

Board of Selectmen
Special Meeting Minutes
Selectmen's Conference Room
Wednesday, February 20, 2019
4:00 p.m.

Members Present: Michael Alberts, Chandler Paquette, Frank Olah

Others Present: Karen Fitzpatrick, Doug Porter, Crystal Adams, Paul Feige (4:30 p.m.), Linda Bernardi (5:00 p.m.) Josh Bottone and Davide Elliott (5:30 p.m.)

1. Call to order

Alberts called the meeting to order at 4:00 p.m.

2. Approve minutes from the BOS Special Meeting on February 13, 2019

Paquette motioned to approve the minutes of the Board of Selectmen's Special Meeting on February 13, 2019. **Olah** seconded. **Motion Carried Unanimously.**

3. Meet with Recreation Director Crystal Adams

Adams is requesting an additional 5 hours per week which will allow her to better manage the demand of the current recreation programs in place. She stated there is a high demand for additional programs and she would like to see the department grow. **Paquette** stated their goal is to keep the recreation department self-sufficient. He does feel that recreation is a very important part of our community and would like to see the department grow. **Olah** asked about the Quest Martial Arts program with the Academy and if kids from other towns are able to participate. **Adams** stated yes because the Recreation Department is running the program. Adams also mentioned that she is trying to reach out to home school families to make them aware of what is available through the rec dept. **Alberts** briefly discussed a potential new website which would better serve the community and be a great resource for promoting recreation programs. **Olah** stated senior programs should be listed. Adams is working on this and should have some new information shortly. The Selectmen thanked Adams for the great work she is doing for the town.

4. Meet with Building Official Paul Feige

Feige addressed the concerns for the building department. They are very busy with record high revenues generated from permits. He is requesting an increase in his hours to 31.5 per week (Monday through Thursday) to better service the demand for inspections and to review and complete the 800 open permits on file. **Paquette** said the position was based on the prior building official and the selectmen were not aware of the number of open permits. He also stated that perhaps more hours may be needed to close out the permits. **Paquette** further stated that the focus was a part-time building

official. The hours were agreed upon by both parties at the time of hire. **Alberts** stated the hours have been adjusted in January. The Selectmen will discuss this further at a future meeting.

5. Meet with Tax Collector Linda Bernardi

Bernardi addressed concerns for the tax office specifically during the months of July and January when tax collections are high. **Bernardi** said it is overwhelming for two people during July and additional help is needed. The current assistant works 25 hours per week and additional hours have been budgeted for her to work more hours during those busy months and to cover the tax office when the tax collector is out. Paquette understands this is a specialized position and asked what would be required? **Bernardi** stated she prefer someone who knows Quality Data and has experience in a tax office. The Selectmen will discuss this further at a future meeting.

6. Meet with Emergency Management Dave Elliott and Josh Bottone

Elliott discussed the need for a drone to be used for emergency management to assess storm damage. He is requesting that both he and Josh get certified and trained to operate the drone. **Alberts** stated that the town would need to get a quote for insuring the drone with respect to the liability it could impose on the town. **Paquette** asked if it would be possible for the drone to be insured through the fire departments? **Elliott** said he could look into it. The Board of Selectmen would like to further discuss this request and would like to pursue getting an insurance quote. **Elliott** stated they are working on an EMS plan for the town and has updated the emergency operations plan. Once the plans are signed off by the First Selectman, they will be submitted to the State of CT. The Emergency Management team has collaborated with the Woodstock Business Association to host a Cyber Security Seminar on Monday, February 25, 2019 at 7:00 p.m. at the Bungay Fire Brigade. Dave Odorski will be the speaker. **Alberts** stated that the Board of Selectmen are very grateful for all Elliott and Bottone have done.

7. Review FY 19-20 Budget Submissions

Paquette moved to table this item. **Alberts** seconded. **Motion Carried Unanimously.**

8. Review Draft of 5 Year Capital Improvement Plan

Paquette moved to table this item. **Alberts** seconded. **Motion Carried Unanimously.**

9. Citizen's Comments

Doug Porter spoke on behalf of the building department and expressed his concern that doing business in Woodstock has become difficult with the reduced hours especially with the town hall being closed on Fridays. He stated that with the dramatic cuts his business has been affected. **Paquette** mentioned that other surrounding towns are closed on Fridays and have limited inspections. **Porter** stated that revenue should be available in this upcoming budget to fund the building department with more hours or have hours available on Fridays for inspections. The Board of Selectmen thanked Mr. Porter for addressing his concerns.

10. Adjournment

Alberts moved to adjourn at 6:24 p.m. **Motion Carried Unanimously.**

Respectfully Submitted,
Karen Fitzpatrick, Treasurer