

**Town of Woodstock  
Board of Selectmen Regular Meeting  
Thursday, April 18, 2019 7:00 PM – Room A**

**MINUTES**

1. The meeting was called to order by First Selectman Mike Alberts at 7:00 PM.

Attendance: First Selectman Michael Alberts, Selectmen Frank Olah and Chandler Paquette.  
Others: David Fortin, Jeffrey Gordon, Diane Miller, John Navarro, Kevin Withers, media staff

2. Minutes: **Motion Selectmen C. Paquette to approve the April 4, 2019 Regular Meeting Minutes, and to approve the April 10, 2019 Special Meeting Minutes as presented carried unanimously.**

3. Sidewalks at Town Hall: F. Olah – noted the liability the town faces with sidewalks that are cracked. J. Navarro (DPW) – has reviewed the town purchase policy including for RFPs. **Motion C. Paquette to authorize Highway Foreman J. Navarro to submit an RFP for the removal and replacement of the town hall concrete sidewalks and steps carried unanimously.**

4. Set a Special Board of Selectmen's Meeting: **Motion C. Paquette to set May 8, Wednesday, at 4 PM for a Special BOS meeting to Open and Consider Bids for the Highway Department, including an RFP for concrete sidewalks replacement, carried unanimously.**

**Motion C. Paquette to add an agenda item, 4A: to Consider the appointment of Jeffrey Marcott to fill a vacant alternate seat (Republican) on the Planning and Zoning Commission carried unanimously.**

4 A. After reviewing the endorsement provided by the Woodstock RTC, following the resignation of alternate Dwayne Frederick: **Motion C. Paquette to appoint Jeffrey Marcott to fill the vacant alternate seat on the Planning and Zoning Commission, through the next municipal election, carried unanimously.**

5. Discussion and Vote on CME Staffing Proposal (ZEO and Wetlands Enforcement Officer): M. Alberts provided background regarding filling these two town hall positions. After advertising for a ZEO, after contacting NECCOG to ask about staff to fill the position, after asking nearby towns if part-time staff have interest and after posting the opening at CAZEO, there are no qualified candidates. The CME contract proposal provides for ZEO/Wetlands coverage for 6 hours/week for all of May and June (\$2,700) and any weeks in April at \$675 per week. Additional time beyond the 6 hours/week will be at \$112.50 /hour. Because of a possible increased cost for ZEO/Wetlands Agent services over what was budgeted, the BOF has been informed. There is a termination clause in the proposal, but unless it is utilized, the services will continue through this fiscal year. July 1 becomes the official hire date for a ZEO when one is found and confirmed. Because of the cost per hour, the CME staff person's time must be managed in the most efficient manner. J. Gordon, Chair of Planning and Zoning, with whom the ZEO works closely, identified the duties which the Planner (NECCOG), may handle and stated that the Commission will work smoothly with CME to handle the mandated ZEO functions. Since the Wetlands Commission can handle many matters directly, the focus will at first be on Zoning matters.

**Motion F. Olah to approve #3908, CME's provision of an Interim Zoning Enforcement Officer and Wetlands Agent, carried unanimously.**

6. Warn Annual Town Meeting: F. Olah read the Town Meeting warning in its entirety, which is scheduled for Tuesday, May 7 at 7 PM. The combined budget request put forward by the BOF is \$24,015,417 (a zero % increase). All aspects of the proposed budget have been reviewed by Treasurer Karen Fitzpatrick.

**Motion by F. Olah to warn the annual Town Meeting:**

NOTICE OF ANNUAL TOWN MEETING  
TOWN OF WOODSTOCK  
May 7, 2019

The Annual Town Meeting of the electors and citizens qualified to vote in town meetings of the Town of Woodstock, Connecticut, will be held on Tuesday, May 7, 2019 at 7:00 PM at the Woodstock Town Hall, 415 Route 169 in Woodstock. The Annual Town Meeting will be held to consider the following actions and to vote on the following resolutions:

- 1) To elect a Moderator;
- 2) To approve the proposed budget of the Town of Woodstock for the fiscal year ending June 30, 2020 in the amount of \$24,015,417.00 as has been recommended by the Board of Finance and to appropriate said sum to meet the recommended expenditures;
- 3) To adopt a Capital Improvement Plan for a five-year period ending 2023-2024 as has been recommended by the Board of Finance; **RESOLVED**, that the Town of Woodstock's local capital improvement projects of \$9,947,456.00 and capital improvement plan as defined in Section 7-535 through 7-538, a copy of which plan is on file in the Office of the Town Clerk and available for public inspection during normal business hours, is hereby ratified and approved;
- 4) To consider and vote upon the following Resolution:

**RESOLVED**, that the Town of Woodstock approve the expenditure of \$252,939.33  
as recommended by the Board of Finance from the Reserve for Capital and Nonrecurring Expenditure Fund  
to be used for Local Bridge Project Phase I.
- 5) To authorize the Board of Selectmen to apply for the State and Federal Grants;
- 6) To transact such other business as may properly come before said meeting; and
- 7) To adjourn.

Please Note: Pursuant to Section 7-7 of the Connecticut General Statutes, the Woodstock Board of Selectmen have on their own initiative removed the foregoing Item #2 and Item #4 for submission to the voters of the Town of Woodstock by referendum to be held on May 14, 2019 from 12:00 Noon to 8:00 PM at the Woodstock Town Hall. Voters approving the questions will vote "Yes" and those opposing the questions will vote "No." Absentee ballots will be available at the Office of the Town Clerk.

Dated at Woodstock, Connecticut, this 18th day of April, 2019.

Woodstock Board of Selectmen  
Michael L. Alberts, First Selectman,  
Chandler Paquette, Selectman  
Frank Olah, Selectman

Attest: Judy E. Walberg, Town Clerk

	<b>2019-2020</b>	
	<b>ANNUAL TOWN MEETING</b>	
<b>RECEIPTS</b>	<b>ESTIMATED</b>	<b>PROPOSED</b>
	2018-2019	2019-2020
Cash Available for Appropriation	\$ 712,686	\$ 735,532
Prior Taxes, Interest & Liens, MVS	\$ 420,000	\$ 435,000
State Grants:		
Education	\$4,672,381	\$4,891,062
Other State Money	\$ 120,407	\$ 99,449
Other Income	\$ 528,420	\$ 579,000
Total Cash Balances & Receipts	\$6,453,894	\$6,740,043
<b>EXPENDITURES</b>		
Ordinary Expenditures:		
General Government	\$ 1,871,491	\$ 1,882,548
Public Safety	\$ 855,302	\$ 856,258
Highways	\$ 1,505,517	\$ 1,483,506
Health, Recreation & Welfare	\$ 510,373	\$ 559,320
Contingency	\$ 75,000	\$ 67,000
Redemption of Debt	\$ 548,614	\$ 526,284
Board of Education Budget	\$18,194,353	\$18,640,501
Total Expenditures	\$23,560,650	\$24,015,417
Less Cash Balances & Receipts	\$ 6,453,894	\$ 6,740,043
TO BE RAISED BY TAXATION	\$17,106,756*	\$17,275,374*
*SUBJECT TO CHANGE		
2019-2020	Proposed Mill Rate	24.5
2018-2019	Current Mill Rate	24.5
	Increase in Mill Rate	0

**Motion carried unanimously.**

7. Tax Rebates: none

8. Correspondence and Announcements:

- data of income from the Town Clerk's office was distributed, itemized by fee/license/permit
- Crystal Pond Park commission minutes # 5f: Trout Pond Dam inspection confirms engineering work is needed; they have selected a licensed engineer with whom they are familiar
- Heather Paquette's resignation as Republican Registrar has been received, effective April 9: thanks for her service were extended
- the incident report from Troop D shows 9 traffic accidents and 1 burglary
- Bungay Lake District is reporting break-ins; their newsletter includes advice on safety. Perhaps constables can

be utilized to monitor the area. Rep Pat Boyd is informed.

- engineering work/wetlands delineations for the bridges project, (Pete Parent/CME) is underway. A question has arisen about Stafford Brook over-topping. The DPW will confirm.
- several area First Selectmen will travel to Hartford to meet with the Governor, to bring attention to some of the regionalization and other initiatives underway in our area
- excellent reference checks came back for Cindy Bellerose (Assistant to the Building Official) and Crystal Adams (HR and Office Manager); both will begin on Monday. Crystal Adams will reserve some hours for Recreation responsibilities; a posting for that position will go out
- Farms/Fruit Orchards Tax abatements: Attorney Rich Roberts will attend the May 2 BOS meeting to review this cumbersome process, requiring renewal every 5 years. D. Miller counts 8 remaining dairy farms in town. Stu Morse, Agriculture Commission Chair, advocates the adoption the State definition of Agriculture and modernizing the paperwork process.
- Colliers Real Estate announced it has the listing for the former Crabtree property.

9. Citizens' Comments: K. Withers – what is the status regarding the payment that Woodstock Academy is seeking for construction costs? M. Alberts called on D. Fortin, member of the Board of Finance; he reminded the meeting that he does not speak for the BOF but is their liaison to the BOS. The BOF chooses to not include these charges in this year's budget proposal, but it will be addressed soon. The BOF sought an opinion from the Town Attorney, who states the town has no obligation based on the current contract to pay it. The BOF will discuss how to proceed. The *BOE* however, has added \$212,000 to their 5-Year Capital Plan (or 1/3 of a mil in taxes) which could be utilized for this charge by Woodstock Academy. This would mean the BOF would have to move funds from the Unreserved General Fund into the Capital Nonrecurring Fund; the BOE could then come to the BOF and request to spend it for this purpose. The Unreserved General Fund holds approximately 16% so there are funds available. The BOF would be looking for a written proposal constituting a Contract or Agreement from the Academy, which has not yet been provided, with the details of the proposed construction, the costs and the time span. This is the best process to follow in the interests of the taxpayers.

10. Other From Committee: C. Paquette received an inquiry about public safety and decorum at the town beaches: Pond Factory and Black Pond. Out-of-town individuals appear to be utilizing the areas, there have been reports of undesirable language use and behavior. Are the beaches posted as being for Town residents only? Are constables monitoring the beaches? M. Alberts: will put it on the agenda for the May 2 BOS meeting, Jay Swan will be asked to attend.

- F. Olah asked about the relationship between the ECS/MBR education funding mandates, factoring in possible state cuts, in relationship to Proposition 46. D. Fortin offered an opinion that we would still have to fund the education budget at the same level as last year. M. Alberts- the previous year's budget provides a floor for Education funding.

11. Adjournment: **Motion by C. Paquette to adjourn at carried unanimously.**

First Selectman M. Alberts adjourned the meeting at 7:53 PM

Respectfully submitted, Dorothy Durst, Acting Recording Secretary *Dorothy Durst*

*These minutes are not the official minutes of the meeting of the Board of Selectmen. See next meeting's minutes for approval, or modification and approval of these minutes.*