

**Town of Woodstock
Board of Selectmen
Regular Meeting
Thursday, August 2, 2018
4:00pm – Room A**

MINUTES

PRESENT: Michael Alberts, Frank Olah and Chandler Paquette

OTHERS PRESENT: Roy Chandler, David Elliott, Karen Fitzpatrick, Diane Miller, Tyler Millix, John Navarro, Kevin Withers, and Melody Yargeau.

1. Call to Order: First Selectmen Michael Alberts called the meeting to order at 4:01pm.

2. Approve the Minutes of the July 19, 2018 Regular Board of Selectmen's Meeting

Selectman Chandler Paquette made a motion to accept the minutes of the July 19, 2018 Regular Selectmen's Meeting as presented. **Motion passed unanimously.**

2a. Warn a Special Town Meeting August 8, 2018, 5:00pm to Amend the Historic Properties Ordinance

Mr. Alberts explained that the Historic Properties Commission wants to add the Bradford-Marcy Cemetery to the list of Historic Properties. The Historic Properties has done their due diligence in trying to discover if there was any interest from outside parties in the property. Nobody has come forward. As time is of the essence for this project the Town Meeting will be held on Wednesday, August 8, 2018 at 5:00pm.

Mr. Paquette moved the following:

**TOWN OF WOODSTOCK
NOTICE OF SPECIAL TOWN MEETING
WEDNESDAY, AUGUST 8, 2018
5:00 P.M.**

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 Wednesday, August 8, 2018 at 5:00 p.m. to discuss and vote on the following:

1. To choose a Moderator.

2. To adopt the following resolution:

AMENDMENT II: HISTORIC PROPERTIES ORDINANCE

By adding to Section 2

Adopted:

Effective: Upon Passage

The Bradford-Marcy Cemetery is hereby established as a historic property. The boundaries of this property are fixed and defined as follows:

“Southerly by Center Road as indicated by the stone wall; westerly by land of Timothy P. and Aimee M. Ahearn by the stone wall; northerly on land of Stephen J. Adams by the stone wall; easterly by land of Robert and Victoria Klaff by the stone wall, containing 0.9 acres. (Parcel 5126-23-09, 0.9 acres)

The full text of the ordinance is available in the Town Clerk's Office, 415 Route 169 in Woodstock CT.

3. Adjourn

Dated at Woodstock, Connecticut, this 2th day of August, 2018.

Michael L. Alberts, Chandler Paquette, Frank Olah
Woodstock Board of Selectmen
Attest: Judy E. Walberg, Town Clerk

Motion passed unanimously.

3. Update on Bridge Grant Submissions, CME involvement and Town Hall Parking Lot (John Navarro)

Highway Foreman John Navarro stated that he had contacted the DOT engineer and the engineer stated that everything is set to proceed with the bridges on Peake Brook Road and Hopkins Road.

A signed contract has not been received from CME Associates, however CME has updated the prices for services from their last estimate.

J & D Civil Engineers has been hired for the design work to widen the culverts and the road at the intersection of County Road and Route 169.

Mr. Navarro is working on getting the Butts Road Bridge on the list of local bridges with the State of Connecticut. Ryan Cooley from CME is working on this project with Mr. Navarro. Mr. Navarro believes that the cost for the Peake Brook Road Bridge will be approximately \$435,000.00, and the cost of the Hopkins Road Bridge will be approximately \$362,000.00. The Butts Road Bridge could be around \$200,000.00. He is hoping that the Town's portion will be approximately \$125,000.00.

He hopes to begin work on the Town Hall Parking lot in the next two weeks. He plans to work on the catch basins, then the side and back parking lot, with the front parking lot done last. He hopes to replace the steps along the west side of the building with precast steps at the same time that he is working on the parking lot. He stated that Pine Croft has been hired to do the grading and the paving and LaBonte to do the steps.

He stated that the new stone wall and sidewalk in front of Woodstock Academy looks great. Mr. Navarro has provided a catch basin, and Woodstock Academy has agreed to pay for the installation. Mr. Navarro will also provide asphalt for the part of the road that is crumbling in front of Woodstock Academy.

Treasurer Karen Fitzpatrick hoped that any excess funds from the 2017-2018 Budget would be used towards the bridge projects.

4. Consider an Amendment to Revise the General Government Purchasing Policy for Purchases under \$1,000.00.

Treasurer Karen Fitzpatrick explained to the Board of Selectmen the many steps that are involved in processing invoices for payment, and that it takes Deputy Treasurer Diane Converse at least a day each week to do the invoices. Since Ms. Converse's hours have been cut Ms.

Converse spends most of her time processing invoices and Ms. Fitzpatrick has not been able to continue training Ms. Converse on other aspects of her job. Ms. Fitzpatrick has spoken to the auditors and the auditors agreed that it would be permissible to not issue a Purchase Order for every invoice. It was suggested by Ms. Fitzpatrick that invoices under \$1000.00 need not have a purchase order. She assured the Selectmen that no invoice would be paid without department head approval and the Board of Selectmen will still need to sign the vouchers.

Mr. Paquette made a motion to revise the General Government Purchasing Policy to no longer need a purchase order for purchases of less than \$1000.00. **Motion passed unanimously.**

After Mr. Olah questioned when the change would begin Mr. Paquette moved to amend his motion to read “to revise the General Government Purchasing Policy to no longer need a purchase order for purchases of less than \$1000.00 *to begin immediately.* **Motion passed unanimously.**

Ms. Fitzpatrick informed the Board that all of the 2017-2018 fiscal year bills would be paid by mid-August, and the surplus would be approximately \$250,000.00. She would like to hold a meeting shortly afterwards for transfers, and she would like to suggest that any excess money be earmarked for the bridge projects. It was decided to hold a Special Board of Selectmen’s meeting to discuss only Budget transfers on August 22, 2018 at 4:00pm.

5. Discussion on Bull Hill Road Site Survey

Jeff Stefanik of Guerriere & Halnon did a quick survey of Bull Hill Road, and the Town maintained portion of the road ends just short of the last two driveways.

Mr. Navarro stated that he would like to maintain the road to the Thompson town line, where there is a better turn around for the trucks. He stated that it would not cost much more to maintain the extra distance.

It was agreed that the Selectmen would meet with Mr. Navarro to inspect the road at a later date.

6. Discussion on Tolland County Mutual Aid Fire Services

Emergency Management Director David Elliott and Roy Chandler, fire chief of the Bungay Fire Brigade stated their favorable impressions of the Tolland County Mutual Aid Fire Services.

Tyler Millix, an employee of the Tolland County Mutual Aid Fire Services, explained how questions and concerns were handled through their website. The Tolland County Mutual Aid Fire Services would prefer to handle situations as they occur and not let them fester.

It was decided by the Board of Selectmen to hold a meeting with the emergency service personnel before making a decision on this matter.

8. Correspondence and Announcements

A letter of resignation has been received from Assistant Tax Collector Melody Yargeau effective August 31, 2018. She and her husband are relocating to Austin, Texas. The position will be advertised in the Shopper's Guide. The Board of Selectmen wished her good luck in her future endeavors.

Mr. Alberts had Ms. Cotnoir explore how local Towns handle employees who are Justice of the Peace when they perform marriages during Town Hall hours. None that she had contacted had a policy or charged a fee. It was decided to leave what we do have as is.

Mary Seney has sent in her letter of resignation from the Beautification Committee.

CIRMA has sent a check in the amount of \$11,984.00 to the Town of Woodstock from CIRMA's Members' Equity Distribution fund. These funds have been deposited into the General Fund.

Christine French and Tina Lajoie will be deposed on September 14, 2018 in regards to a will that was witnessed and notarized by them. Mr. Alberts will check with Town Counsel to see if an attorney should be available to Ms. French and Ms. Lajoie on that day.

NCCC has sent an invitation for a Business After Hours event to be held at Taylor Brooke Winery on August 8, 2018 from 5:00pm to 7:00pm.

Celebrating Agriculture will be held on September 23 from 9:00am to 3:00pm.

A thank you note was received from TEEG for the food donations that have been contributed by Woodstock citizens.

The Animal Control Report for June, 2018 has been received.

A report from the Town Clerk for fees received in July 2018 was received. Fees were up by \$26,000.00 from last July.

Mr. Alberts asked State Trooper Gosselin if the Town receives money from tickets written in Woodstock. Trooper Gosselin said that the Town received \$10.00 per ticket for a moving violation. This money is sent to the Treasurer's office.

Mr. Olah asked if the Town of Woodstock would be able to share the cost of a Resident State Trooper with other local towns. Mr. Alberts would look into this.

Mr. Alberts and Ms. Cullan will be meeting with a company to discuss time card management. He will report back to the Board of Selectmen.

Yesterday was the last day that taxes could be paid without interest being charged. Mr. Alberts would like to research getting a scanner for the Tax Collector's office, so that the Tax Collector could scan the checks, which would be captured by the bank and deposited.

9. Citizen's Comments

Kevin Withers stated that he had missed the State Trooper presentation, but he feels that there is no need for one. Mr. Alberts informed Mr. Withers that there would be a public hearing on this subject in the near future.

Emergency Management David Elliott pointed out that if there was a Resident State Trooper in Woodstock the Trooper would be able to respond quicker to emergency situations than a Trooper sent from Troop D.

Roy Chandler, Fire Chief of the Bungay Fire Brigade, offered to find office space for the Trooper at the Bungay Fire Station. Mr. Alberts stated that he would prefer an office at the Town Hall where it would be nearer to the schools, but that he would keep it in mind.

Ms. Yargeau stated that she felt that adding scanning checks to the Tax Collector's office tasks would be time consuming. The Tax Collector's Office is stretched to its limits and it is much more efficient for the staff to bring the checks to the bank. Mr. Alberts stated that there were many types of scanners that would be able to scan the checks quickly and efficiently.

Melody Yargeau passed a letter out to the Board of Selectmen expressing her dismay at the Town Hall being closed on Fridays and how the Town Hall staff is feeling overwhelmed with trying to get five days work done in four days. She feels that the residents of Woodstock are not getting the service that they deserve.

10. Adjournment

Mr. Alberts made a motion to adjourn at 5:28pm. **Motion passed unanimously.**

Respectfully submitted by
Christine G. French
Board Clerk