

# Woodstock Board of Selectmen Minutes

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Thursday, December 16, 2021  
7:00 PM – Virtual Via Zoom  
Regular Meeting & ARPA Update

The recording for this meeting can be viewed at: <https://youtu.be/P2xFh6JkvBk>

1. **Call to order:** First Selectman Jay Swan called meeting to order at 7:00 pm.
  - a. **Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Charlene Perkins Cutler
  - b. **Others Present:** Finance Director Karen Fitzpatrick, HR Manager Crystal Adams, Recording Secretary Amy Monahan
  - c. **ZOOM attendees:** Diane Miller**Additional Agenda Items**
  - d. First Selectman Jay Swan made a **\*Motion** to add the Appointment of member to Crystal Pond Park Commission and discussion of NECCOG Memorandum to the agenda. **\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**
2. **NECOGG Memorandum for Eastern CT Homeland Security Grant Program**
  - a. First Selectman Jay Swan requested Board of Selectmen appoint him as representative of the Town of Woodstock to sign contracts with NECCOG pertaining to the Memorandum presented.
    - i. Chandler Paquette made a **\* Motion** to appoint Jay Swan as representative for the Town of Woodstock to sign contracts with NECCOG as presented. **\* Seconded** by Charlene Perkins Cutler as written. **\*Motion Passed Unanimously.**
3. **Crystal Pond Park Commission Appointment**
  - a. First Selectman Jay Swan presented application of Molly Thienel to the Crystal Pond Park Commission
    - i. Charlene Perkins Cutler made a **\*Motion** to appoint Molly Thienel to the Crystal Pond Park Commission. **\*Seconded** by Chandler Paquette. **\*Motion Passed Unanimously.**
4. **Approval of Minutes of November 18, 2021 Board of Selectmen's Meeting**
  - a. Chandler Paquette made a **\* Motion** to approve the Minutes from of November 18, 2021 regular Board of Selectmen Meeting as presented. **\* Seconded** by Charlene Perkins Cutler as written. **\*Motion Passed Unanimously.**
5. **Approve 2022 Calendar Year BOS Meeting Schedule**
  - a. Charlene Perkins Cutler made a **\*Motion** to approve the 2022 Calendar Year BOS Meeting Schedule as presented. **\*Seconded** by Chandler Paquette. **\*Motion Passed Unanimously.**
6. **American Rescue Plan Update**
  - a. Finance Director Karen Fitzpatrick shared the following ARPA information
    - i. Newest suggestions received for use of ARPA funds include
      1. Install sidewalk that connects all schools and playing fields with extensions to Xtra Mart and Sweet Evalina's
      2. Allocate funds to help eligible businesses
      3. Funds not be used on any town maintenance

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4. Adding center lane markers on roads
  - a. Complete list can be found on the town website or via the link below
- ii. The following requests have been made for ARPA Funds
  1. \$10,000 to the Windham Tolland 4H Camp for the Dam repairs
  2. \$2000 to ARC non-profit
  3. \$10,000 to TEEG for additional staffing
  4. \$3000 to Thames Valley Community Action Council for Meals on Wheels program
- b. The updated Phase 1 Proposed Projects for ARPA funding can be found on the Town Website with the following link- [arpa\\_december\\_input\\_overview\\_proposal.pdf](#)

The Board of Selectmen would like to emphasize on Public Safety in Phase 1 of funding obligations. Funding will be obligated under the Revenue Recovery Calculation Guideline in the Interim Final Rule of the American Rescue Plan Act 2021. Below are the proposed projects including contractual and administrative costs:

1. Updating Emergency Communications: \$495,892 • 5 Base Stations (Muddy Brook, Bungay Fire Brigade, WVFA, Town Hall, Highway) • 71 Mobile and 122 portable radios and 5 base stations (including all apparatus) • Includes parts, labor, and programming
2. Purchase (12) Scott Self Contained Breathing Apparatus Devices for Bungay Fire Brigade to be compliant with WVFA and Muddy Brooke \$105,000 *\*in the process of obtaining updated quote*
3. Tree Removal \$120,000
4. Town Hall HVAC Upgrade \$95,000 • 13-custom build Daikin Ceiling Water Source Heat Pumps (of the 19 units ) need to be updated• Includes parts and labor *\*a new system would cost approximately \$300,000*
5. Reconstruction of Lebanon Hill Rd: \$125,000 (Road is in a state of disrepair) • Cold in Place Recycling • Overlay of Hot Asphalt
6. Muddy Brook – Heavy Rescue Safety Equipment High Pressure Air Bag and Stabilizer Strut Replacement Project \$42,000
7. Consulting, Advising and Reporting Contractual Services with NECCOG \$25,000
8. Town Administrative Costs: \$30,000

Total Proposed Obligations for Phase 1: \$1,042,000 \*Pricing may be subject to change due to timing on current proposals. We are seeking updated proposals to provide firm pricing for the January 6, 2022 Board of Selectmen meeting. Respectfully Submitted By, First Selectman Jay Swan and Finance Director Karen Fitzpatrick in conjunction with Board of Finance Chair Michael Dougherty

- c. The Board of Selectmen will continue discussion on possible projects for phase 2 and the remainder of funds for first distribution of funds during the next meeting on January 6<sup>th</sup>

## 7. Tax Rebates

- a. First Selectman Jay Swan presented 7 new tax rebates
  - i. Ulrich Kremer in the amount of \$21.12 (sold in June 2020) and \$86.19 (sold in June 2020)
  - ii. Michael Williams JR in the amount of \$420.42 (sold in Nov 2021)
  - iii. Toyota Lease Trust in the amount of \$53.29 (sold in Aug 2021)
  - iv. VW Credit Leasing LTD in the amount of \$44.89 (sold in July 2020) and \$52.97 (sold in June of 2020) and \$236.13 (sold in June 2020)
    1. Chandler Paquette made a \* **Motion** to approve the Tax Rebates as presented.  
**\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**

## 8. Transfer Station for Pomfret Residents 2022 Approval

- a. First Selectman Jay Swan presented the 2022 Pomfret Resident Transfer Station brochure for approval
  - i. **The Board of Selectmen unanimously approve as presented**

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## 9. Correspondence and Announcements

- a. COVID Update- Woodstock is currently RED. This data is based on the average daily rate of COVID-19 cases among people living in community settings per 100,000 population by town.
- b. The State Police report the following in Woodstock for the month of November 2021
  - i. 4 Accidents
  - ii. 9 Investigations
  - iii. 1 Larceny
  - iv. 2 Burglary
  - v. 77 non-reported matters
  - vi. No DUI's
  - vii. 2 Traffic Citations
  - viii. 2 Written Warnings
- c. Thank you to everyone who participated in the 2021 Giving Tree. More than 50 elderly and veterans will receive bags this year.
- d. Review of Holiday Festival. Lights contest is currently taking place and voting is open to public. Information is available on the Recreation Department page on the Town Website.

## 10. Public Comment

- a. None

## 11. Adjournment

- a. Chandler Paquette made a **\*Motion** to adjourn. **\*Seconded** by Charlene Perkins Cutler. **\*The motion passed unanimously**. The meeting adjourned at 8:14 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.