

# Woodstock Board of Finance Minutes

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Tuesday, February 28, 2024

Town Hall Room 1

7:00 pm

## SPECIAL MEETING

1. **Call to order:** Chairman Michael Dougherty called meeting to order at 7:02 pm

2. **Roll Call**

- a. **Members Present:** Michael Dougherty (Chairman)  
David Fortin  
Philip Parizeau  
Julie Marcotte  
Charlene Perkins Cutler  
Marilyn Barker  
Fred Chmura  
Michele Woz

**Members absent:** Jeffery Kelleher, excused

**Others Present:** Finance Director Karen Fitzpatrick, First Selectman Jay Swan, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Viktor Toth, Selectwoman Kate McDonald, Recreation Director Erin Lucas, Sonia Greene, Richard Baron, Sue Swan, Travis Blair and Recording Secretary Amy Monahan.

- b. **Noted for the Record:** Quorum

3. **Seat Alternate if Necessary:**

- a. Charlene Perkins Cutler was seated by request of the absent Jeffrey Kelleher.

4. **Approve Minutes**

- a. December 12, 2023 Regular Meeting
- i. Julie Marcotte and Asa Scranton were present
  - ii. Charlene Perkins Cutler was not present
- b. December 12, 2023 Special Meeting
- i. Asa Scranton was present
  - ii. Charlene Perkins Cutler was not present
  - 1. Michele Woz made a **\*Motion** to approve December 12, 2023 Regular Meeting and the December 12, 2023 Special Meeting as amended. **\*Seconded** by Philip Parizeau. **\*The motion passed** with one abstaining (Charlene Perkins Cutler).
- c. February 6, 2024 Special Meeting
- i. David Fortin made a **\*Motion** to table February 6, 2024 Special Meeting until next meeting. **\*Seconded** by Fred Chmura. **\*The motion passed unanimously.**

5. **Public Comment**

- a. Karen Fitzpatrick noted that the Planning & Zoning Commission will be updating Plan of Conservation and Development (POCD) and have requested \$6000 in additional funding for the project. The Board of Selectmen has suggested that the Planning & Zoning Commission request funds from CNR for the POCD update.

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## 6. Old Business

- a. Update on State
  - i. Karen has distributed the CCM Government proposed budget numbers for FY 25 to the Board of Finance members for review.
  - ii. The second payment of the current budget ECS has been received from the State. Total to date \$2,495,266 has been received and if remaining payments are similar, total funding would be greater than projected.
- b. Update on Local Bridge Project
  - i. Contract signed for Peake Brooke. Additional engineering study requested for County Road project. Both projects are expected to start this spring.
- c. Update on American Rescue Plan Act
  - i. Karen Fitzpatrick has submitted the updated ARPA report ending 01/31/24 for review.
    - 1. The Town Highway Department dump truck should arrive within the next few weeks and the Muddy Brook tanker is scheduled to arrive April 4<sup>th</sup>.
    - 2. The Tercentennial Stone project has been completed resulting in a \$300 surplus and the Town Hall security project has been completed resulting in a \$116.01 surplus.
      - a. Dave Fortin made a **\*Motion** to move \$416.01 to the non-committed ARPA fund. **\*Seconded** by Charlene Perkins Cutler. **\*The motion passed unanimously.**
    - 3. Karen noted that all funds need to be obligated with contracts in hand by December of this year. Michael Dougherty would like to see commitments of funding to existing projects by April allowing the Town to move forward with other allocations if needed.
  - ii. Erin Lucas distributed the budget information surrounding the Tennis Court Project.
    - 1. Dave Fortin noted that ARPA funds are available for this request according to the numbers presented to the Board of Finance.
- d. WES Tunnel Encapsulation Project
  - i. Viktor Toth has been in contact with DRA Associates for this project. Study costs range \$20,000-\$25,000 according to the DRA estimate. The second firm contacted, Mystic Air, was not interested in the project and the third firm, Silver Petrucelli & Associates, has not yet submitted the requested estimate.

## 7. New Business

- a. FY 24 General Government Budget Update & Quarterly Reports 12/31/23
  - i. Karen Fitzpatrick noted that a full time ZEO and Wetlands Agent will start in March.
  - ii. The budget process has started to prepare the budget for presentation in March.
- b. FY 24 BOE Budget Update & Quarterly Reports 12/31/23
  - i. Viktor shared that 23-24 Budget does have severe special education overages with 8 high schoolers classified during the year and one additional that moved into district resulting in overage in the amount of \$497,022 for the Special Education Budget.
    - 1. Excess Cost Sharing monies are being calculated and will not be fully reimbursed until the next fiscal year.
    - 2. Dave Fortin noted that this would be year 4 that the school district did not come in under budget. He would like to know how to explain this to the taxpayers.
    - 3. Several Board of Finance members noted the need for the State of Connecticut to address mandated excess costs that are being passed down to town Education Boards.
    - 4. Charlene Perkins Cutler noted concern for several line items that are overspent in the Education Budget

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5. Michele Woz noted the importance to work together with what is present to avoid infractions at the end of the year. She also would like to see next years Education budget with accurate expenditures by line item resulting in good information to create the budget.
6. Dave Fortin noted the impact on General Budget of assisting with excess Education costs.
- c. Review Fund Balance Policy
  - i. The Fund Balance Policy has been distributed to the Board of Finance members for review.
    1. Fred Chmura made a **\*Motion** to continue with existing fund balance policy as it stands. **\*Seconded** by Dave Fortin. **\*The motion passed unanimously.**
- d. CNR Request- Recreation Tennis Courts
  - i. Tabled until future meeting
- e. CNR Request- Muddy Brook FD Roof Replacement
  - i. Travis Blair shared that Muddy Brook is working on 2 projects
    1. STEAP Grant for roof replacement – This is a 80/20 split grant that needs to be filed by the town of which Muddy Brook will cover all cost.
      - a. Karen Fitzpatrick noted that the funds need to be available up front for the STEAP Grant. Approval is needed by the Board of Finance before any additional steps can be taken. The funds for this project would come from the CNR account and need to go to Town Meeting.
      - b. Richard Baron noted that applications for the STEAP Grant are available in June.
      - c. Michele Woz made a **\*Motion** to commit funding up to \$60,000 of CNR funds for the Muddy Brook Roof Replacement STEAP Grant Application. **\*Seconded** by Fred Chmura. **\*The motion passed unanimously.**
- f. Over Expended WFPA Budget/Fire Apparatus Hazardous Foam Mitigation
  - i. Travis Blair reviewed the Pfas Chemical situation. The CT DEEP has funding available through a reimbursement program to assist with remediation for Pfas. Richard Baron noted that these funds must be requested by a municipality.
    1. The three departments will use department funds to reimburse the town if DEEP funds are not available at the time of completion of remediation.
    2. Richard Baron noted that the trucks are scheduled to be addressed in the month of March and reimbursements are currently 30 days after completion. He anticipates that all transactions should take place in this fiscal year budget. It was noted the even if the funds do not clear in this fiscal year, the departments could cover payments allowing the town to process the project in the current fiscal year.
    3. Fred Chmura made a **\*Motion** to allow the over expenditure of the WFPA Budget up to \$20,000 for Fire Apparatus Hazardous Foam Mitigation. **\*Seconded** by Michele Woz. **\*The motion passed unanimously.**
- g. Over Expended Land Use Budget
  - i. The land use office needs an additional 35,000 to accommodate the new full time ZEO/Wetlands Agent. This will eliminate the need for the current firm acting at the Town ZEO.
    1. Dave Fortin made a **\*Motion** to approve the over expenditure of the Land Use budget up to \$35000 for the hiring of Full Time Zoning Enforcement Officer/Wetlands Officer. **\*Seconded** by Mike Dougherty. **\*The motion passed unanimously.**
- h. 2023 Grand List
  - i. The Grand List has been distributed to the Board of Finance members for review. Karen Fitzpatrick estimates a generation of \$273,000 in spending from the presented Grand List.

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1. After the newly approved tax freeze, the estimated generated spending amount would be \$263,00-\$267,000 in additional revenue.

## 8. Public Comment

- a. None

## 9. Other From Board

- a. Michele Woz would like to see progress with the Building & Grounds Committee previously mentioned by town officials. A comprehensive maintenance plan is important to the Town of Woodstock for budget and planning purposes. The Board of Selectmen will move forward with this project.

## 10. Correspondence & Announcements

- a. The next Board of Finance Meetings will be held on March 12<sup>th</sup> and March 19<sup>th</sup> to present and discuss the proposed Budget.

## 11. Adjournment

- a. Michele Woz made a **\*Motion to Adjourn**. **\*Seconded** by Michael Dougherty. **\*The Motion Passed Unanimously**. Meeting Adjourned at 8:43 pm.

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