

**Town of Woodstock  
Board of Selectmen  
Special Meeting  
Wednesday, April 10, 2019  
5:00pm – First Selectmen’s Conference Room**

**MINUTES**

**PRESENT:** Michael Alberts, Frank Olah and Chandler Paquette.

**OTHERS PRESENT:** Karen Fitzpatrick

**1. Call to Order:** First Selectman Michael Alberts called the meeting to order at 5:01pm.

**2. Executive Session (Interview Candidates for Building Office Assistant and Office Manager/Human Resources Positions)**

Selectmen Frank Olah made a motion to go into Executive Session for the purpose of interviewing candidates for the Building Office Assistant and the Office Manager/Human Resources positions at 5:02pm. **Motion passed unanimously.**

Mr. Alberts invited Treasurer Karen Fitzpatrick to remain.

Selectmen Chandler Paquette made a motion to come out of Executive Session at 7:03pm. **Motion passed unanimously.**

No votes were taken during Executive Session.

**3. Citizen’s Comments**

None.

**4. Act on Vacancies**

Mr. Paquette made a motion to offer the position of Administrative Assistant to the Building Official, upon the satisfactory results of reference checks, to Cindy Bellerose.

A brief discussion was held regarding salary, benefits and the probationary period. Mrs. Fitzpatrick informed the Board of Selectmen that Ms. Bellerose had been made aware that she would be also assisting people with applications for Zoning and Wetlands.

**Motion passed unanimously.**

Mr. Olah made a motion to offer Crystal Adams the position of Office Manager/Human Resources Director, subject to satisfactory reference checks. **Motion passed unanimously.**

Mr. Alberts and Ms. Fitzpatrick interviewed a candidate for the ZEO position earlier in the day. It was the consensus to contact CME Associates to see if that company could supply a ZEO in the interim.

## **5. Adjournment**

Mr. Alberts made a motion to adjourn at 7:25pm. **Motion passed unanimously.**

Respectfully submitted,  
Christine G. French  
Recording Secretary