

**Town of Woodstock
Board of Selectmen
Special Meeting Minutes
Thursday –October 17, 2019
7:00 PM – Room A**

MINUTES

PRESENT: Michael Alberts, Frank Olah and Chandler Paquette.

OTHERS PRESENT: Crystal Adams, Cynthia Alberts and Kevin Withers

1. Call to Order: First Selectman Michael Alberts called the meeting to order at 6:30pm.

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 October 3, 2019 Regular Board of Selectmen’s Meeting: Selectman Frank Olah made a motion to approve the minutes of the October 3, 2019 Regular Meeting of the Board of Selectmen as presented. **Motion passed unanimously.**

4. Warn a Special Town Meeting for October 29, 2019, 7:00P.M. to Discuss and Vote on Adopting an Ordinance Establishing for the Regulation of Bingo Games and to Amend the Conservation Commission Ordinance by Deleting “and who shall hold no salaried office” in paragraph 1. Mr. Alberts explained that the Bingo Ordinance dovetails with State law governing Bingo games. One minor change was making the Selectmen’s Office responsible for the application process and not the Town Clerk’s Office.

Mr. Olah asked why Under Section 3 Bingo Permit Fees of the ordinance, the types of Registration Class was not more specific. Mr. Alberts explained that the reasoning behind that was because every time the State of Connecticut added groups who would be allowed to apply for a Bingo permit, the ordinance would need to be amended. By keeping it unspecific it would hopefully reduce the number of times that the ordinance would need to be amended.

Frank Olah made a motion to warn the following:

**TOWN OF WOODSTOCK
NOTICE OF SPECIAL TOWN MEETING
October 29, 2019
7:00 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 October 29, 2019 at 7:00 p.m. to discuss and vote on the following:

1. To choose a Moderator.
2. To consider the following ordinance:

Town of Woodstock
Ordinance Establishing for the Regulation of Bingo Games
Adopted: October , 2019
Effective: Upon Passage

Section 1. Bingo authorized

Bingo shall be legal in the Town of Woodstock in accordance with the Connecticut state statutes governing such games, including without limitation Conn. Gen. Stat. §§7-169 et seq., as the same may be amended from time to time. Effective upon the adoption of this ordinance, the First Selectman will be responsible for the permitting and enforcement of all bingo games. In addition, the First Selectman will be responsible for receiving and monitoring the post event reporting by the organization.

Section 2. Bingo Registration Process

Bingo registrations may be issued to qualifying non-profit organizations by the First Selectman. Registration forms are available on the Town's website or at the First Selectman's office. The registration form and proof of eligibility shall be submitted to the Office of the First Selectman and the fees shall be submitted to the Town Clerk. Qualified entities may apply for any of the following bingo permits:

Weekly – annual permit

Monthly – annual permit

Temporary Single Event – only allowed 2 per year

Senior organizations consisting of members 60 years and older – permit for each event

Parent Teacher Organizations – annual permit

Individual operators are required to submit a PIN Operator Registration form with the First Selectman prior to operating a bingo. All PIN Operator Registrations previously approved by the State of Connecticut remain in effect. Individual operators must provide State documentation to the First Selectman.

Section 3. Bingo Permit Fees

Bingo registration forms shall be accompanied with the fee as outlined in the table below:

Registration Class	Permit Fee
Class A	\$ 75.00
Class B	\$ 10.00 per day
Class C	\$ 50.00

Payment shall be made payable to “Town of Woodstock” and paid to the Town Clerk prior to submitting the registration forms to the First Selectman.

Section 4. Bingo Financial Returns

For Class A and Class C permits, a financial return shall be filed with the Finance Office by the organization at the end of each quarter. Financial returns are due by the last day of the month following the close of the quarter (i.e. April 30th, July 31st, October 31st, January 31st). Financial returns must include payment of the 5% of the net profit for each bingo event. Payment shall be made payable to the “Town of Woodstock”. Financial returns must be submitted to the Finance Office on or before the due date.

For Class B permits, a financial return shall be filed with the Finance Office by the organization at the completion of the bingo event. The financial return must be submitted within 10 days, provide the pertinent event information including the gross receipts, prizes awarded and net profit. Financial returns must include payment of 5% of the net profit for the bingo event. Payment shall be made payable to the “Town of Woodstock”. Financial returns must be submitted to the Finance Office on or before the due date.

Section 5. Revocation of Bingo Permits

The First Selectman shall have the authority to investigate potential violations of this ordinance and the applicable state statutes and, in his or her discretion, to protect the public welfare, may immediately suspend or revoke any permit issued under this Section and to order that the person holding such permit cease and desist from the actions constituting any such violation. Any person aggrieved by such order shall have the right to appeal such decision as provided by state statute. In the event the First Selectman revokes a permit issued pursuant to this Section, no bingo permit shall be issued to such permittee for a period of one year after the date of such revocation.

Section 6. Penalties for offenses

Failure of any organization to file the required permit application, PIN registration or financial return shall be in violation of this ordinance. Any organization violating any provision of this ordinance shall be fined not less than \$200 nor more than \$1,000 and revocation of permit or PIN by the First Selectman or any other official authorized and empowered to enforce ordinances of the Town of Woodstock.

3. To Consider the Following Ordinance Amendment:

ORDINANCE CREATING A CONSERVATION COMMISSION

Adopted: February 14, 1968

**AMENDMENT V: CONSERVATION COMMISSION ORDINANCE
By deleting “and who shall hold no salaried town office” in Paragraph 1**

Adopted: October , 2019
Effective: November , 2019

The Commission shall be composed of eleven (11) members and three (3) alternate members who shall be electors of Woodstock, residing in said town **and who shall hold no salaried town office**, to be appointed by the Board of Selectmen. (The full text of this Ordinance is available in the Office of the Town Clerk.)

This amendment shall become effective fifteen days after publication thereof in a newspaper having circulation in the Town of Woodstock.

4. To Adjourn.

Dated at Woodstock, Connecticut, this 17 day of October, 2019

Woodstock Board of Selectmen
/s/Michael L. Alberts, First Selectman
/s/Chandler Paquette, Selectman
/s/Frank Olah, Selectman
/s/Judy E. Walberg, Town Clerk

Motion passed unanimously.

5. Discussion and Potential Vote on Whether to Remain with Stratos Studio or Move to Civic Plus for the Town's website: Office Manager Crystal Adams explained to the Board of Selectmen that Town Clerk Judy Walberg and former Office Manager Joni Cullan had begun researching updating the website earlier in the year and narrowed the search down to two companies, Stratos Studios who currently maintains the website, and Civic Plus who represents around 3500 municipal websites throughout the United States.

Civic Plus can make the website ADA compliant and will guarantee that technical support will be available from 7:00am to 7:00pm daily. Stratos Studios claims that it can offer the same product that Civic Plus can. However, Ms. Adams stated that Stratos Studios has yet to provide a plan for making the website ADA compliant.

Mr. Alberts stated that one sticking point of moving the website from Stratos Studios to Civic Plus is the link to the Bradford-Marcy Cemetery. Ms. Adams asked if Stratos Studios would be willing to maintain that link for a fee, and he indicated that he was not interested. Eric Gould, from Savage System, believed that something could be worked with regards to this link.

Mr. Alberts informed the Board that Stratos Studios is under contract with the Town until December 31, 2019. If the Board votes to move the website management to Civic Plus, Civic Plus would need time to make the switch for January 1, 2020.

Selectman Chandler Paquette made a motion to move the Town website's management from Stratos Studios to Civic Plus. **Motion passed unanimously.**

6. Tax Rebates: Selectman Chandler Paquette made a motion to approve the following tax rebates:

A tax rebate to Toyota Lease Trust in the amount of \$249.90

A tax rebate to Toyota Lease Trust in the amount of \$212.76

A tax rebate to Enterprise FM Trust in the amount of \$54.49

A tax rebate to VCFS Auto Leasing Co in the amount of \$45.23.

Motion passed unanimously.

7. Correspondence and Announcements: The September 2019 activity report from Troop D was received.

The Town will be holding a Public Safety Forum on November 19, at 7:00pm, to address the rash of vehicle being broken into. This discussion will be led by Trooper Eric Haglund.

A letter was received from Chris Sanford, Headmaster of Woodstock Academy, informing the Board of the theft of the LED light in the new Woodstock Academy sign.

Correspondence was received from Town Attorney Richard Roberts with regards to the QVEC contract. According Attorney Roberts if the Town wishes to break the contract with QVEC Dispatch the Board must notify QVEC a year before the contract is due to expire. The contract is set to expires on April 17, 2021, therefore QVEC Dispatch would need to be informed by April 17, 2020.

On Wednesday, October 23rd, at 5:00pm the Board of Selectmen will be meeting with the TN Dispatch to get an update on the different technologies that their emergency center is using.

Mr. Paquette explained that the Bungay Fire Brigade and the Eastford Volunteer Fire Department often respond to mutual aid calls between the two departments. He expressed his concerns about how communications would work between the fire departments if Bungay Fire Brigade switched to the TN Dispatch and the Eastford Volunteer Fire Department remained with QVEC.

Correspondence has been received from the Crystal Pond Park Commission stating that the Commission will be suspending the Crystal Park Day Camp for the foreseeable future. Some of the reasons were liability, camper safety, building security, the difficulty in hiring qualified staff, decreased enrollment and finances.

Mr. Alberts stated that the director of the Day Camp filed for unemployment at the end of the day camp session, and the State of Connecticut Department of Labor upheld her claim. Town Attorney Richard Roberts stated that this claim was not worth appealing. However, this did bring up the question with regards to seasonal Town employees being able to apply and receive unemployment compensation when their jobs are completed. Human Resources Director Crystal

Adams will reach out to the law firm of HalloranSage to see if there is a way the Town can protect itself from this happening in the future.

Mr. Alberts stated that the Town of Pomfret approached the Town of Woodstock with regards to borrowing a grader and a dump truck to grade a portion of Tyott Road and North Road. Since the Town of Pomfret does not have employees trained to operate the grader a Memorandum of Understanding was drawn up between the Towns. It was agreed that Woodstock would provide the equipment and the trained staff to do the work. In return the Town of Pomfret will hire a tree service to trim trees in Woodstock equal to or equivalent to the cost of the services that Woodstock provided. Mr. Alberts thanked Ms. Adams for working on this agreement.

Correspondence has been received concerning Buck's Soft Serve Ice Cream LLC, located on Kenyonville Road. The Planning & Zoning Commission will be holding a Public Hearing on this matter this evening at 7:00pm. A person who will be attending tonight's Public Hearing indicated that they were concerned for their safety. There will be four Woodstock Constables at the Public Hearing, and it was decided not to hire Woodstock Academy security to attend tonight's hearing.

Rick Harless from Roseland Park notified the Town that the Trustees of the Park have voted not to plant any white oaks or maples at the Park due to their susceptibility to gypsy moth and declined the offer of the white oak tree donated by CPTA. Highway Foreman John Navarro suggested planting the tree on the common across the street from the Evangelical Church. CPTA is willing to store the tree for the winter, and the tree will be planted in the spring.

The Town of Woodstock and the Town of Pomfret have jointly scheduled a hazardous waste day for November 11, 2019, to be held at the Woodstock Town Hall. The Town of Brooklyn would also like to participate, but Mr. Alberts was hesitant to allow a third Town from joining in on this. Some additional research will be done on this.

8. Citizens Comments: Kevin Withers was concerned about loaning out Town equipment to be used by other Towns that may not have qualified operators. Mr. Alberts and Ms. Adams assured Mr. Withers that the Town of Woodstock's highway staff would be operating Woodstock's equipment.

9. Other From Committee: Mr. Alberts again mentioned the Planning & Zoning Commission's Public Hearing regarding Buck's Soft Serve Ice Cream LLC's home occupation permit, being held tonight at 7:30PM, at Woodstock Academy's Bates Auditorium.

10. Adjournment: Mr. Paquette made a motion to adjourn at 7:35pm. **Motion passed unanimously.**

Respectfully submitted,
Christine G. French
Recording Secretary

