

# Woodstock Board of Selectmen Minutes

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Thursday, November 3, 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 Chair Michael Dougherty, WVFA Fire Chief Eric Young, Roger Gale, Ray Morgan, Pam Minella, WVFA President Russ Downer, Recording Secretary Amy Monahan

**2. Approval of Minutes from October 20, 2022 Board of Selectmen's Meeting**

- a. Chandler Paquette made a **\*Motion** to approve the Minutes from of October 20, 2022 Board of Selectmen Meeting as presented. **\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**

**3. Tax Rebates**

- a. Tax rebate to Honda Lease Trust in the amount of \$74.73 for vehicle sold in July 2022
- b. Tax rebate to Daimler Trust in the amount of \$399.68 for a vehicle registered in Massachusetts in February 2022
  - i. Chandler Paquette made a **\*Motion** to accept the 2 tax rebates as presented above. **\*Seconded** by Charlene Perkins Cutler. **\*The motion passed unanimously.**

**4. Update Purchase Policy**

- a. Karen Fitzpatrick has recommended changes to the recent purchase policy. The suggested text edit pertaining to local preference was distributed to the Board of Selectmen for review.
- b. Karen is working to confirm that the Town of Woodstock policy is in agreement with federal procurement requirements and that every ARPA transaction is in compliance.
- c. Chandler Paquette and Charlene Perkins Cutler are in agreement to adding preference information suggested. Charlene Perkins Cutler did point out some verbiage changes to be made. Karen will retype proposed changes suggested by Charlene.
  - i. Charlene Perkins Cutler made a **\*Motion** to approve text changes to the Town of Woodstock General Government Purchasing Policy as discussed. **\*Seconded** by Chandler Paquette. **\*The motion passed unanimously.**

**5. Establish Threshold Policy for Leases**

- a. Karen Fitzpatrick shared that the Government Accounting Standards Board (GASB) has new requirements for reporting pertaining to leases (rule 87). The auditor has suggested a policy for Lease Threshold for the town. A copy of proposed policy was distributed to the Board of Selectmen for review.
  - i. Chandler Paquette made **\*Motion** to accept the Town of Woodstock Leases Threshold Policy as presented. **\*Seconded** by Charlene Perkins Cutler. **\*The motion passed unanimously.**

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## 6. Review/Approve Final Draft of Land Disposition Ordinance

- a. The Selectmen have been issued a final draft of the proposed Land Disposition Ordinance approved by the Town Attorney for review. All selectmen agree with the draft presented and it will be sent to appropriate boards and commissions for additional review.

## 7. Correspondence and Announcements

- a. Eversource is offering a program to assist with electric and heating bills. More information about the program will be posted to the town website.
- b. Woodstock Marathon is scheduled for April 29, 2023. The appropriate sign offs have been made by the town and sent to the CT DOT. This event is a fundraiser for Community Kitchens Program.
- c. There will be a Freedom of Information workshop, presented by Tom Hennick, will be held at the Town Hall on November 16, 2022 at 7 pm.
- d. Tax Abatement for childcare was approved by the Board of Selectmen for a Woodstock childcare facility. This particular type of tax abatement has become a state wide hot topic and Woodstock will continue to follow how this abatement is being handled in other towns and at the state level. We will table our final decision based on legal interpretation.
- e. The Woodstock Recreation department has many upcoming programs including Lego Classes, Volleyball for all ages, Basketball for all ages, Digital Drawing and Ski Club. There is also an upcoming bus trip to New York City, Holiday Lights Contest and the 3<sup>rd</sup> Annual Woodstock Winter Festival. Information about recreation programs and events can be found on the Town Website at <https://www.woodstockct.gov/recreation-department/pages/recreation-programs> or you can sign up for the monthly recreation newsletter at <https://www.woodstockct.gov/recreation-department>
- f. The Registrar of voters for the Town of Woodstock will be holding a voter registration session on Monday, November 7, 2022 from 9am to 5pm in the lower level of the Town Hall.
- g. Election Day is Tuesday, November 8, 2022. Polls will be open from 6am-8pm at the Woodstock Middle School. Fill the tote when you vote by bringing a non-perishable donation on Election Day!
- h. Additional COVID tests and masks have arrived and are available for residents at the Town Hall upon request. As of 11/1/22, NDDH has administered 15,000 vaccines.

## 8. Public Comments

- a. Charlene Perkins Cutler shared that figures have been received from Mercer for the replacement Tercentenary Marker Monument. In the original proposal, \$1500 was allocated for the rock, lettering was quoted at \$1600 and install rate was \$400. Chandler Paquette will call Mercer tomorrow to follow up.
- b. Ray Morgan asked for clarification about restrictions for local vendors. Karen Fitzpatrick confirmed details that local vendor must be a business operating in the town of Woodstock and be no more than 10% above lowest bid for consideration.
- c. Rachel Ferreria has accepted a position in Putnam as Assessor and today is her last day in the Town of Woodstock.
- d. WVFA President Russ Downer provided an update on work that has been completed for implementing EMS Services proposal. They are on track to start December 3<sup>rd</sup> and are moving forward to recruit additional personnel.
- e. WVFA Fire Chief Eric Young noted that they have not advertised because they need to wait for membership approval before advertising the 24/7 change. He feels the operational changes made will be able to provide good data points about coverage and help make a final decision about future Woodstock EMS service.

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- f. Chandler Paquette noted that the Annual Fire Department Toy Drive will be held Saturday, November 12, 2002 from 9am to 2pm at the Woodstock Volunteer Fire Station 76 located at 399 Route 169.
- g. Charlene Perkins Cutler shared about the upcoming Boot Drive on Saturday, November 5, 2022 at Sweet Evalina's from 9am to 2 pm. Children's winter boots and cash donations accepted to benefit TEEG.
- h. Jay Swan noted there is a Special Board of Selectmen Meeting for Phase 2 ARPA discussion scheduled for Wednesday, November 9, 2022 at 4pm.

### 9. Adjournment

- a. Chandler Paquette made a **\*Motion** to adjourn. **\* Seconded** by Charlene Perkins Cutler. **\*The motion passed unanimously**. The meeting adjourned at 4:43 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.