

**Woodstock Board of Finance
Regular Meeting
Tuesday, February 9, 2021 – 7:00 pm
In accordance with Governor Lamont’s Executive Orders 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 Michael Dougherty called the meeting to order at 7:02 pm.
2. **Roll Call:**
Michael Dougherty (Present)
David Fortin (Present)
Roy Bradrick, Jr. (Present)
Frederick Chmura (Present)
Jeffrey Kelleher (Present)
Michael Bernardi (Present)
Barry Shead (Alternate) (Present)
Charlene Perkins Cutler (Alternate) (Present)
Michele Woz (Alternate) (Present)
Excused: N/A
Noted for the Record: Quorum
Others Present: Karen Fitzpatrick, First Selectman Jay Swan, Megan Bard-Morse, Janice Thurlow, Victor Toth, Members of the Public
3. **Seat Alternate if Necessary: Motion** was made by Michael Bernardi, and **Seconded** by Roy Bradrick, Jr., to **Seat** Barry Shead as an alternate. **Motion Carried Unanimously.**
4. **Approve Minutes from January 12, 2021 Regular Meeting: Motion** was made by Roy Bradrick Jr., and **Seconded** by Frederick Chmura, to **Approve** the January 12, 2021 Regular Meeting minutes as presented. **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.

David Fortin joined the meeting; however, Barry Shead was seated as an alternate following the Roll Call. As a result, Mr. Fortin was unable to vote during the meeting.
6. **Old Business:**
 - a) **Update on State Budget:** Karen Fitzpatrick stated Governor Lamont will be addressing the state budget on February 10, 2021. To-date two ECS payments have been received, both in the amount of approximately \$1.2 million. A half portion of town aid road was received.
 - b) **Update on Local Bridge Project:** First Selectman Jay Swan received news today that the Peake Brook Road will be first out to bid, followed by Hopkins Road. CHA, the engineering firm, expects that RFP’s will go out mid-March for spring/summer construction for Peake Brook Road and RFP’s are anticipated to go out in the fall for Hopkins Road. Design plans are about 70% complete. The Town of Woodstock is still a part of the local bridge program and anticipates a 48% reimbursement on the two bridges.
 - c) **Update on Town Hall Renovations:** Mr. Swan reported initially \$5,000 was set aside for this project in the contingency fund. Much of the project is complete. Last to be completed is an illuminated exit sign to be installed above the door. The invoices as of 6/30/20 totaled \$5,000.

Karen Fitzpatrick stated the remaining balance is approximately \$8,500. A FEMA reimbursement was received due to COVID-19 and after conferring with town auditors, those funds totaling \$3,991 could be used toward the project. There are funds available in the current budget to cover the remaining balance. Ms. Fitzpatrick clarified there would be no need to appropriate additional funds for the remaining balance.

Motion was made by Jeffrey Kelleher, and **Seconded** by Frederick Chmura, to **Appropriate** unbudgeted FEMA reimbursement revenue to be used toward the town hall renovation project. **Motion Carried Unanimously.**

- d) **Request for Town Hall Emergency Expenditure:** Mr. Swan shared the issues associated with the heating system. He anticipates a major repair will be required in April or May. An estimate from Swan Associates (no relation to First Selectman Jay Swan) was provided totaling \$9,930, but it is anticipated the cost may be up to \$15,000 due to the amount of glycol that may be needed. The proposal from Swan Associates was included in the meeting packets. Mr. Swan stated he would contact Swan Associates to determine whether the project could begin after July 1, 2021.
- e) **Discuss Potential Tri-Board Meeting:** Chairman Dougherty stated this was discussed at the last BOF meeting. The first budget presentation is scheduled for March 2, 2021. Some members felt it was too late to hold a Tri-Board Meeting.

Janice Thurlow learned they would be receiving \$593,000 in ESSER II. She explained the aggressive timetable associated with this grant and requested an extension for the BOE to present its budget proposal to the BOF until the March 23, 2021 meeting. Victor Toth stated that in addition to the grant, they are waiting for clarification from the State Department of Education on whether remote instruction will be required in the fall, which would impact staffing requirements. There is also the potential for significant additional federal funding from the American Rescue Plan, which could have a major impact on what their budget request would look like. Because of these unknowns, Mr. Toth supported Ms. Thurlow's request for an extension.

It was determined the Tri-Board Meeting would not be held this year. Suggestions included having the Board of Selectmen present its budget proposal to the Board of Finance on March 9, 2021 and the Board of Education present its budget proposal to the Board of Finance on March 16, 2021. Board of Education representatives agreed with the proposed date.

Motion was made by Michael Dougherty, and **Seconded** by Michael Bernardi, to **Cancel** the March 2, 2021 Board of Finance meeting; **Schedule** the Board of Selectmen budget presentation on March 9, 2021; **Schedule** the Board of Education budget presentation on March 16, 2021; and, **Schedule** the combined budget meeting on March 23, 2021. **Motion Carried Unanimously.**

7. New Business:

- a) **Quarterly Reports Ending 12/31/20:** The quarterly reports ending 12/31/20 were included in the meeting packets. There were no comments from BOF members.

8. Public Comments: There were no comments from the public.

9. Other from Board: Chairman Dougherty stated he was notified that the Governor's Executive Orders were extended to April 20, 2021. Details on which Executive Orders are unknown currently.

10. Correspondence & Announcements: Chairman Dougherty stated the next Board of Finance meeting is scheduled for March 9, 2021, at 7 pm, at which time the Board of Selectmen will present its budget.

11. Adjournment: **Motion** was made by Jeffrey Kelleher, and **Seconded** by Frederick Chmura, to **Adjourn. Motion Carried Unanimously.** The meeting adjourned at 8:21 pm.

The recording of this meeting can be found here: <https://youtu.be/5oF5aX3QSeu>

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.