carried Unanimously.**

Approve Minutes from December 8, 2020 Regular Meeting: Mr. Kelleher requested a change to the name of the person who made the motion to adjourn; replacing Jeffrey Marcotte with Jeffrey Kelleher.

Motion was made by Fred Chmura, and **Seconded** by David Fortin, to **Approve** the December 8, 2020 Regular Meeting minutes as amended. **Motion Carried Unanimously.**

4. **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.

FY 2020 Audit Presentation/Mahoney Sabol: Chairman Dougherty introduced Mike VanDeventer from Mahoney Sabol to provide the FYE 2020 Audit presentation. Mr. VanDeventer reviewed details on the scope of work, status of the audit, Auditor’s Reports, financial highlights and required communications. Some significant highlights included the actual change in the general fund balance showing a decrease of \$93,486, resulting in a favorable budgetary variance of \$642,046. Revenues were approximately \$636,067 more than budgeted, which was a result of favorable property tax collections and State aid for education. Expenditures were \$431,423 less than budgeted. Of this amount, \$425,444 related to non-educational expenditures and was subsequently authorized to be transferred to the Town’s Capital and Nonrecurring Fund. Governmental Funds reflected combined ending fund balances as of June 30, 2020 totaling \$14,007,243, a decrease of \$1,079,085 from the prior year and a positive unrestricted net position of \$5,444,862.

Mr. VanDeventer closed the presentation and offered to answer questions from the Board. Chairman Dougherty thanked the auditors for their presentation.

5. **Old Business**
 - a) **Approve the expenditure in the amount of not to exceed \$65,000.00 as recommended by the Board of Selectmen from the Woodstock Agricultural Land Preservation and Land Acquisition Fund toward the**

joint purchase of the land development rights to Maple Crest Farm under Executive Order 7S.7 and Executive Order 7CC.1

Chairman Dougherty stated this item was previously approved by the Board of Finance and Board of Selectmen. It was presented before the Board of Finance again as a Town meeting would not be held on this item.

Motion was made by David Fortin, and **Seconded** by Fred Chmura, to **Approve** the expenditure in the amount not to exceed \$65,000.00 as recommended by the Board of Selectmen from the Woodstock Agricultural Land Preservation and Land Acquisition Fund toward the joint purchase of the land development rights to Maple Crest Farm under Executive Order 7S.7 and Executive Order 7CC.1. **Motion Carried Unanimously.**

- b) **Update on State Budget:** Karen Fitzpatrick stated \$192,000 was received in Town Aid Road. Mr. Chmura noted the upcoming FY 2022 general municipal governments may receive the same as before in their grants and the State may possibly be working to get additional funding to help offset Covid-19 related expenditures. The Town qualified for the State's Covid Relief Fund (CRF), and invoices were submitted to the State. To-date, the Town has received \$28,000 in reimbursement for FYE June 30, 2020. These funds were put into expenditures not budgeted for due to Covid-19. The State also funded municipalities based on a population basis, and the Town received an additional \$57,000.
- c) **Update on Local Bridge Project:** There was nothing new to report on this item. First Selectman Jay Swan reported the Town is waiting to hear more on the STEAP Grant.
- d) **Update on Town Hall Renovations:** First Selectman Swan stated programming will be complete on a keypad outside of the double doors in the lobby this week. The final item will be painting. Karen Fitzpatrick stated the expense has exceeded the \$5,000 threshold. Per the Town's auditors, the extra FEMA reimbursement of \$3,900 can be used to finish the project, and Ms. Fitzpatrick stated this should cover the balance. The final cost for the project has not been calculated yet. Ms. Fitzpatrick will update the Board once the project is complete.
- e) **BOE Non-lapsing Transfer Request:** Chairman Dougherty stated the BOE has requested a transfer of \$5,978.49 from the 2019-20 budget to its non-lapsing account. This was approved by the BOE at its December 10, 2020 meeting.

Motion was made by Jeffrey Kelleher, and **Seconded** by Fred Chmura, to **Transfer** \$5,978.49 to the BOE Non-lapsing account. **Motion Carried Unanimously.**

- f) **Review Fund Balance Policy:** Chairman Dougherty stated this item was tabled at the last BOF meeting and back before the Board for review.

Motion was made by David Fortin, and **Seconded** by Roy Bradrick Jr., to **Continue** with the current Fund Balance Policy as presented. **Motion Carried Unanimously.**

6. New Business

- a) **Request for Town Hall Emergency Expenditure:** Mr. Swan stated the heating system in the Town Hall is having issues. He is requesting this item be tabled until additional quotes are received. In the meantime, the system will be temporarily fixed, and it is unclear if the existing budget will be used for this expense. The long-term fix may be approximately \$10,000-\$15,000, but firm numbers have yet to be received. This item will be on the agenda next month.
- b) **Approve Mahoney Sabol Audit Agreement:** Chairman Dougherty noted that it has been challenging during Covid-19 for audit firms to conduct municipal town audits, and there were 97 towns out of the 169 that

were able to complete their audits within the normal timeframe. A quote was received from Mahoney Sabol for another two years, which reflected a cost of \$42,500 for 2021 and \$44,000 for 2022. This year's audit fee was approximately \$38,000. Fred Chmura recommended after the two-year extension the Board go out for bid for the FY 2023 audit. Ms. Woz noted that it is good practice to change audit firms after a period of time. Mr. Bradrick asked if the Board might consider only committing to one year. Chairman Dougherty stated it would be best to have the two-year extension due to the firm being involved and knowledgeable in several upcoming town projects, as well as the Covid-19 challenges.

Motion was made by Fred Chmura, and **Seconded** by Michelle Woz, to **Approve** the Mahoney Sabol Audit Agreement for a Two-Year Extension through FYE 2022 as noted above. **Motion Carried Unanimously.**

7. **Public Comments:** Dave Richardson asked about the emergency tree removal expenses, and if they were recorded as capital expenses or emergency expenses, and how this would be depreciated if it is a capital expense. Ms. Fitzpatrick will research this and report back. He further asked if the \$150,000 expenditure was included in the \$18,634,522 as is listed on page 63 of the audit. If not included, he would like to know where the expense went. Ms. Fitzpatrick will research and report back. Discussion ensued regarding holding a tri-board meeting. Chairman Dougherty stated the first step is to determine the tax base once information is received from the assessor. It was suggested the BOE put together figures for various scenarios, one area in particular, in-house schooling vs. remote learning. Discussion continued regarding the possibility of a smaller group of tri-board representatives hold a preliminary meeting.
8. **Other from Board:** David Fortin was concerned with having a preliminary meeting that may not be within regulations and suggested holding the tri-board meeting via Zoom. Chairman Dougherty noted it would be a preliminary discussion and not a formal meeting. Further discussion ensued. Chairman Dougherty stated further thought will be given to this process.
9. **Correspondence & Announcements:** Chairman Dougherty stated the next Board of Finance meeting is scheduled for February 9, 2021, at 7 pm.
10. **Adjournment: Motion** was made by Michele Woz, and **Seconded** by David Fortin, to **Adjourn. Motion Carried Unanimously.** The meeting adjourned at 8:25 pm.

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

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.