

# Woodstock Board of Selectmen Minutes

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Wednesday, April 12, 2023

3:30 pm

Special Meeting

Town Hall, Room A

1. **Call to order:** First Selectman Jay Swan called meeting to order at 3:30 pm.
  - a. **Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Kate McDonald
  - b. **Others Present:** Finance Director Karen Fitzpatrick
2. **Adjust and Approve FY 24 Proposed Budget as recommended by the Board of Finance**
  - a. Jay Swan noted that this meeting is to review the budget to meet amount set by Board of Finance for FY 24.
  - b. Karen Fitzpatrick has distributed updated budget sheets to the Board of Selectmen for review and noted that the Board of Finance approved proposed General Budget of \$6,219,951 to move to Town Meeting and Referendum at the April 11, 2023 meeting. The original request made by Board of Selectmen for the FY 24 Budget was in the amount of \$6,365,029 which means that \$145,078 needs to be cut at this time.
  - c. Karen Fitzpatrick has made the following recommendations for budget cuts-
    - i. Reduce the Board of Selectmen budget by \$2,267- staffing salary adjustments
    - ii. Reduce the Assessor's Office by \$500- mileage adjustment
    - iii. There is an addition to the Tax collector's Office of \$9,124- salary adjustments and staffing changes for Tax Collector Transition
    - iv. Reduce the Finance Office by \$660- staffing salary adjustments
    - v. Reduce the Clerk's Office by \$19,001- Salary reduction for the Clerk to transition to a Part Time Position for part of the FY 24
    - vi. Elections and Probate to have no change
    - vii. Reduce the Town Council by \$5,000 with amounts taken from each area- reduction based on previous spending trends
    - viii. Reduce the Town Hall by \$2,800- reduction of part time staffing and adjustment based on previous spending trends
    - ix. Data Processing has no change
    - x. Reduce Insurance and Benefits by \$25,229- changes in staffing result in health benefit savings
    - xi. Reduce Planning & Zoning by \$750- based on previous spending trends
    - xii. No change to the Town Planner as it is an inactive line item
    - xiii. Reduce Land Use by \$300- this office is in transition and the budget could requires changes to obtain qualified staffing in the future
    - xiv. Reduce Inland Wetlands and Watercourse Agency by \$400- based on previous spending trends
    - xv. Reduce Economic Development Commission by \$200- based on previous spending trends and the fact that no budget was received by the commission
    - xvi. Contingency would have no change
    - xvii. Original suggestion to reduce General Government Boards and Commissions by \$51,125 that was adjusted to reductions of \$41,125 to allow for \$10,000 to be allocated to Open Space
      1. Open Space reduction to zero due to the current special fund balance for that committee of \$642,000 and that the Open Space purchases can use CNR funds. Karen feels that the transfer to savings ties up funds needed for the current FY 24.
    - xviii. Reduce Building Office by \$3,093- Salary adjustments

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- xix. Reduce Fire Marshal by \$1,952- Staffing adjustments
- xx. Fire Protection originally suggested to have no change but adjusted to have a \$10,000 reduction from the Apparatus Fund
- xxi. Reduce Police Protection by \$570- based on previous spending trends
- xxii. Public Safety would have no change
- xxiii. Reduce Highway Department by \$13,986- Salary adjustment with current Highway Foreman scheduled to retire
- xxiv. Environmental would have no change
- xxv. Reduce the Transfer Station by \$1,000
- xxvi. Reduce Public Health and Recreation by \$25,439
- xxvii. Debt Reduction would have no change
- d. Chandler Paquette would like to speak to the Open Space Land Acquisition and Preservation Chair before making any decisions for this line items and noted that the Town of Woodstock does received State funding based on Open Space allocation to the budget. He does not want to see this allocation go to zero and suggests allocating \$10,000 for FY 24.
- e. Karen Fitzpatrick noted the Fire Protection Apparatus Fund is a possible source to adjust for the \$10,000 now being allocated to Open Space as they have received close to \$1,000,000 from ARPA Funds for apparatus purchases. Chandler Paquette agrees with this thought process.
- f. Chandler Paquette asked if the Highway Department Materials Budget could be reduced and noted salt use. Karen Fitzpatrick noted that there were reductions to the Highway Department Budget made and that the remaining funds from salt allocation will be used to purchase other items like sand and plow blades that can be stored for future use (salt cannot be stored for long periods of time). Chandler noted that it is less impactful to take a small amount from the largest budgets and suggest looking to see what could come out of Highway Budget as done in Fire Protection to help with needs in other areas.
- g. Kate McDonald made a **\*Motion** to approve the FY 24 General Budget as adjusted in the amount of \$6,219,951. **\*Seconded** by Chandler Paquette. **\*The motion passed unanimously.**
- h. Chandler Paquette wanted to thank the Board of Finance for the presented information and discussion at the meeting last night. All were very impressed with the meeting.

### 3. Adjournment

- a. Chandler Paquette made a **\*Motion** to adjourn. **\* Seconded** by Kate McDonald. **\*The motion passed unanimously.** The meeting adjourned at 4:27 pm.

\*Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Board of Selectmen. Please refer to next month's meeting for approval/amendments.