

Woodstock Board of Selectmen Minutes

Thursday, July 7, 2022

4:00 pm

Regular Meeting

Town Hall, Room A

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

- a. **Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Charlene Perkins Cutler.
- b. **Others Present:** Finance Director Karen Fitzpatrick, Board of Finance Chairman Michael Dougherty, Crystal Adams, Dawn Adiletta, Sue Swan, Ray Morgan, Jessica Weaver Boose, Recording Secretary Amy Monahan

2. **Approve the Minutes of June 16, 2022 Board of Selectmen Meeting**

- a. Chandler Paquette made a ***Motion** to approve the Minutes from of June 16, 2022 Regular Board of Selectmen Meeting as presented. ***Seconded** by Charlene Perkins Cutler. ***Motion Passed Unanimously.**

3. **ARPA**

- a. Karen Fitzpatrick updated the board on status of Phase 1 Funding Obligations.
 - 1. Updating Emergency Communications: \$500,000
 - a. All items have been ordered; some may take up to 1 year before delivery
 - 2. Purchase (12) Scott Self Contained Breathing Apparatus Devices for Bungay Fire Brigade to be compliant with WVFA and Muddy Brooke \$108,000
 - a. Completed and delivered at \$107,334.
 - 3. Tree Removal \$120,000
 - a. Ongoing projects as needed. Eversource has deemed Woodstock a town that need additional tree removal and will be meeting with the First Selectmen and Highway Department Foreman.
 - 4. Town Hall HVAC Upgrade \$95,000
 - a. Completed on budget- The HVAC work at the town hall is complete. The total cost for HVAC updates was \$91,870
 - 5. Reconstruction of Lebanon Hill Rd: \$125,000
 - a. Project has been started by town crew; paving will be at later date due to current asphalt pricing
 - 6. Muddy Brook – Heavy Rescue Safety Equipment High Pressure Air Bag and Stabilizer Strut Replacement Project \$42,000
 - a. Parts have been ordered; delivery dates run into November
 - 7. Town Administrative Costs: \$75,000
 - a. Ongoing throughout project- For clarification purposes- the \$75,000 in administrative fees to town employees is spread out over a 5-year period and

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for specific administrative tasks pertaining to ARPA above and beyond regular town job responsibilities. These tasks include record keeping, audits and payments of ARPA funded items. These employees are trained and able to take place of hiring an outside administrative firm for the ARPA project.

- b. Jay Swan clarified that the \$75,000 was obligated but not committed and if not used goes back into the general ARPA Fund. This amount is broken up between multiple employees over the 5 years of the program.
- c. Any questions about the ARPA program should be directed to the Finance Department or First Selectman and informational documents are posted on the town website.
- 8. Materials and Supplies: \$20,000
 - a. Ongoing throughout project
- 9. Woodstock Dive Team Equipment: \$9,510
 - a. Ordered but not yet received
- 10. Sport Utility Vehicle for Town Business: \$30,000
 - a. Ordered with expected delivery in August
- 11. Upgrade of servers at the town hall: \$15,000
 - a. New data servers and IT Upgrades
- b. Phase 2 of ARPA. The second set of funding is on hold until the US Treasury is prepared to disperse the funds. Once the funds are available, the Board of Selectmen will start discussions about phase 2 projects.
 - i. Quassett School has been added to the list of possible ARPA funding for phase 2 projects.

4. Consider the Appointment of Sue Swan to the Recreation Commission, term 07/07/2022 thru 11/21/2023

- a. Charlene Perkins Cutler made a ***Motion** to Appoint Sue Swan to the Recreation Commission for the term of 07/07/2022 thru 11/21/2023. ***Seconded** by Chandler Paquette. ***Motion Passed Unanimously.**

5. Correspondence and Announcements

- a. The Moms Club of Woodstock is having a Blood Drive at the Town Hall on Tuesday, July 12, 2022 from 10am to 3pm. For an appointment, please visit [redcrossblood.org](https://www.redcrossblood.org) and use sponsor code WoodstockCT
- b. This Sunday, July 10, 2022 at Roseland Park, a free Touch a Truck Event will take place from 10am to 2 pm.
- c. Ashley Stephens has submitted her letter of resignation. She has accepted a job as a Town Planner in another CT Town. The hiring process for a new Zoning Enforcement Officer will start next week.
- d. Jay Swan reviewed the Town Website and Facebook usage report. The town website has had 5.1k visits and the Facebook page has had reached 8000 people with 260 visits in the last 28 days.

6. Public Comments

- a. Ray Morgan commented about Zoom meetings and suggested that one person from the town would sign on as a member of the public in order to see any issues in real time.
- b. Jessica Weaver Boose asked about the live stream option that is being worked on by Crystal Adams and noted that live streams would be helpful for those that cannot attend meetings.
- c. Dawn Adiletta thanked the Board of Selectmen for the honoring the request to hold the 4pm meeting for those who do not drive at night. Secondly, Dawn liked the letter that went out for announcing qualifying farms tax abatement via the email contact option. She thanked the town for the

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announcement and encouraged more communications like the qualifying farm notice be sent out in the future.

- d. Charlene Perkins Cutler noted that people are requesting that the doors at the town hall be open to the public. She suggested that the town hall return to pre-COVID public access. Jay Swan voiced safety concerns with open door buildings and the topic will be discussed at a town staff meeting next week. Chandler Parquette asked that the issue be placed on the next BOS Agenda for discussion.
 - i. Jessica Weaver Boose commented that the lines in the lobby are significant at times and it is not welcoming to call offices and then have your business discussions in the lobby surrounded by others.
- e. Charlene Perkins Cutler updated that the tercentenary marker project is closer to a solution. They are currently trying to locate a specific material to best recreate the missing markers.

7. Adjournment

- a. Charlene Perkins Cutler made a ***Motion** to adjourn. *** Seconded** by Chandler Paquette. ***The motion passed unanimously**. The meeting adjourned at 5:02 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.