

Woodstock Board of Selectmen Minutes

Thursday, January 6, 2022

4:00 pm

Woodstock Town Hall Room A

Regular Meeting

1. Call to order: First Selectman Jay Swan called meeting to order at 4:00.

- a. **Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Charlene Perkins Cutler
- b. **Others Present:** Dawn Adiletta, Diane Miller, Finance Director Karen Fitzpatrick, Emergency Management Director Dave Elliot, Recording Secretary Amy Monahan
- c. First Selectman Jay Swan requested that the agenda be changed to include an additional person added to line item #5: Emily Hayden has requested to be appointed to the Quassett School Advisory Committee as the Board of Education Representative.
 - i. Chandler Paquette made a ***Motion** to add Emily Haden – Quassett School Advisory Committee to the agenda under line item #5. ***Seconded** by Charlene Perkins Cutler. ***Motion Passed Unanimously.**

2. Approval of Minutes of December 16, 2021, Board of Selectmen's Meeting

- a. Charlene Perkins Cutler made a *** Motion** to approve the Minutes from of December 16, 2021 regular Board of Selectmen Meeting as presented. *** Seconded** by Chandler Paquette with the following edit. ***Motion Passed Unanimously.**
 - i. Page 2, item 6.b- add the work “put” into the first sentence of the inserted document between the words ‘to’ and emphasis so that the sentence reads: *The Board of Selectmen would like to put emphasis on Public Safety.....*

3. ARPA Discussion

- a. Director of Finance Karen Fitzpatrick presented the Board of Selectmen with an updated phase 1 projects proposal including the most recent dollar amounts for all projects and explained in detail the reason for each increase.
- b. An additional item of Materials and Supplies was added to phase 1 projects in the amount of \$20,000. This money will be used to purchase safety items such as masks and test kits as needed as well as pay for rapid tests of employees on as needed basis in order to keep town departments staffed and functioning.
- c. It was clarified that after Board of Selectmen approval, the financial information for Phase 1 projects will be forwarded to the Board of Finance.
 - i. Charlene Perkins Cutler made a ***Motion** to approve use of ARPA funds for the proposed phase 1 projects as presented to the Board of Selectmen and the additional Materials and Supplies funding for a total of \$1,110,000 allocated. ***Seconded** by Chandler Paquette. ***Motion Passed Unanimously.**

4. Warn Special Town Meeting

- a. First Selectman Jay Swan read the following document-

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Register in advance for this meeting as soon as possible:

<https://us02web.zoom.us/meeting/register/tzMocuCgpz4sH9NscsjfTizKmU505mtdy9m>

The link above is the registration link only, not the meeting link. After you register you will receive a unique meeting link which will work for the Special Town Meeting on January 18. This link will only work for that individual person. YOU MUST BE REGISTERED IN ORDER TO RECEIVE A MEETING LINK. REGISTRATION PRIOR TO 6 PM ON JANUARY 18, 2022, IS STRONGLY RECOMMENDED IN ORDER TO PARTICIPATE. Voting will take place on Zoom via poll. Because of this, only those who are qualified to vote at a town meeting will be admitted into the Zoom meeting. This would mean the attendee would be a registered voter in the Town of Woodstock, OR a property owner in the town of Woodstock whose name is on the last completed Grand List with an assessment of not less than \$1,000 and is a U.S. citizen. If more than one resident in a household is qualified to vote, they must be logged into the Zoom meeting with separate devices. Only one poll vote is allowed per device. Devices must have video and audio for voter verification. Voting will only take place for Item 1. Items 2 & 3 will be discussion only. The Referendum to vote on items 2 & 3 will be held January 25, 2022 from 12 noon – 8pm at the Woodstock Town Hall.

**NOTICE
TOWN OF WOODSTOCK
SPECIAL TOWN MEETING
JANUARY 18, 2022
7:00 P.M.**

Masks are required if you plan to attend in person

A Special Town Meeting of the electors and citizens qualified to vote in town meetings of the Town of Woodstock, Connecticut, will be held via ZOOM or in person at the Woodstock Town Hall, 415 Route 169 in the Town of Woodstock, Connecticut on Tuesday January 18, 2022, at 7:00 p.m. to discuss and vote on the following:

1. To choose a Moderator.
2. To consider the following Resolution:

RESOLVED, that the Town of Woodstock approve the transfer of \$300,000.00 as has been recommended by the Board of Finance from the General Fund to the Reserve for Capital and Nonrecurring Expenditure Undesignated Fund.

3. To consider the following Resolution:

RESOLVED, that the Town of Woodstock approve the expenditure in the amount of \$222,343.00 as has been recommended by the Board of Finance from the Capital and Non-Recurring Fund for the Woodstock Academy Capital Project Assessment.

4. To adjourn

Please Note: Pursuant to Section 7-7 of the Connecticut General Statutes, the Woodstock Board of Selectmen have on their own initiative removed the foregoing Item #2 and Item #3 for submission to the voters of the Town of Woodstock by referendum to be held on January 25, 2022, from 12:00 Noon to 8:00 PM at the Woodstock Town Hall, 415 Route 169 in Woodstock. Voters approving the questions will vote "Yes" and those opposing the questions will vote "No." Absentee ballots will be available at the Office of the Town Clerk.

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Dated at Woodstock, Connecticut, this 6th day of January 2022.

Woodstock Board of Selectmen

John Swan, First Selectman

Chandler Paquette, Selectman

Charlene Perkins Cutler, Selectman

Attest: Judy E. Walberg, Town Clerk

- b. Chandler Paquette made a ***Motion** to approve the warning of Town Meeting on January 18, 2022. ***Seconded** by Charlene Perkins Cutler. With ***Unanimous Approval** the document was signed by all members of the Board of Selectmen.

5. Reappointment of the following

- a. Stuart Peaslee – Economic Development Commission
- b. Gail White- Historic District Commission
- c. Rebecca Hyde-Agriculture Commission
- d. Emily Hayden- Quassett School Advisory Committee as Board of Education Representative
 - i. Chandler Paquette made a ***Motion** to accept the Reappointments/Appointment as presented. ***Seconded** by Charlene Perkins Cutler. ***Motion Passed Unanimously.**

6. Approve the House of Representatives Redistricting

- a. The Board of Selectmen officially recognize the 2 districts as presented although they do not approve or agree with the action.
 - i. As a result of the redistricting, a Town Ordinance will have to be dropped. With two polling stations, the Town Hall will no longer be adequate to use as a polling location.

7. Tax Rebates

- a. First Selectman Jay Swan presented 5 new tax rebates
 - i. Acar in the amount of \$453.88 (sold in October 2020)
 - ii. Ally Financial in the amount of \$246.54 (sold in Feb 2020)
 - iii. William Vanwiern in the amount of \$246.84
 - iv. Withers, Kevin & Natalie Parker in the amount of \$445.87 (assessor error)
 - v. CCap Auto Lease LTD in the amount of 153.47 (sold May 2020)
 - 1. Chandler Paquette made a *** Motion** to approve the Tax Rebates as presented. ***Seconded** by Charlene Perkins Cutler. ***Motion Passed Unanimously.**

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8. Correspondence and Announcements

- a. COVID Update-. Masks are required within the Town Hall at this time. The statewide COVID rate is currently 24%
- b. The first distribution of COVID test kits and masks went well on Tuesday, January 4, 2022. 330 Test Kits were given out and kits & masks were distributed to the Agent for the Elderly, Schools and Fire Departments in the Town of Woodstock. There will be a second drive thru distribution for Woodstock residents on Saturday, January 8, 2022 from noon to 2 pm- Information is posted on the Town Facebook page.
- c. First Selectman Jay Swan shared a letter with the Board of Selectmen from the Planning & Zoning Commission that asked for approval to move forward with the Town of Woodstock Affordable Housing Plan with NECCOG. Mr. Swan asked the Board to review the proposals from both NECCOG and TYCHE Planning & Policy Group for the next BOS meeting.
 - i. The BOS discussed concerns with how the needs of the project was communicated to vendors and possible needed updates to the process of how the Town of Woodstock obtains proposals.

9. Citizens Comments

- a. Diane Miller asked if the town had gotten any feedback about the COVID kit and mask distribution in terms of traffic flow. Feedback was generally positive. Although the traffic at the beginning of the event was heavy and backed up onto the street, the line moved very quickly. The process was well planned and worked well. Both Diane Miller and Dawn Adiletta were impressed with the flow at the event.

10. Adjournment

- a. Charlene Perkins Cutler made a ***Motion** to adjourn. *** Seconded** by Chandler Paquette. **The motion passed unanimously.** The meeting adjourned at 5:44 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.