Woodstock Board of Selectmen Minutes

Thursday, January 12, 2023
4:00 pm
Special 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, Highway Department Foreman John Navarro, Fire Marshal Richard Baron, Board of Finance Chairman Michael Dougherty, Emergency Response Management Assistant Director Ryan Devine, Bungay Fire Brigade Chief Dave Elliot, Muddy Brook Fire Department Chief Jared Morse, WVFA President Russ Downer Jr., John Firneno, Jason Allard, Roger Gale, Pam Minella, Glen Lessig, , Recording Secretary Amy Monahan

2. **Approval of Minutes from December 15, 2022 Board of Selectmen's Meeting**
    a. Chandler Paquette made a *__Motion__ to approve the Minutes from of December 15, 2022 Board of Selectmen Meeting as amended. *__Seconded__ by Charlene Perkins Cutler *__Motion Passed Unanimously.__

3. **Public comments**
    a. None

4. **Tax Rebates**
    a. Tax rebate to CCAP Auto Lease Ltd. in the amount of $309.83 for vehicle lease sold in February 2021
    b. Tax rebate to CCAP Auto Lease Ltd. in the amount of $196.69 for vehicle lease sold in February 2021
    c. Tax rebate to VW Credit Leasing Ltd. in the amount of $50.59 for vehicle lease sold in August 2022
        i. Charlene Perkins Cutler made a ***Motion** to accept the 3 tax rebates as presented above. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

5. **Consider the Appointment of Ryan Devine as Woodstock's Emergency Response Management Director**
    a. Jay Swan asked the Board to consider appointment of Ryan Devine to Emergency Response Management Director as Dave Elliot has stepped down effective January 1, 2023. The Board had previously reviewed credentials of Ryan Devine when he was appointed as Woodstock's Emergency Response Management Assistant Director.
        i. Charlene Perkins Cutler made ***Motion** to appoint Ryan Devine as Woodstock's Emergency Response Management Director. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

6. **ARPA Update**
    a. Karen Fitzpatrick reviewed spreadsheet distributed the Board of Selectmen that outlines status of ARPA projects and spending.
    b. Karen Fitzpatrick suggested removing United Services from the ARPA request list and in turn to release the funds from the State Opioid Settlement to United Services. She also noted that TVCCA rates increased last year and does not feel that an additional increase is justified. Similarly, she feels that TEEG is already supported by the budget and there are many additional support functions throughout the year that benefit TEEG. Karen noted that there are many Health and Safety needs in the Town of Woodstock that should be addressed and can be completed with ARPA funding.

c. John Navarro shared that the Highway Department is in need of a new freightliner dump truck in amount of $242,000 that will replace a 2005 existing truck. He is able to order one at this point with expectation of 3rd quarter delivery.
    i. Richard Baron supports this need as a past fleet manger and noted that fleet management in this town in above and beyond compared to surrounding towns.
d. Muddy Brook Fire Department did not get the grant for tanker replacement and is looking for funds to assist with the purchase of new tanker.
    i. Jay Swan asked what the life span of a tanker is. Richard Barron noted that NFTA suggests 25 years. The current tanker has been a 30-35 year investment. The current truck is 1985 and unable to be refurbished. Jared Morse noted that 80% of fire department accidents are linked to inadequate tanker trucks.
    ii. Richard Baron noted that the tanker is a shelf ready project and can be purchased with the same program as highway department would use for dump truck. He is very concerned with the lead time for purchasing and the importance of locking in at current pricing. The conclusion about funding for this project needs to be made before the end of February to secure current prices.
e. Karen Fitzpatrick noted that the Recreation Department should be reimbursed for the purchase of the software program purchased that allows for online registration as it is a benefit to residents and the department and frees up funding in the Recreation budget. This amount is $7,112.30.
f. Karen Fitzpatrick mentioned that WPCA has been waiting for needed updates. She wanted to clarify that this job would have to go out to bid if any funds were designated to this project.
    i. Charlene Perkins Cutler noted that any problem with the sewer system is the responsibility of the Town and using this available money for those repairs would be a wise decisions.
    ii. The WPCA will work with Karen Fitzpatrick to get bids for needed repairs in order to provide accurate dollar amount needed for repairs.
g. Chandler Paquette suggested that another ARPA specific meeting is needed to further discuss all submitted proposals. He noted that the public safety projects proposed would use most available funds. The Board of Selectmen plans to meet at 6pm next Thursday, January 19, 2023 before the regular meeting to discuss ARPA funds.

7. Update Purchase Policy

a. Karen Fitzpatrick explained that this update was suggested by auditors based on the Town of Woodstock's current spending pattern. The Board of Selectmen has reviewed suggested changes to the purchase policy.
b. Chandler Paquette made a ***Motion** to adopt changes to the Town of Woodstock Purchase Policy as presented. ***Seconded** by Jay Swan. ***The motion passed unanimously.**

8. Review and Adopt Code of Conduct- Governing Procurements Under Federal Award

a. It is a Federal requirement under ARPA regulations that the Town have a code of conduct for Governing Procurements Under Federal Award. Karen Fitzpatrick read the proposed Code of Conduct document.
b. Chandler Paquette made a ***Motion** to adopt and add code of conduct Governing Procurements Under Federal Award as read by the Finance Director. ***Seconded** by Charlene Perkins Cutler. ***Motion passed unanimously.**

9. RFP for Audit Services

a. Jay Swan shared that there is a 24 page packet prepared to go to bid for a new Auditor as recommended by the Board of Finance.
b. Chandler Paquette made ***Motion** to approve RFP for Audit Services out to bid. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

10. Boards/Commission Appointments and Resignations

a. Chandler Paquette made a *Mo**tion** to appoint John Firneno as the Republican Registrar of voters for the term of January 4, 2023 through January 4, 2027, based on the request of the RTC. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

b. Charlene Perkins Cutler made a ***Motion** to appoint Jason Allard as an Alternate of the Conservation Commission for the term of April 1, 2023 through April 1, 2027. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

c. Chandler Paquette made a ***Motion** to appoint Stuart Peaslee as Member of the Eastern Regional Tourism District. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

d. Chandler Paquette made a ***Motion** to re-appoint Leila Philip as Member of the Historic Properties Commission for the term of January 1, 2023 through December 31, 2027. ***Seconded** by Charlene Perkins Cutler. ***The motion passed unanimously.**

e. Jay Swan made a ***Motion** to accept with regret the resignation of Douglas Young as Member of the Agricultural Commission as of December 31, 2022. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

11. Correspondence and Announcements

a. Woodstock's Emergency Management Director Dave Elliot has stepped down and Ryan Devine has been acting director since notice of resignation.

b. Woodstock Scout Dylan Mayo will be installing a pollinator garden at Pond Factory as her project to earn her Gold Award in the Girl Scout Program. She has been working with Rec. Director Erin Lucas and the Conservation Commission.

c. My Home Ct Program is available to provide assistance to homeowners with Covid-19 related financial hardships. Application and information for this program can be found on the town website or at https://www.chfa.org/myhomect/

d. The State Police report the following in Woodstock for the month of December 2022
   i. 5 Accidents
   ii. 5 Investigations
   iii. 1 Larceny
   iv. 0 Burglary
   v. 71 non-reported matters
   vi. 0 DUI
   vii. 1 Traffic Citation
   viii. 1 Written Warning

e. The CT DOT has announced that a traffic light will be installed at intersection of 169/171 near Coco's Cottage. A contract will be awarded in the Fall of '23 with construction to start in the Spring of '24.

f. There is a Tri Board Meeting on Tuesday, January 17, 2023 at 6pm in the Woodstock Middle School Cafeteria (if attendance exceeds capacity at the Middle School, this meeting will be move across the street to the Loo's Center for the Arts). All residents are encouraged to attend. There will be a Public Open Forum immediately following the Tri Board Meeting that will start at 7pm.

g. The Woodstock Conservation Commission is offering an educational forum on Eversource's new Vegetation Management Resiliency Project, which is slated to take place in Woodstock on parts of Rt 171, 169 and other town roads. This project could remove hundreds of trees from our roadways, resulting in negative social, economic, and environmental impacts. Please attend via ZOOM on January 18th at 7:00 pm to learn more about the project and actions that you can take for your property

h. Covid-19 tests and masks are available and more have been ordered as they are going fast. Both Muddy Brook Fire Department and Bungay Fire Brigade have masks and test available that they will get to the town hall to be distributed to residents.

i. The Recreation Department continues to provide multiple programs for all ages including Basketball, Ski Club, Volleyball, Family Ice Skating, Lego Club, Line Dancing and more. Visit the Recreation page for more information, to register for programs or to sign up for the monthly newsletter. https://www.woodstockct.gov/recreation-department

12. Public Comments

a. Glen Lessig thanked the Town for the PR in the Shoppers Guide promoting the upcoming Tri Board Meeting. He asked for clarification about ARPA spending on EMS in next fiscal year and what programs are available for low income residents in terms of tax relief.
   i. Karen Fitzpatrick noted that there will always be EMS service in the Town of Woodstock. She noted that the Selectmen took an oath to provide existing government services and use ARPA funds for these services if needed. EMS is one of those services that could use ARPA funding to continue serve residents.
   ii. Karen Fitzpatrick noted that tax relief funding is a question for the Assessor. Last year, the amount for circuit breaker funds for tax relief was $53,000. She noted there are also Veteran programs, tax abatements and small town home improvement loans available to help residents financially.

b. Russ Donwer Jr. reported the following- For the month of December, there were 68 calls, all shifts were filled except for 1 due to a call out in December and Woodstock EMS responded to 3 mutual aid calls. Every shift is currently full for the month of January. There are 9 new staff members at Woodstock EMS and more are expected. He noted that they are now covering more calls in Putnam due to KB issues.
   i. Dave Elliot would like to see the Selectmen reach out to DKH as they are using emergency units for transports and that is not right. KB ambulance is circumventing the process to get transports via 911 dispatches. Richard Baron suggested that this might be an area for NECCOG and State OMES to intervene.

13. Adjournment

a. Jay Swan made a ***Motion** to adjourn. * **Seconded** by Chandler Paquette. ***The motion passed unanimously**. The meeting adjourned at 5:35 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.