

# Woodstock Board of Finance Minutes

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Tuesday, March 19, 2024

Town Hall Room 1

7:00 pm

## REGULAR MEETING

1. **Call to order:** Chairman Michael Dougherty called meeting to order at 7:01 pm

2. **Roll Call**

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

**Members absent:** Julie Marcotte, excused

**Others Present:** Finance Director Karen Fitzpatrick, First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Kate McDonald, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Viktor Toth, Amy Vinal, Wendy Costa, Jessica Weaver Boose, Jeffrey Marcotte and Recording Secretary Amy Monahan.

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

3. **Seat Alternate if Necessary:**

- a. N/A

4. **Approve Minutes**

- a. March 12, 2024 Regular Meeting
- i. Dave Fortin made a **\*Motion** to approve March 12, 2024 Regular Meeting as amended. **\*Seconded** by Michael Dougherty. **\*The motion passed** with 2 abstaining (Kelleher and Chmura).
  - 1. The meeting on March 12, 2024 was a Regular meeting, not a special meeting as noted in the minutes.

5. **Public Comment**

- a. None

6. **Old Business**

- a. Update on WES Tunnel Encapsulation Project
- i. Viktor Toth noted that a RFP for the project has been created and submitted to DAS bid board with a deadline of April 18<sup>th</sup>.
- b. BOE FY 25 Budget Presentation
- i. Viktor Toth reviewed the BOE budget for those who were not present for the presentation at the last meeting.
  - ii. FY 24-25 and 25-26 improvement plans.

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1. 24-25 items include: Math Coordinator, Literacy Coach K-8, continuation of LA Series Consumables at WMS, Social Studies Curriculum Alignment, Science Curriculum Alignment and Technology Refresh.
2. 25-26 items include: Health & Wellness Teacher at WMS, 2nd Math Coach, 2<sup>nd</sup> Literacy Coach, Spanish Teacher, Literacy Coordinator K-8, Social Studies Series at WMS and 2<sup>nd</sup> year of Technology Refresh.
- iii. Known increases for Mandated Programs
  1. The mandated program of special education is estimated increase to \$6,234,915 (including contingency for unexpected costs).
  2. SRBI and ELL program costs total \$1,247,582 for the upcoming year.
- iv. Mandated costs from transportation, High School tuitions, utilities, insurance, administration and software in the upcoming year total \$8,442,258.
- v. Contractual obligations including contract increases, planning time, mandated class teachers, custodial & facilities staff and medical insurance is expected to total \$6,688,787 for upcoming year.
- vi. New items being requested this year include the technology refresh, a Business Manager Assistant, a Language Facilitator and 2 paraprofessionals.
- vii. Total budget requested is \$23,396,128 that includes a 1.27% discretionary fund amount of \$298,194.
- c. BOS FY 25 Budget Presentation
  - i. Jay Swan noted that the budget sheet has been updated with additional percentage column after request from previous meeting.
  - ii. Jay Swan presented the proposed General Government budget and changes made to get to the proposed number.
    1. Original requests submitted to the Board of Selectmen amounted to an increase of 7.3% or \$413,225 from the current budget.
    2. The Board of Selectmen reduced the requests by \$146,032 from several areas including salaries, open space, public works, pensions & benefits.
    3. The proposed General Government budget for FY 24-25 reflects a \$267,193 increase over last year. This is an increase of 4.73% with debt of 3.2% to result in total request of \$6,432,672.
    4. Increases are for salaries, Fire Protection, EMS Service, NECCOG, data processing, contingency, elections (new mandate), insurance & benefits and changes in the Land Use office.
  - iii. Dave Fortin asked about decreases in department head salaries. Karen Fitzpatrick noted the changes were due to transition of a new Tax Collector and the Town Clerk going from full time to part time.

## 7. New Business

- a. CNR Request- Planning & Zoning Commission
  - i. Karen Fitzpatrick noted that the PZ has requested \$6000 to complete the update of POCD that must be completed by March 12, 2025 per state mandate. There is \$13,500 currently available in the POCD fund but that amount will not complete the entire project.
  - ii. If funding comes from CNR account, a town meeting would be required. Current projections would allow enough funds in the surplus for this year to cover this expense. Contingency funds are also available.
  - iii. The POCD should be added to the capital plan or budgeted into the PZ budget over the next 9 years to prepare for this expense in the future.

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- b. BOE Five-Year Capital Plan Presentation
  - i. The BOE Five-Year Capital Plan has been distributed to Board of Finance members and the public for review.
  - ii. Viktor Toth noted that the facilities study could drastically change the Five-Year Capital Plan.
- c. BOS Five-Year Capital Plan Presentation
  - i. The BOS Five-Year Capital Plan has been distributed to Board of Finance members and the public for review.
  - ii. Jay Swan reviewed current road and bridge projects including County Road and Peake Brook bridges as well as other key projects.
- d. FY 25 Estimated Revenues
  - i. The FY 25 Estimated Revenues sheet has been distributed to Board of Finance members and the public for review.
  - ii. Karen Fitzpatrick noted that the numbers on this draft are subject to change. She reviewed how to read the revenue sheet and explained calculations of several items.
    - 1. Estimated tax revenue total is \$21,776,327
    - 2. Estimated State and Federal Grant revenue total is \$5,244,575
    - 3. Estimated revenue total from other income is \$884,050
    - 4. The total estimated revenues for FY 24-25 is \$28,546,522
  - iii. Karen Fitzpatrick noted that if budgets presented tonight with a combined total amount of \$29,928,000 were approved to move forward, it would result in being \$1.4 million more than estimated revenue. This is equivalent to a 1.56 Mil increase.

## 8. Public Comment

- a. Chandler Paquette requests power point and audio at the public hearing.
  - i. Charlene Perkins Cutler noted that voters get more engaged when information is well presented to the public.

## 9. Other From Board

- a. Phil Parizeau noted that residents are still cautious about repeal of Prop 46. He recommends having information presented to show the impact of how the current budget increases were spent.

## 10. Correspondence & Announcements

- a. The Board of Finance Budget Public Hearing will be held on April 9, 2024 in the WMS Gym at 7 pm.
- b. The next Board of Finance Meeting will be held on April 16, 2024 at 7 pm.

## 11. Adjournment

- a. Michele Woz made a **\*Motion to Adjourn. \*Seconded** by Jeffrey Kelleher. **\*The Motion Passed Unanimously.** Meeting Adjourned at 8:08 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.