

Woodstock Board of Selectmen Minutes

Thursday, June 16, 2022

7:00 pm

Town Hall, Room A

Regular Meeting

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:** Paul Gohn, WPCA

2. Approval of Minutes

- a. June 2, 2022 Board of Selectmen's Meeting
 - i. Agenda Item 2 should have incorrect date removed and read "Approval of Minutes"
- b. June 9, 2022 Special Meeting

Charlene Perkins Cutler made a * **Motion** to approve the Minutes from of June 2, 2022 Regular Board of Selectmen Meeting and June 9, 2022 Special Meeting as presented with the above mentioned amendment. ***Seconded** by Chandler Paquette. ***Motion Passed Unanimously.**

3. ARPA

- a. Jay Swan updated the status of projects previously discussed for ARPA funding as computer upgrades in phase 1 including IT Systems. The attempt to have a system merger between school and town systems has met challenges and it is unknown if the two systems can be merged to share information. Two new servers will be obtained to upgrade town hall. There are currently 3 servers at the town hall and one is starting to fail. The Board of Finance approved up to \$15,000 to be used from ARPA funds towards the system merger and server upgrade at the Board of Finance Meeting on Tuesday, June 14, 2022. The total cost for this project is \$22,883.14. There is a possible future need for HVAC work in the server area in order to keep the servers at ideal temperature for optimal performance. The Town of Woodstock is also discussing future use of the "Cloud" for town data with Savage Systems to see if our system would be compatible with the "Cloud". Jay Swan proposed that the additional funds for this work be taken from Fund 10 – IT account.
 - i. Chandler Paquette made a ***Motion** to approve spending in the amount of \$22, 883.14 as outlined above. ***Seconded** by Charlene Perkins Cutler. ***Motion Passed Unanimously.**
- b. Jay Swan shared the following- The items for emergency communications project have been ordered. The 12 air packs for Bungay Fire Department have been ordered and received by the department. Tree removal has started and is continuously ongoing. The Town Hall HVAC upgrade is complete. Waiting for final invoice. The Lebanon Hill Road project started on June 2nd. Project will be completed over the summer. The Muddy Brook Fire Department heavy rescue parts are on order. Woodstock Dive Team items are on order. Expected to be shipped by November. The Town SUV has been ordered. There is a current balance of \$38,279.83 available for use from Phase 1 ARPA funding.

4. **Consider appointment of Paula Wilmot as full member to the Economic Development Commission for the term of 06/16/22 until 12/31/24**

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- a. Chandler Paquette made a ***Motion** to appointment of Paula Wilmot as full member to the Economic Development Commission for the term of 06/16/22 until 12/31/24. ***Seconded** by Charlene Perkins-Cutler. ***Motion Passed Unanimously.**

5. Consider Improvements on Center Cemetery Road to decrease erosion and increase safety for visitors

- a. Jay Swan shared that he has been dealing with this item for months. The Selectmen have been presented with the letter from the cemetery association and the response from Jeffery Gordon on behalf of Planning & Zoning for their review. The prime issue with this project is that Center Cemetery Road is a scenic road and alterations are limited by scenic road regulations.
- b. John Navarro has submitted a written proposal that includes the following suggestions- Remove 2 trees because of the damage the roots system is causing to drainage and stone walls. Add 2 additional catch basins. John also wants to extend the existing apron by 80 feet and reshape the crown of the road to direct water into catch basins as well as resurface the drainage ditch with new material to prevent erosion.
 - i. Chandler Paquette made a ***Motion** to accept and proceed with proposal of work presented by John Navarro. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

6. Discuss and consider new GIS internet provider

- a. Jay Swan explained the issues with current GIS provider in terms of assessor and land use offices. They have researched and have suggested a new provider.
- b. Jay Swan shared the costs and compatibility challenges to changing GIS providers. Town Assessor and Land Use Administrator both feel that the costs and challenges are worth the benefit a new service would provide for the Town of Woodstock.
- c. Charlene Perkins Cutler stated the importance of upgrading GIS systems regularly to keep up with technology and new information. She is in favor with the GIS system upgrades. Charlene would like to see if recommendations of customers for the provider in question could be obtained.
- d. The Board of Selectmen decided to sign the document and allow the GIS provider change to take place as long as customer recommendations are researched and favorable before document is submitted to the company.

7. Correspondence and Announcements

- a. The State Police report the following in Woodstock for the month of May 2022
 - i. 4 Accidents
 - ii. 10 Investigations
 - iii. 1 Larceny
 - iv. 0 Burglary
 - v. 95 non-reportable matters
 - vi. 0 DUI
 - vii. 7 Traffic Citations
 - viii. 5 Written Warnings
- b. Bazaar and Raffle permits applications are now available on the town website along with information about the activities. <https://www.woodstockct.gov/office-first-selectman/pages/bazaar-and-raffle-permits>
- c. Tax Collector legal notice is published on the town website. https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/legal_notice_-_7-01-2022_002_0.pdf
- d. A reminder that June is Dog License renewal month. Dog Licenses can be obtained from the Town Clerk.
- e. Woodstock Recreation Department has many current and upcoming programs including Volleyball, Summer Tennis Clinics, Summer Basketball Camp, Woodstock Senior Social, Adult Co-ed Volleyball and

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Basketball. A full listing of programs and online registration is available on the town website.

<https://www.woodstockct.gov/recreation-department/pages/recreation-programs>

- f. The Mom's Club of Woodstock is hosting a Blood Drive at the Woodstock Town Hall on July 12, 2022 from 10 am to 3 pm. The MOMS Club of the Woodstock Area invites you to donate blood in honor of all those fighting childhood cancer including two of our members' children. Please sign up for an appointment here: <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=WoodstockCT&fbclid=IwAR2IgRIi15FzX5S1zywhud6wy9DFBo6qIVPrOmm9TxwkVRxbYgo8pKzJbu0>

8. Public Comments

- a. Paul Gohn is a member of the Water Pollution Control Authority and a resident on the town sewer line. He is requesting that the proposal presented by WPCA be considered for use of Phase 2 ARPA funding.
- b. Charlene Perkins Cutler brought up a concern with dead tree limbs at Quassett School. There are safety concerns with these trees as they are over the Woodstock Elementary School playground fence. Jay Swan will address this concern with John Navarro.
- c. Charlene Perkins Cutler feels that it is time to open the Town Hall for regular use again. Chandler Paquette noted that he feels the locked door does make the Town Hall feel cold. Charlene Perkins Cutler suggests a non-public and quiet opening of the doors. Jay Swan noted that there is an upcoming Town Hall Staff meeting and this topic was on the agenda for that meeting. Jay Swan stated he has security concerns with open buildings.

9. Adjournment

- a. Chandler Paquette made a ***Motion** to adjourn. *** Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously**. The meeting adjourned at 8:17 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.