

Woodstock Board of Selectmen Minutes

Thursday, May 4, 2023

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 Kate MacDonald
- b. **Others Present:** Finance Director Karen Fitzpatrick, Charlene Perkins Cutler, Highway Foreman John Navarro, Jason Scranton, Pam Minella, Ray Morgan, Recording Secretary Amy Monahan

2. Approval of Minutes

- a. April 6, 2023 Regular Meeting
- b. April 12, 2023 Special Meeting
- c. April 13, 2023 Special Meeting
- d. April 19, 2023 Special Meeting
- e. April 20, 2023 Regular Meeting
- f. April 27, 2023 Special Meeting
 - i. Chandler Paquette made a ***Motion** to table the Minutes from the six (6) Board of Selectmen Meetings listed above until the next meeting. ***Seconded** by Kate McDonald. ***The Motion Passed Unanimously.**

3. Trailer Update

- a. Jay Swan reviewed the trailer policy and noted that the trailer permit for Jonathan Higgins has expired. He has asked Mr. Higgins to update the progress at the site.
- b. Jonathan Higgins would like to apply for an additional year for his temporary trailer due to financial hardship. He has the driveway in and electricity underground to the site but no significant progress has been made.
- c. Chandler Paquette asked if he sees the financial situation changing in the next year. The homeowner stated he does not see the home being completed within the next year.
- d. The Board of Selectmen found that significant progress has not been made and the extension is not an option for this application. Jay Swan will follow up with the applicant to determine plans for trailer removal.

4. Public Comments

- a. None

5. Tax Rebates

- a. Toyota Lease Trust, \$103.73, Leased vehicle traded in July 2022
- b. Toyota Lease Trust, \$765.82, Leased vehicle sold 5/2021
- c. Nissan Infinity Lt LLC, \$373.28, Leased vehicle traded in July 2022
 - i. Chandler Paquette made a ***Motion** to accept the three (3) tax rebates presented above. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**

6. Consider The Appointment of William Skene as the Deputy Emergency Management Director

- a. Jay Swan shared that this position was advertised and William Skene was best qualified for the position out of the three applicants. The Selectmen have a copy of his application for review.
- b. Kate McDonald made a ***Motion** to Appoint William Skene as the Deputy Emergency Management Director. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

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7. ARPA Update

- a. Karen Fitzpatrick shared that there have been no new expenditures with ARPA funding since the last meeting.
- b. WPCA did go out to bid and found a qualified firm for work to be done. Karen Fitzpatrick will work with the WPCA and the firm to determine an agreeable price for work to be done.
- c. Additional ARPA funding is now available specifically for supplementing Senior Centers. These funds require the same reporting as other ARPA funds. If the Town of Woodstock decides to allocate these funds to an existing Senior Center in another town, that Town would be required to complete the funding reports. There are still questions remaining before a decision is made for these funds.

8. Opioid Settlement Program

- a. Karen Fitzpatrick shared that the opioid settlement amount for Woodstock is currently \$17,501.97. There will be a second settlement allocated at a further date. She would like the funds that we already have to be allocated. Jay Swan and Karen Fitzpatrick suggest allocation of these funds to United Services as they provide addiction services for residents in Woodstock.
- b. Chandler Paquette made a ***Motion** to transfer funds from the Opioid Settlement Fund to United Services in the amount of \$17,501.97. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**

9. Open Bids for Aggregate, Catch Basin Cleaning, Equipment Rental, Guardrail Installation, and Facilities General Maintenance and Repair

- a. Aggregate
 - i. It is the recommendation of the Highway Foreman to accept all bids for aggregate allowing a variety of options to be used at the discretion of the highway department to best fit the job at hand. The Board of Selectmen unanimously agreed to accept all bids for aggregate as recommended by the Highway Foreman.
- b. Catch Basin Cleaning
 - i. Truax proposal per catch basin- \$20.95
 - ii. American Pipe & Catch Basing Cleaning proposal per catch basin- \$36.00
 - 1. Chandler Paquette made a ***Motion** to accept the presented bid in the amount of \$20.95 per catch basin from Truax for Catch Basin Cleaning. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**
- c. Equipment Rental
 - i. It is the recommendation of the Highway Foreman to accept all bids for equipment rental allowing a variety of options to be used at the discretion of the highway department to best fit the job at hand. The Board of Selectmen unanimously agreed to accept all bids for aggregate as recommended by the Highway Foreman.
- d. Guardrail Installation
 - i. There is only one bid submitted from Ronald Stein.
 - 1. Chandler Paquette made a ***Motion** to accept the presented bid from Ronald Stein for guardrail installation. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**
- e. Facilities General Maintenance and Repair
 - i. It is the recommendation of the Highway Foreman to accept all bids for Facilities General Maintenance and Repair allowing a variety of options to be used at the discretion of the highway department to best fit the job at hand. The Board of Selectmen unanimously agreed to accept all bids for aggregate as recommended by the Highway Foreman.
 - ii.

10. Correspondence and Announcements

- a. The Annual Budget Referendum will be held on Tuesday, May 9th from noon to 8 pm at the Town Hall.

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- b. There will be a referendum on Tuesday, May 16th from noon to 8 pm at the Town Hall for the Reinstatement of Prop 46.
- c. There were 2 fires started at the Crystal Pond Park over the weekend. Two juveniles were arrested and are being investigated for possible responsibility in setting these fires. There was no significant damage to the park buildings.
- d. The Housing Authority Board currently needs two (2) additional members. Anyone interested should contact the First Selectmen's Office.
- e. There is a reception at the Bracken Memorial Library tonight for the Work of Carol Spinney from 5-7 pm.
- f. Art in the Arboretum will be held from 10 am-3 pm this Saturday at Palmer Arboretum. Artwork created at this event will be on display in the Town Hall.
- g. Jog for Judy will take place this Saturday at 10 am on Roseland Park Road.
- h. Bungay Fire Department will hold its Spring BBQ this Saturday.
- i. COVID 19 tests and masks are available at the Town Hall.
- j. Recreation department has many upcoming programs and events including Memorial Day Race and Town Wide Yard Sale and the Twilight Concerts. 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>

11. Public Comments

- a. Charlene Perkins Cutler shared that both Town Meetings went very well this week. She noted that the presentations done earlier in the year helped people understand more about the budget process and she feels that the process was done very well this year.

12. Adjournment

- a. Chandler Paquette made a ***Motion** to adjourn. ***Seconded** by Kate MacDonald. ***The motion passed unanimously**. The meeting adjourned at 4:58 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.