

Woodstock Board of Selectmen Minutes

Thursday, December 1, 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, Woodstock Public Schools Business Manager Janice Thurlow, Superintendent of Schools Victor Toth, Roger Gale, Glen Lessig, Jessica Weaver Boose, Ray Morgan, Pam Minella, WVFA President Russ Downer, Mary Weaver, Michelle Neil and Recording Secretary Amy Monahan
2. **Approval of Minutes from November 9, 2022 and November 17, 2022 Board of Selectmen's Meetings**
 - a. Charlene Perkins Cutler made a ***Motion** to approve the Minutes from of November 9, 2022 Board of Selectmen Special Meeting and November 17, 2022 Board of Selectmen Meeting as amended.
***Seconded** by Chandler Paquette. ***Motion Passed** with Chandler Paquette abstaining from vote on the November 17, 2022 Minutes.
 - i. Charlene Perkins Cutler noted that Item 2.h.i from the November 9, 2022 Minutes needs to specify that the responsibility is financial and should read "Charlene Perkins Cutler noted that the town is **financially** liable and responsible for WPCA. Roger Gale noted that the proposal includes the whole system (not just pumping station). He also noted recent problems with back up at the Academy and heavy rains affecting the system. "
3. **Public Comment**
 - a. Michele Neil, President of West Woodstock Library Association, is asking to keep West Woodstock Library in the budget with not cut in funding for next year and invited all to visit the library during the Winter Festival this Saturday.
 - b. Jessica Weaver Boose of May Memorial Library asks that May Memorial Library be kept in the budget with no cut in budget for the upcoming year.
4. **Tax Rebates**
 - a. Tax rebate to Toyota Lease Trust in the amount of \$211.21 for leased vehicle sold in May 2022
 - b. Tax rebate to Toyota Lease Trust in the amount of \$149.69 for leased vehicle sold in May 2022
 - c. Tax rebate to Dylan Berridge in the amount of \$15.64 for a vehicle registered in Rhode Island in August 2021
 - d. Tax rebate to JP Morgan Chase Bank in the amount of \$332.24 for a leased vehicle registered in Rhode Island in November 2021
 - e. Tax rebate to JP Morgan Chase Bank in the amount of \$332.68 for a leased vehicle registered in Ohio in October 2021
 - i. Chandler Paquette made a ***Motion** to accept the 5 tax rebates as presented above. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**
5. **Open Sealed Bids Relative to PA System at Woodstock Elementary School**
 - a. Three bids were received by the following-
 - i. Visiplex Incorporated, \$32,100
 1. Additional labor and installation costs not included in this bid

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- ii. Integrated Technical Systems, \$42,232
 - iii. Venture Communications & Security, \$58,885
- b. Karen Fitzpatrick noted that the lowest bid that meets work criteria must be used as this project is to be funded with ARPA funds.
- c. The Board of Selectmen found the bid of Integrated Technical Systems to be the lowest bid that meets project criteria.
- d. Charlene made a ***Motion** to select Integrated Technical Systems for winning bid for and further vote to designate the funds in the amount of \$42,232 to be expended from the 2nd tranche of ARPA funding. ***Seconded** by Jay Swan. ***The motion passed unanimously.**

6. ARPA

- a. Karen Fitzpatrick distributed an updates spreadsheet for phase 1 to the Board of Selectmen for review. The IT and Server Upgrade Project has been completed under budget and excess funds remain in the amount of \$2,116.86 that need to be voted to transfer back to unassigned funds.
 - i. Charlene Perkins Cutler made a ***Motion** to move the unexpended funds for IT and Server Upgrade Project in the amount of \$2,116.86 into the unassigned funds account. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**
- b. The Town Hall SUV previously ordered is no longer available. The new options for purchasing the same or similar vehicle run \$4000 to \$6000 more in price.
 - i. The Selectmen would like to see new vehicle proposals in writing
 - ii. Karen is asking for pre-approval for additional funding from ARPA from the Board of Selectmen to bring to the Board of Finance.
 - iii. Chandler Paquette made a ***Motion** to approve spending in the new amount of \$36,000 for the purchase of a new SUV from the ARPA phase 1 allocation. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

7. Approve Updated Amount of Qualifying Farms Tax Abatement

- a. Jay Swan shared that the accurate amount for Qualifying Farms Tax Abatement determined by final calculation is \$12,895.31
- b. Chandler Paquette made a ***Motion** to approve updated amount for Qualifying Farms Tax Abatement in the amount of \$12,895.31. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

8. Correspondence and Announcements

- a. A group of Woodstock residents sent a request to the First Selectmen to hold a public forum about Woodstock's Financial Future. Jay Swan reviewed some of the discussion held at last Board of Finance meeting about engaging and educating the public about financial concerns in town. Jay proposes to hold a special Board of Selectmen meeting on January 17th with the three boards (Board of Finance, Board of Education and Board of Selectmen) at 6 pm and then have it open to the public for question and input from 7-8:30pm.
 - i. Charlene Perkins Cutler noted that this needs to be advertised and pushed to the public starting now. She would like to see every resource for outreach used to publicize this meeting and topic.
 - ii. Karen Fitzpatrick would like to make a budget process document to share and Crystal Adams would like to see regular reminders and updates sent out via email in some way. Karen also would like to present what Prop 46 means and further educate citizens about the budget process.
 - iii. Mary Weaver noted that there are many people that get information from Libraries and Post Offices and they should be used to reach the older population.

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- iv. Glen Lessig represents a group of citizens that want to focus on this issue. He is very happy to hear the Selectmen discuss this topic. He wants to work with the town to address financial concerns and help with publicity. Glen also asked if it is possible to amend Prop 46 for the upcoming budget. It was determined that the timeline for amending Prop 46 depends on the public involvement.
 - v. Michael Dougherty noted that increasing funding for the Town of Woodstock is not an option unless there is a modification to Prop 46
 - vi. Charlene noted the changes between 1979 when prop 46 was put in place and the current environment. There are many misconceptions around Prop 46 within the Woodstock community.
- b. Jay Swan has been meeting with many officials in many towns about future EMS options. Jay noted that EMS Service statistics for November and coverage for December look very good in the Town of Woodstock.
 - i. Russ Downer shared that 24/7 will start this Sunday, December 4th in the Town of Woodstock.
 - ii. Michael Dougherty shared that the ambulance availability in Woodstock has increased from 52% to 82% with the recent changes made in EMS operations.
- c. The 32nd Annual Tree of Life Ceremony will take place this Sunday, December 4, 2022 at 5pm. The Woodstock location is Roseland Cottage. Each December, communities throughout Northeast Connecticut come together to remember and honor their loved ones through a symbol of light. The purchase of memorial lights on each community's Tree of Life benefits the wonderful work done by Hospice & Palliative Care of Northeastern Connecticut to enhance the lives of terminally ill patients and their families. More information can be found at <https://www.daykimball.org/hospice-tree-of-life/>
- d. A Special Town Meeting of the electors and citizens qualified to vote in town meetings of the Town of Woodstock, Connecticut, will be held at the Woodstock Town Hall, 415 Route 169 in the Town of Woodstock, Connecticut on December 6, 2022 at 7:00 p.m.
- e. There will be a meeting on Wednesday 12/7 at 7:00pm at the Town Hall in Meeting Room B (lower level). This meeting is for property owners interested in participating in the Town's Housing Rehabilitation Program. The Program is available to income-eligible property owners.
- f. The Wreaths Across America Wreath Laying Ceremony will be held Saturday December 17th at noon. The ceremony will take place at the Woodstock Veterans Monument located at the Town Common on Route 169. The ceremony is conducted by the Sarah Williams Danielson Chapter of the Daughters of the American Revolution
- g. The Eastern Regional Tourist District is looking for someone to represent the Town of Woodstock. Contact Jay Swan for more information.
- h. The State Police report the following in Woodstock for the month of November 2022
 - i. 6 Accidents
 - ii. 13 Investigations
 - iii. 0 Larceny
 - iv. 0 Burglary
 - v. 69 non-reported matters
 - vi. 1 DUI
 - vii. 0 Traffic Citation
 - viii. 2 Written Warning
- i. The TEEG Mobile Market will return to the Town Hall on Tuesday, December 6, 2022 from 10:30am to 11:30am.
- j. COVID tests and face masks are currently available at the Town Hall.
- k. The Woodstock Recreation department has many upcoming programs. Upcoming events include the Holiday Lights Contest and the 3rd Annual Woodstock Winter Festival taking place on December 10,

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2022. 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>

9. Public Comments

- a. Glen Lessig asked for clarification on current spending for EMS. Russ Downer noted the current use of new ambulance savings funds and the possible replacement of those funds by ARPA phase 2 funding if the Town of Woodstock elects to remain with current EMS service.
- b. Russ Downer noted the collection of 1400 toys and over \$7000 in donations at the Woodstock Volunteer Fire Department Annual Toy Drive.
- c. Roger Gale asked about phase 2 ARPA funding updates, if any. Jay Swan noted that no changes have been made since the special meeting.
- d. Pam Minella asked if the EMS ambulance service bills for service calls. Russ Downer noted that many mandates restrict billing of EMS services and the EMS office does not chase after invoice funds as a general practice.

10. Adjournment

- a. Chandler Paquette made a ***Motion** to adjourn. *** Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously**. The meeting adjourned at 5:28 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.