

Woodstock Board of Selectmen Minutes

Thursday, October 19, 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 Kate McDonald
 - b. **Others Present:** Finance Director Karen Fitzpatrick, Crystal Adams, Ray & Pam Morgan, Charlene Perkins Cutler, Jessica Weaver Boose, Eric Gould, Recording Secretary Amy Monahan
2. **Approval of Minutes from September 21, 2023 Board of Selectmen's Meeting**
 - a. Chandler Paquette made a ***Motion** to approve the Minutes from September 21, 2023 Board of Selectmen Meeting as presented. ***Seconded** by Kate McDonald. ***Motion Passed Unanimously.**
3. **Public Comment**
 - a. None
4. **Discuss Joining CT Nutmeg Network**
 - a. An outline of information about the CT Nutmeg Network was distributed to the board for review.
 - b. Crystal Adams shared that she and Eric Gould met last month to learn more about the CT Nutmeg Network. The network is faster, better supported and used by many state, town and municipal organizations.
 - c. Eric Gould shared that Woodstock is the last of towns out of all towns he serves that is not on the CT Nutmeg Network. The grant that is currently available will most likely not be available again and will cover the construction needed to connect to the network. Eric reviewed the benefits and options available with the proposed network.
 - i. Jay Swan made a ***Motion** to sign on and join the CT Nutmeg Network. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**
5. **Discuss Using Opioid Funds for EAP**
 - a. Karen Fitzpatrick noted that the town had received funds from the opioid settlement. There is now a second settlement that will be providing funds to the Town of Woodstock. Town officials would like to continue supporting United Services with the additional funds.
 - b. Crystal Adams shared that Employee Assistance Programs (EAP) help employees and family members of employees in need. She explained that the EAP will provide a confidential report to the town of Services used and ran through the supports provided by these programs. She distributed information about two (2) plans that she recommends to the Board of Selectmen for review to make a decision at a later date.
 - c. Karen Fitzpatrick noted that the town is required to provide certain assistance to employees with addiction issues and certain other life changing events.
 - d. This topic will be tabled to a further meeting after the Selectmen have reviewed the information.
6. **Discuss Appointment of ADA Coordinator**
 - a. Jay Swan noted that many municipalities and organizations have a designated ADA Coordinator and they are usually within the Human Resources Department. Crystal Adams shared research about surrounding towns and how they handle the ADA Coordinator role with the Board of Selectmen for review.

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- b. Every Municipality with over 50 employees is required to have an ADA Coordinator. The Town of Woodstock needs to show that it is working towards ADA Coordination and Compliance at this time.
- c. This topic will be discussed at a future meeting after the Selectmen research more about ADA options and concerns in the Town of Woodstock.
- d. The Town of Woodstock currently has the option to send up to 3 employees to ADA classes at a reduced fee. It was recommended that the Highway Department and Transfer Station have key personnel attend the ADA classes along with a Town Hall representative. Viktor Toth is the ADA Coordinator for the Board of Education.
 - i. Chandler Paquette made a ***Motion** to appoint Crystal Adams as the Coordinator and supports that other Town Employees take ADA Classes as recommended. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**

7. ARPA Update

- a. Karen Fitzpatrick distributed the updated ARPA report to the Board of Selectmen for review.
- b. Karen Fitzpatrick noted that at the last meeting it was decided not to commit additional funds to the Tennis Court Project as previously suggested. The Woodstock Elementary School Tunnel Encapsulation project is going forward with a professional planning study and it is estimated that there will be approximately \$35,000 needed in engineering study fees to which ARPA funds could be allocated.

8. Grant Policy

- a. A draft of the proposed Town of Woodstock Grant Policy has been distributed to the Board of Selectmen for review. It would require that all grants be presented to the Board of Selectmen for review. Once approved by the Board of Selectmen, the Signature of the First Selectmen would be required before grant submission to the grantor.
 - i. The final draft will be sent out to Selectmen electronically for final approval.

9. 2024 Transfer Station Updates/Approval

- a. The proposed 2024 Transfer Station pamphlet has been presented to the Board of Selectmen for review and discussion.
 - i. Chandler Paquette noted that not all residents use the facility but all do subsidize it. He is opposed to no increase in fees for the upcoming year with rising costs to operate the facility.
 - ii. Kate McDonald asked when this decision needs to be made and Chandler Paquette noted that he would like time to run some numbers before making any decisions.
 - iii. It was suggested to look into the possibility of need base pricing for the transfer station service.
- b. Kate McDonald made a ***Motion** to table this topic until the next Board of Selectmen Meeting. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

10. Open Bids for Peake Brook Bridge Work

- a. There are 6 Bids to be considered for the Peake Brook Bridge Work
 - i. Suchocki & Sons Inc - \$1,222,743
 - ii. Bove Brothers LLC- \$1,018,144
 - iii. Loureiro Contractors - \$974,191
 - iv. Tully Construction Corporation - \$1,356,675
 - v. New England Infrastructure Inc, - 1,385,000
 - vi. Northern Construction Service LLC -\$1,097,905
- b. Chandler Paquette is pleased that numbers are relatively similar which leads him to believe that this project was presented with good bid sheets.

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- c. Kate McDonald made a ***Motion** to accept all bids but not award a final bid pending review by our consulting engineer that the bids meets all specifications, the contractors hold adequate insurance and references are reviewed. ***Seconded** by Chandler Paquette. ***The motion passed unanimously.**

11. Tax Rebates

- a. There are 31 rebates for a total of \$4,413.49 to be considered at this time
 - i. Kathleen Kosiba, \$28.37, Vehicle sold
 - ii. Dean & Debra Carlage, \$49.97, Overpayment
 - iii. Ethan & Harold Holcomb, \$45.21, No reason noted
 - iv. Michael Durning, \$35.75, Gifted in March 2023
 - v. William & Mary Ellen Sweet, \$638.46, Non registered vehicle
 - vi. Margaret Griswold, \$29.43, Sold August 2023
 - vii. Stephen Heath, \$5.61, Registered out of state
 - viii. Joel Cowher, \$50.71, No reason noted
 - ix. Honda Lease Trust, \$314.95, Vehicle sold
 - x. Kathleen & Carl Fisher, \$14.72, Sold August 2023
 - xi. John & Janet Richmond, \$9.75, No reason noted
 - xii. Marc & Colleen Bibeault, \$14.41, Sold March 2022
 - xiii. John Oliver, \$9.61, Donated July 2021
 - xiv. Sheila Gough, \$28.25, No reason noted
 - xv. Nina Griffith-Mclain, \$135.94, Registered out of state
 - xvi. Pamela Bouten, \$121.24, Traded Sept 2022
 - xvii. Edward Adams, \$86.37, Registered out of state
 - xviii. Edward & Saralea Adams, \$98.49, Sold July 2023
 - xix. Jessica Werstler, \$11.22, Sold August 2022
 - xx. James Doty, \$27.00, Overpaid
 - xxi. Hyundai Lease Titling Trust, \$146.94, No longer owned
 - xxii. Honda Lease Trust, \$314.95, Adjustment
 - xxiii. VCFS Auto Leasing Co, \$141.97, Adjustment
 - xxiv. Acar Leasing Ltd, \$312.40, Adjustment
 - xxv. Acar Leasing Ltd, \$541.70, Overpayment
 - xxvi. Ally Financial, \$462.68, Adjustment
 - xxvii. Cab East LLC, \$214.71, Adjustment
 - xxviii. CCAP Auto Lease Ltd, \$328.59, Overpayment
 - xxix. CCAP Auto Lease Ltd, \$94.64, Overpayment
 - xxx. Chelsea Bierkan, \$25.66, Junked March 2023
 - xxxi. Dean Bergeron, \$73.79, Total loss
- 1. Jay Swan made a ***Motion** to approve the 31 tax rebates as presented. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**

12. Correspondence and Announcements

- a. Jonathan Higgins was available to discuss the project status as requested by the Board of Selectmen with his trailer permit. It was noted that the project is already behind the presented timeline. Mr. Higgins will continue to update the Board of Selectmen monthly and noted he is available via email for any questions.
- b. The Town of Woodstock would like to recognize the following employees and thank them for their years of service: John Navarro is retiring from the Highway Department as of Nov 8th and Richard Baron is retiring from his position as Fire Marshal as of November 30th

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- c. Art in Arboretum will take place with workshop provided by artist Barbara Lussier on Saturday, October 21, 2023 from 9am to noon at the Palmer Arboretum.
- d. The TEEG Mobile Market will be at the Town Hall on Tuesday, October 24, 2023 from 1:30 to 2:30 pm.
- e. On Wednesday October 25th Woodstock's Agent for the Elderly and the Stop & Shop Pharmacy will host a Flu Shot Clinic for seniors. This event will take place from 10am to noon in the lower level of the Woodstock Town Hall located at 415 Route 169. No appointment needed. Bring your insurance card. For more information, call Su Connor at (860) 974-1705.
- f. The Towns of Brooklyn, Pomfret and Woodstock are holding a household hazardous waste collection day on Saturday November 11th from 9:00am to 1:00pm. This year the event will take place at the Woodstock Town Hall, located at 415 Route 169. The household hazardous waste collection is limited to Brooklyn, Pomfret and Woodstock households. Please note, this event is not for commercial or industrial generators of hazardous waste. Households with large quantities of more than 20 gallons or 20 lbs are urged to call their town hall. Bring a driver's license or other proof of residency.
- g. N95 masks are available in the lobby of the Town Hall.
- h. Please visit the Recreation Department page for information about upcoming events and programs. Space is still available for the bus trip to New York City Nov.25th and be sure to mark your calendars for the Woodstock Winter Festival on Saturday, December 9, 2023.
<https://www.woodstockct.gov/recreation-department>

13. Public Comments

- a. Ray Morgan noted that the building inspector and many other town positions are already ADA Compliance trained in many areas.
- b. Pam Morgan noted that the transfer station is an annual discussion and she wonders what other questions could be researched (i.e different practices in pricing, offering to other towns, how to best increase each of the fees).
- c. Kate McDonald shared that the first meeting of the Committee on Aging went very well. The group came up with a regular schedule and list of topics to pursue.

14. Adjournment

- a. Chandler Paquette made a ***Motion** to adjourn. *** Seconded** by Kate McDonald. ***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.