

# Woodstock Board of Selectmen Minutes

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Thursday, September 21, 2023

7:00 pm

Regular Meeting

Town Hall, Room A

1. **Call to order:** First Selectman Jay Swan called meeting to order at 7:00 pm.
  - a. **Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Kate McDonald
  - b. **Others Present:** Finance Director Karen Fitzpatrick, Ray & Pam Morgan, Charlene Perkins Cutler, Jessica Weaver Boose, Michael Dougherty, Recording Secretary Amy Monahan
2. **Approval of Minutes from September 7, 2023 Board of Selectmen's Meeting**
  - a. Chandler Paquette made a **\*Motion** to approve the Minutes from September 7, 2023 Board of Selectmen Meeting as presented. **\*Seconded** by Kate McDonald. **\*Motion Passed Unanimously.**
3. **Public Comment**
  - a. None
4. **Tax Rebates**
  - a. None
5. **ARPA Update**
  - a. Karen Fitzpatrick shared that there is a new updated "2023 Interim Final Rule" document available for ARPA funds that she is current reviewing.
  - b. Bungay Fire Brigade has requested an additional \$9000 for rescue boat repairs from any remaining ARPA funds.
  - c. Karen Fitzpatrick has distributed the updated ARPA funds report to the Selectmen for review. It notes that the emergency funds project is completed with a surplus of \$69,828.00.
    - i. At a previous meeting, the BOS allocated that all surpluses be allocated to the tennis courts. Karen Fitzpatrick recommends that the large surplus from the emergency funds should be put back into unassigned fund balance for possible future obligations.
    - ii. Chandler Paquette made a **\*Motion** to transfer the Emergency Communications Surplus funds in the amount of \$69,828.00 into the unassigned fund balance. **\*Seconded** by Jay Swan. **\*The motion passed unanimously.**
  - d. To date, \$21,651.25 is the amount of interest earned from ARPA funding.
6. **Grant Policy**
  - a. The Selectmen have been given a draft copy of the proposed grant policy for review. Karen Fitzpatrick shared as background that we are currently obligated for certain ADA requirements from funds accepted 10 years ago. She briefly reviewed the current process within the finance department to handle funds allocations. Jay Swan would like all Selectmen to review the current draft and submit any suggestions or additions to be discussed and voted upon at the next Board of Selectmen meeting.
    - i. Chandler Paquette made a **\*Motion** to table the Grant Policy decision to the next meeting. **\*Seconded** by Kate McDonald. **\*The motion passed unanimously.**

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## 7. Boards/Commissions Appointments and Resignations

- a. Consider the appointment of Amy Monahan as a Member of the Economic Development Commission for the term of September 21, 2023 through December 31, 2024
  - i. Kate McDonald made a **\*Motion** to appoint Amy Monahan as a Member of the Economic Development Commission for the term of September 21, 2023 through December 31, 2024. **\*Seconded** by Jay Swan. **\*The motion passed unanimously.**
- b. Consider the resignation of Paula Wilmot from the Economic Development Commission
  - i. Jay Swan made a **\*Motion** to accept with regret the resignation of Paula Wilmot from the Economic Development Commission. **\*Seconded** by Kate McDonald. **\*The motion passed unanimously.**

## 8. Consider Addition of Alternates to Economic Development Commission

- a. The Board of Selectmen has been distributed a draft of Economic Development Commission proposed membership change for review. Chandler Paquette asked if the change would increase the number of members needed for quorum. It was noted that this change does not increase the number needed for quorum but allows for more members to be available to meet quorum requirements.
  - i. Jay Swan made a **\*Motion** to add 3 alternate positions to the Economic Development Commission. **\*Seconded** by Kate McDonald. **\*The motion passed unanimously.**

## 9. Consider Adjustment to Fees for Notary Services

- a. Jay Swan noted that the new notary fees will be free to residents and \$5 for non-residents. The Selectmen have been distributed a copy of the proposed Notary Fees for review.
  - i. Chandler Paquette made **\*Motion** to adjust notary fees as presented. **\*Seconded** by Kate McDonald. **\*The motion passed unanimously.**

## 10. Discuss Joining CT Nutmeg Network

- a. Jay Swan shared the information about the CT Nutmeg Network that has been distributed to the Selectmen for review. The Woodstock Public Schools and Woodstock Academy are already connected to this internet service.
- b. This item will be tabled until October 5, 2023 in order to allow the selectmen time to review the data for this service.
- c. Karen Fitzpatrick noted that this service does have a nominal increase in costs in comparison to the current service that is not reflected in the current budget.

## 11. Discuss Appointment of ADA Coordinator

- a. The selectmen have been distributed information about the federally required position of ADA Coordinator for Municipalities to review. Although municipalities with less than 50 employees are not required by federal regulations, the Town of Woodstock does require ADA compliance for many existing grants and programs.
- b. This is a new position to the Town of Woodstock and financial compensation for this position would be reflected in future budgets.
- c. This discussion and decision will be made at the October 5, 2023 Board of Selectmen meeting.

## 12. Correspondence and Announcements

- a. Forestry Division of DEEP announced that they have granted funding to Bungay Fire Brigade in the amount of \$1,159.98 to be used for various needs of the department.
- b. School Encapsulation Update- The Woodstock Elementary School has standing water concerns that need to be addressed to ensure public safety. Jay Swan contacted a school system that faced a similar

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situation and will schedule a meeting with involved parties to discuss how to move forward in the best interests of the Town of Woodstock. This topic will remain on the Board of Selectmen agenda for updates and discussion

- c. The first meeting of the Committee on Aging meeting will be held on October 10, 2023 at 5:00 pm in Room B of the Town Hall.
- d. The State Police report the following in Woodstock for the month of August 2023
  - i. 2 Accidents
  - ii. 2 Investigations
  - iii. 2 Larceny
  - iv. 0 Burglary
  - v. 75 non-reported matters
  - vi. 0 DUI
  - vii. 6 Traffic Citations
  - viii. 1 Written Warning
- e. The Tercentennial Memorial Marker concrete pad has been poured and the date for installation and ceremony will be determined for a day in October.
- f. Celebrating Agriculture will take place this Saturday, September 23, 2023 at the Brooklyn Fairgrounds from 9am-3pm.
- g. The Woodstock Shop Hop Weekend is this Saturday and Sunday. Please support your local businesses.
- h. Bids went out for the Peake Brook bridge project this week. The Town Highway Crew will start Center Cemetery Road improvements next week.
- i. A Steel Band Concert will take place at Roseland Cottage on Sunday, September 24, 2023.
- j. A meeting with Town of Eastford and DEEP to discuss the Crystal Pond dam situation is scheduled for Oct. 16th.

## 13. Public Comments

- a. Ray Morgan offered to supply contact information for the engineers that were used on some of the school drainage projects he has recently completed to assist with the WES Encapsulation Project.
- b. Jessica Weaver Boose thanked the Board for the work with Economic Development Commission requests tonight. She also wanted to note that early voting proposals are in the works as they are currently navigating how to meet new mandates.
- c. Jessica Weaver Boose suggested that the ADA Compliance Coordinator position should be a separate position, not an additional task to an existing employee. This will be discussed further at the Board of Selectmen meeting on October 5, 2023.
- d. Pam Morgan noted that in the case of jointly owned properties of two municipalities, any action should be approved by officials of both towns before action is taken.
- e. Charlene Perkins Cutler suggested that only the First Selectmen be authorized to sign grant applications.
- f. Michael Dougherty noted that the projected wage increases for 2024 will be a concern in contract negotiations in the upcoming budget.

## 14. Adjournment

- a. Kate McDonald made a **\*Motion** to adjourn. **\* Seconded** by Chandler Paquette. **\*The motion passed unanimously**. The meeting adjourned at 8:24 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.