

**Town of Woodstock
Board of Selectmen
Regular Meeting
Thursday – September 5, 2019
4:00 PM – Room A**

PRESENT: Michael Alberts, Frank Olah and Chandler Paquette.

OTHERS PRESENT: Karen Fitzpatrick (Treasurer), Diane Miller, Paul Miller, Nancy Fraser, Kevin Withers, Beth Bernard, Lee Wesler, Jay Swan, Crystal Adams and Dawn Adiletta.

- 1. Call to Order:** First Selectman Michael Alberts called the meeting to order at 4:00 pm.
- 2. Pledge of Allegiance:** Mr. Alberts led the Board of Selectmen and members of the public in the Pledge of Allegiance.
- 3. Approve the Minutes of the August 15, 2019 Regular Board of Selectmen's Meeting:** Selectman Frank Olah requested the approval of the minutes be tabled until later in the meeting.
- 4. Consider the appointment of Dwight Ryniewicz and Nancy Fraser as Alternate Members of the Planning and Zoning Commission for the term September 5, 2019 through November 5, 2019.** First Selectman Mike Alberts reported that the Woodstock Republican Town Committee received notice that there would be two Republican Alternate Seats opening on the Planning and Zoning Commission. After interviews, the Town Committee recommended to the Board of Selectmen Dwight Ryniewicz and Nancy Fraser as candidates to fill the vacancies. Mr. Alberts stated that Mr. Ryniewicz could not attend today's meeting. Ms. Fraser introduced herself to the people present. Chandler Paquette made a motion to approve the appointments of Dwight Ryniewicz and Nancy Fraser as Alternate Members of the Planning and Zoning Commission for the term September 5, 2019 through November 5, 2019. **Motion passed unanimously.**
- 5. Approve Year End Transfers.** First Selectman Alberts asked Town Treasurer Karen Fitzpatrick to provide an overview of the year end intergovernmental transfers and capital non-recurring (CNR) requests. Ms. Fitzpatrick stated that the FY 18-19 General Government Budget has an ending balance of \$387,277.49, indicating a surplus from the prior year. The biggest areas with a surplus include insurance and benefits due to the freezing of some full-time position replacements, the highway department as a result of decreased overtime, and repairs and maintenance to the town hall. Each department had a surplus except for the Assessor's Office—showing a 2.06% or \$2,171.13 shortfall. The surplus is left in the General Fund and will roll over to the next FY budget.

Mr. Alberts asked about the interest earned line item. The town budgeted \$40,000 for interest earned, but it earned \$147,000. Ms. Fitzpatrick stated that the increase is a result of her efforts in securing higher interest rate accounts at banking institutions. This year's investments resulted in over \$100,000 of what was estimated. Mr. Alberts remarked that the current taxes were over as well. Ms. Fitzpatrick stated that Linda Bernardi had collected above and beyond the 97.5 mill tax collection rate. Selectman Olah asked about the type of investments the town has. Ms. Fitzpatrick stated that the town's short-term investment fund is a state fund managed by the state treasurer. It is the largest investment account that the town has. There being no further discussion, Mr. Paquette thanked Ms. Fitzpatrick and Ms. Bernardi for their efforts.

Mr. Alberts referenced the FY 18-19 General Government Year End Transfers Report, a copy of which was distributed to the Select Board members prior to the meeting. At Mr. Alberts' request, Ms. Fitzpatrick explained the transfer process for the under-expenditures. She stated that this process basically requires a journal entry to create a zero balance for each department that shows a surplus. The funds are then transferred into the CNR. Mr. Alberts referenced the recommendations for intergovernmental transfers and CNR requests for review and approval. They include:

- Upon the approval of the Board of Finance to over-expend the Assessor's budget not to exceed \$5,000, a transfer request in the amount of \$2,171.13 from the Selectmen-Staff line item to the Assessor-Staff line item to cover the overage for that department.
- \$212,483.00: CNR Account for Woodstock Academy Capital Assessment (as approved at the August 6, 2019 Referendum)
- \$75,000.00: CNR Account for Emergency Tree Removal
- \$50,000.00: CNR Account for Town Hall Roof Replacement
- \$49,794.49: CNR Account for Local Bridge Project Phase 2

Mr. Alberts stated that the BOS would not be approving the expenditure of these recommendations, but rather suggesting that the Board of Finance consider allocating funds for these items to potentially be expended at a future point.

Selectman Frank Olah made a motion to approve the year end transfers totaling \$387,277.49 as presented. Further discussion ensued regarding the roof replacement line item. Ms. Fitzpatrick stated that \$50,000 is a starting point, as the job has not gone out to bid. Chandler Paquette explained that the roof shingles may be under warranty, as the current roof is about 15 years old. Ms. Fitzpatrick took note of this and stated that once the transfers are approved by the Board of Selectmen, they will be submitted to the Board of Finance at its September 17th meeting. **The motion passed unanimously.**

6. Request for permission of the Board of Selectmen as recommended by the Conservation Commission to extend trail through town property and permit access to Hibbard property via Pond Factory Road.

Conservation Commission member Beth Bernard referenced a letter from the CT Forest & Park Association (CFPA) that details the request. A map that delineates the Hibbard Forest property (~100 acres), as well as the neighboring town property was also included. The map offers a preliminary trail route, which will be refined based on property features and topography. Construction of the trail on CFPA property will begin in mid-September with help from an AmeriCorps NCCC team.

The CFPA is seeking approval from the town to extend the trail through town property in order to complete the loop trail. The CFPA also requested permission for the AmeriCorps NCCC team (approximately 10 vehicles) to park at the town beach location while work is commencing late September into October. Mr. Alberts asked how far the proposed trailhead is from the town beach. Ms. Bernard did not have the exact distance but would investigate this. He further asked if there will be parking available near Dodge Road. Ms. Bernard felt this was unlikely due to safety concerns.

All CFPA volunteers working on this project will have liability insurance coverage under CFPA. Mr. Paquette asked if there was town liability insurance relative to visitor access. Ms. Bernard will check into this but felt there was not a blanket policy for this purpose. Mr. Alberts felt that the trail is a ready access spot for townspeople to use at any time and use at their own risk. Ms. Bernard stated that the CFPA will print large maps on the signage, and the town is welcome to place verbiage

relative to liability should they choose. Mr. Paquette stated that if there are no liability issues for the town, he is in support of this project. Ms. Bernard stated that townspeople will be invited to help during a public workday event.

Chandler Paquette made a motion approve the request as recommended by the Conservation Committee to extend trail through town property and permit access to Hibbard property via Pond Factory Road as presented. **Motion passed unanimously.**

7. **Tax Rebates.** Mr. Alberts referenced items 1-13 relating to leased vehicles recently sold. The list of tax rebates includes:

- #1 tax rebate to Toyota Lease Trust in the amount of \$452.25
- #2 tax rebate to Toyota Lease Trust in the amount of \$227.98
- #3 tax rebate to Toyota Lease Trust in the amount of \$243.53
- #4 tax rebate to Ally Financial in the amount of \$170.77
- #5 tax rebate to Toyota Lease Trust in the amount of \$113.81
- #6 tax rebate to Cab East LLC in the amount of \$89.25
- #7 tax rebate to Cab East LLC in the amount of \$76.10
- #8 tax rebate to Toyota Lease Trust in the amount of \$246.45
- #9 tax rebate to Daimler Trust in the amount of \$303.54
- #10 tax rebate to ACAR Leasing Ltd. in the amount of \$302.82
- #11 tax rebate to Toyota Lease Trust in the amount of \$87.94
- #12 tax rebate to Martha Kemp in the amount of \$40.65
- #13 tax rebate to Lisa and Jonathan Macdonald in the amount of \$58.70

Motion was made by Frank Olah to approve the tax rebates as presented. **Motion passed unanimously.**

8. **Approve the Minutes of the August 15, 2019 Regular Board of Selectmen's Meeting, which was tabled at the beginning of the meeting.** Selectman Chandler Paquette requested a change in Item 6, second line: to replace the word "Committee" with "Ordinance." Chandler Paquette made a motion to approve the August 15, 2019 Regular Board of Selectmen's Meeting with the above-mentioned revision. **Motion passed unanimously.**

9. **Correspondence and Announcements.** First Selectman Mike Alberts introduced Cindy Brown as the town's new recording secretary. He also mentioned that Cindy will be speaking with Roger Gale to discuss the WPCA position opportunity as well.

Tina Lajoie started last week as the new Zoning Enforcement Officer and Wetlands Agent subject to formal approval of the Board of Finance. Ms. Lajoie will be providing proof of independent liability insurance.

The parking lot asphalt project is near completion. There is some final work to be done near the sidewalk adjacent to the town hall, and striping will take place tomorrow. Crystal Adams is working with the Beautification Committee to add plantings to various areas behind the building. Bids are out to Sprucedale Gardens, Sunset Nurseries, and Pete Peters. Once received, Crystal will share these with the Beautification Committee and come to a decision. Mr. Alberts referenced some remaining correspondence in their packets for the Select Board to review at their convenience.

10. **Citizens Comments:** Diane Miller stated that the annual Celebrating Agriculture event will take place September 21st from 9 am – 3 pm at the Woodstock Fairgrounds and asked that members spread

the word. Mr. Alberts is expected to be on WINY next week and will mention this event during that time.

- 11. Other from Committee:** Selectman Frank Olah attended a watershed meeting and found it to be informative, especially regarding bridge projects. He also attended the grand opening of the CR Premier Properties, which is located in the former Garden Gate Florist building. He asked about the new Recreation Director. Mr. Alberts stated that Anthony Pezzetti, who grew up in Woodstock, started recently as the town's Recreation Director. He brings with him experience from his position in Putnam and will be a great addition to the town.

Mr. Alberts stated that the WPCA is leaning toward sharing office space with the Recreation Department.

Mr. Alberts is working with the constables and emergency management to secure a combined office in the rear entrance (left side) of the town hall. It will serve as a drop-in area, as well as a storage area dedicated for both emergency management and the constables. There will not be posted office hours. In conjunction with this, he is working with John Navaro to erect a sign designated for a constable parking space located in the rear parking lot. He feels it will help reinforce the presence of a constable.

Selectman Frank Olah was unclear about the tenor of Emily Carlone's email. Mr. Paquette would like the opportunity to fully digest the email communication prior to discussion. Mr. Alberts offered to meet with them to further discuss this topic.

Mr. Paquette asked about the tree planting at Roseland Park. Crystal Adams stated she contacted the volunteer and person who sent the email from the association. She has yet to hear back.

Rich Roberts has provided a copy of a proposed bingo ordinance, which will be on the preliminary agenda at the first meeting of the Board of Selectmen in October.

Mr. Alberts stated that Town Clerk Judy Walberg is concerned about an ordinance relative to home solicitations, which require town permits. Several townspeople have voiced concern and would prefer there be no solicitations at their homes. Mr. Olah asked for the current solicitation ordinance to review.

Mr. Paquette asked for an update on the town website project. Crystal Adams stated that Jim Stratos has made some upgrades to the current site to make it more user-friendly, specifically a new tab titled "I Want To...". She encouraged those in attendance to browse the site. The project is ongoing, and proposals will be reviewed and considered based on the RFP that was distributed.

- 12. Adjournment:** Mr. Paquette made a motion to adjourn at 4:57 pm. **Motion passed unanimously.**

Respectfully submitted,

Cynthia Brown
Recording Secretary