

**Town of Woodstock
Board of Selectmen
Regular Meeting
Thursday, February 18, 2021 – 4:00PM**

In accordance with Governor Lamont's Executive Order and social distancing guidelines recommended by the CDC, members of the Board of Selectmen participated in the meeting via ZOOM online.

MINUTES

PRESENT: John Swan, Gregory Kline, and Chandler Paquette.

OTHERS PRESENT: Diane Miller, Charlene Cutler, John Cimochoowski, John Davis, Stuart Peaslee, Rebecca Hyde, Alan Barker, and Karen Fitzpatrick

1. Call to Order: First Selectmen Jay Swan called the meeting to order at 4:05pm.

Mr. Swan made a motion to add the following to the agenda:

5A. Creation of a New Position, and

5B. Appointment to New Position.

Motion passed unanimously.

2. Approve the Minutes of the February 4, 2021 Regular Selectmen's Meeting: Selectmen Greg Kline thought that he had made the motion to approve the appointment of John Cimochoowski to the Water Pollution Control Authority. After discussion it was decided that Mr. Kline and Selectman Chandler Paquette simultaneously made the motion to appoint Mr. Cimochoowski as a Member to the Water Pollution Control Authority.

Mr. Paquette made a motion to approve the minutes of the February 4, 2021 Regular Board of Selectmen's Meeting as amended. **Motion passed unanimously.**

3. Consider the Appointment of John Cimochoowski as a Full Member of the Crystal Pond Park Commission for the Term February 18, 2021 through June 30, 2022.

Mr. Kline made a motion to appoint John Cimochoowski as a Full Member of the Crystal Pond Park Commission for the Term of February 18, 2021 through June 30, 2022. **Motion passed unanimously.**

4. Consider the Appointment of Stuart Peaslee as an Alternate Member of the Inland Wetlands & Watercourses Agency for the Term February 18, 2021 through December 31, 2023: Mr. Paquette made a motion to approve the appointment of Stuart Peaslee as an Alternate Member of the Inland Wetlands and Watercourses Agency for the Term February 18, 2021 through December 31, 2023. **Motion passed unanimously.**

5. Consider the Appointment of John Davis as a Member of the Board of Assessment Appeals for the Term February 18, 2021 through December 31, 2023: Mr. Swan stated that Board of Assessment Appeals member Edward Larson resigned from the Board after 28 years of service in December. Mr. Swan informed the Board that the Republican Town Committee approved the appointment of John Davis to fill the vacancy left by the resignation of Mr. Larson at last night's Republican Town Committee Meeting.

Mr. Paquette made a motion to approve the appointment of John Davis to the Board of Assessment Appeals for the term of February 18, 2021 through December 31, 2023. **Motion passed unanimously.**

5A. Consider the Creation of a New Position: During Executive Session of the February 17, 2021 Board of Selectmen meeting, the Board of Selectmen discussed creating the position of Finance Director. All the Selectmen agreed that the Treasurer position in Woodstock has evolved into more of a Finance Director position. Therefore, the Selectmen would like to create a Finance Director position for the Town of Woodstock.

There will continue to be a Treasurer and this position will continue to be elected and will continue to do the job of a Treasurer as defined in the State Statutes of Connecticut. The Board felt that it was important to divide the responsibilities of a Treasurer from that of the responsibilities of a Finance Director.

Mr. Kline made a motion to Create the Position of Finance Director for the Town of Woodstock. **Motion passed unanimously.**

5B. Consider an Appointment to the New Position: Mr. Swan stated that Ms. Fitzpatrick currently holds the position of the Treasurer and as stated above that the job she performs is much more than that of a Treasurer according to State Statute. Ms. Fitzpatrick brings many skills to the table and the Town has benefited from her expertise.

Mr. Paquette made a motion to Appoint Karen Fitzpatrick to the Position of Finance Director. **Motion passed unanimously.**

Rebecca Hyde asked how the position goes from an elected position to appointed. Mr. Swan explained that the position of Finance Director is a new position and separate from the position of Treasurer. In the coming weeks, Mrs. Fitzpatrick will resign her position of Treasurer to become the Finance Director. Once her letter of resignation is submitted the Republican Town Committee will appoint an interim Treasurer. At the Municipal Election in November a new Treasurer will be elected to a four-year term.

Charlene Cutler asked if the Treasurer will be reporting to the Finance Director. Mr. Swan stated that the Treasurer would be reporting to the Finance Director.

John Davis suggested that the Board of Selectmen investigate how many of the Towns in Connecticut who have the position of Finance Director are similar in size to Woodstock. He feels that there should be a more in-depth study of this.

Ms. Fitzpatrick informed the audience that she has worked for the Town of Woodstock for 15 years, starting as the Recreation Director, before moving on to a clerical position at the Highway Department, then to a Bookkeeper position, to Assistant Treasurer, interim Treasurer until becoming elected as Treasurer. During that period, she has taken classes to become certified in Municipal Finance. This new position of Finance Director will keep the duties of the Treasurer separate from what a Finance Director does.

Mrs. Cutler asked when this new position would take effect. Mr. Swan stated that the details are still being worked out with the Town Attorney. Mr. Swan believes that the new position of Finance Director will take effect in the coming weeks.

6. Consider Authorizing a Memorandum of Agreement and Adopting a Resolution for the Federal Fiscal Years 2019 and 2020 State Homeland security Grant Program: Mr. Swan explained that these are grants that the State of Connecticut has applied for through Homeland Security. This resolution allows the First Selectmen to request the loan of equipment or supplies that the State purchased with these grant funds from Homeland Security if the need arises.

Mr. Kline made a motion to approve the following resolution:

RESOLVED, that the Board of Selectmen may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that John V. Swan Jr., as First Selectman of Town of Woodstock, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that John V. Swan Jr. now holds the office of First Selectman and that he has held that office since November 19, 2019.

Motion passed unanimously.

7. Tax Rebates: None

8. Correspondence and Announcements: Mr. Swan Stated that applications for various positions on Boards and Commissions have been received and will be considered at the next meeting.

9. Citizens Comments: Rebecca Hyde thanked the Board of Selectmen for acting promptly on appointing a new member to the Board of Assessment Appeals.

Ms. Hyde stated that the Assistant Assessor has traditionally organized the packets and filing legal notices and agendas for the Board of Assessment Appeals. The current Assessor does not believe that this is a duty that the Assistant Assessor should be performing. Mr. Swan stated that

he will be meeting with the Assessor and the Assistant Assessor to determine the secretarial duties.

Allan Barker stated that he is a new citizen in Woodstock and that he attended tonight's meeting to become more familiar with what is happening in Woodstock.

Charlene Cutler asked if the Board of Selectmen met in person for yesterday's Board of Selectmen's Meeting, or was it held via Zoom. Mr. Swan stated that they had met in person in a conference room downstairs. Ms. Cutler asked if citizens would be able to attend meetings in person as well. Mr. Swan said that they would be able to attend meetings held in the lower level of the Town Hall.

Ms. Cutler stated that at the December 17, 2021 Board of Selectmen's meeting where highway equipment bids were open, only two selectmen were in attendance at the time the bids were open. Mr. Paquette abstained from voting because he was the sole bidder on the equipment being sold. As a result, Mr. Swan was the only Selectman to vote. Ms. Cutler questioned whether it was legal for a three-member board to vote on an issue when only one member could vote. Mr. Swan will refer the question to the Town Attorney.

Ms. Hyde asked how members of the Board of Assessment Appeals would be able to retrieve their packets and conduct research when the Town Hall is still closed to the public. Mr. Swan stated that the packets could be picked up in the lobby of the Town Hall, which is open to the public, and that the Board members could use a downstairs meeting room to meet.

Mr. Swan was happy to announce that the COVID-19 rates in Woodstock are going down.

10. Other from Committee: Mr. Kline stated that the Frontier has started to transfer the telephone wires from the old utility poles on County Road. Spectrum and Eversource has completed the transfer of wires. Once the wires have been transferred from the old poles to the new poles Frontier will be removing the old poles. This should begin on February 22, 2021.

Mr. Kline suggested that if the Town needed poles that this may be a great time to ask Frontier for the old poles. Mr. Swan will ask the Highway Foreman if there is a need.

11. Adjournment: Mr. Paquette made a motion to adjourn at 4:55. **Motion passed unanimously.**

Respectfully submitted,
Christine G. French
Clerk

The Recording of this meeting can be found here:
<https://www.youtube.com/watch?v=iOpAfBE5vWI&t=882s>

