

**Town of Woodstock Board of Selectmen
Regular Meeting Via YouTube Live
Thursday – April 2, 2020
4:00 PM – Woodstock Town Hall, Room A**

MINUTES

PRESENT: Jay Swan, Chandler Paquette and Greg Kline

OTHERS PRESENT: Crystal Adams, Karen Fitzpatrick, and members of the public via YouTube Live

- 1. Call to Order:** First Selectman Jay Swan called the meeting to order at 4:00 pm.
- 2. Pledge of Allegiance:** Mr. Swan led those present in the Pledge of Allegiance.
- 3. Approve the Minutes of March 5, 2020 Regular Board of Selectmen's Meeting:**

Motion was made by Chandler Paquette to **approve** the March 5, 2020 Regular Board of Selectmen's Meeting Minutes as presented. **Motion passed unanimously.**

- 4. Consider the Reappointment of Grace Jacobson as a Full Member of the Conservation Commission for the Term April 1, 2020 through March 31, 2025:**

Motion was made by Chandler Paquette to **approve** the reappointment of Grace Jacobson as a Full Member of the Conservation Commission for the Term April 1, 2020 through March 31, 2025. **Motion passed unanimously.**

- 5. Open Proposal for Providing Professional and Technical Services for the Administration and Implementation of the Town's Small Cities Housing Rehabilitation Program using Program Income Funds:**

First Selectman Swan stated that Community Consulting is no longer offering the service mentioned above. The Town solicited RFP's from the community to fill this need. One response was received from the Town of Killingly Community Development Office, which has experience offering this service to Putnam and other area towns. There is currently a waiting list from town residents seeking these services. The BOS agreed with Mr. Swan's recommendation to accept the Town of Killingly's proposal. No formal motion was taken.

- 6. Approve the Adjusted Fiscal Year 2020-2021 General Government Budget of \$5,469,037:**

The adjusted FY 2020-21 General Government Budget was distributed to the BOS by email prior to the meeting. It was noted that these adjustments are a result of BOF Chairman Michael Dougherty's guidance and not the Board of Finance. First Selectman Swan highlighted areas impacted by the adjustments, some of which included health insurance, pension, unemployment insurance, highway department and open space land acquisition.

These adjustments were made to comply with the maximum allowable increase set by Proposition 46 and represents an overall budget increase of 1.75% over last year.

Selectman Chandler Paquette asked about whether there would be funds available from FEMA. Mr. Swan stated there would be as a result of declaring a state of emergency for the Town of Woodstock on April 1. This action will allow the town access to FEMA money relating to healthcare, health insurance, salary and other financial relief. The formal state of emergency declaration is recorded in the Town Clerk's Office.

Mr. Swan has been participating in regular meetings with the Northeast District Department of Health on Fridays.

Ms. Fitzpatrick was recently notified that the current CT Partnership Program with Oxford will continue through October 2020. Initially, the program was going to switch from Oxford to Anthem Blue Cross on July 1, but this has been placed on hold due to circumstances with COVID-19. The current budget proposal still reflects the increase in health insurance based on the Anthem changeover.

Mr. Swan stated he is in communication with union representatives regarding the pending contracts.

April BOF meetings have been cancelled. A special meeting has been proposed for Tuesday, May 5, to approve the FY 2021 budget and set a mill rate (0.7 projection).

Selectman Greg Kline asked about salary increases. Mr. Swan clarified a 2% across the board salary increase for union and non-union employees.

Ms. Fitzpatrick stated that even with the 0.7 mill rate projection, there will be a \$604,000 shortfall. The \$604,000 will be taken from the general fund in order to satisfy the budget proposal.

If approved by the Board of Selectmen, the FY 2020-2021 budget proposal will be sent to the Board of Finance for its consideration. The budget will eventually be placed on the Town of Woodstock's website for the public.

Motion was made by Greg Kline to **approve** the Adjusted Fiscal Year 2020-2021 General Government Budget of \$5,469,037 as presented. **Motion passed unanimously.**

7. **Tax Rebates:** Mr. Swan referenced one item relating to tax rebates, as follows:
#1 tax rebate to Honda Lease Trust in the amount of \$420.15

Motion was made by Chandler Paquette to **approve** the tax rebate as presented. **Motion passed unanimously.**

8. **Correspondence and Announcements:** First Selectman Swan reiterated his ongoing meetings with the health department that provides updates to town officials on the COVID-19 pandemic. The BOS received various correspondence, some of which included a letter from Ken Beardsley from the United Way relative to volunteer income tax assistance to the elderly; a letter from Jeff Stefanik formally resigning his position as Vice Chair of Open Space Land Acquisition, Farmland Preservation Committee, and Town Historian effective May 1, 2020; Annual Fire Report from the Fire Marshal; and, an update from Chris Mayhew regarding Crystal Pond park improvements and timber harvest. A letter from Quinebaug Valley 911 outlining its services and fees was discussed. Mr. Swan will investigate the fee structure and whether there has been an increase year over year.
9. **Approve drainage easement for Mitchell Eaffy and Margaret Young of 162 Harrisville Rd as requested at the January 2, 2020 Board of Selectmen's meeting:**

A copy of the above-referenced drainage easement was distributed to BOS members prior to the meeting. The easement has been reviewed by Town Attorney, Rich Roberts. The easement will become a part of Mitchell Eaffy and Margaret Young's deed.

First Selectman Jay Swan and Selectman Greg Kline agreed with the above-referenced easement. Selectman Chandler Paquette abstained from comment. No formal motion was taken.

10. Per Executive Order 7I, Section 13, cancel Annual Town Meeting scheduled for May 5, 2020 and cancel Budget Referendum scheduled for May 12, 2020:

First Selectman Swan referenced and briefly discussed the Governor's Executive Order 7I, Section 13. The updated FY 2021 budget will be available to the public on the Town of Woodstock website.

Motion was made by Chandler Paquette to **cancel** the Annual Town Meeting scheduled for May 5, 2020 and Budget Referendum scheduled for May 12, 2020 as a result of Executive Order 7I, Section 13. **Motion passed unanimously.**

11. Per Executive Order 7I, Section 13, give the Board of Finance permission to approve the Fiscal Year 2020-21 Budget and set the mill rate:

Motion was made by Greg Kline to **grant** the Board of Finance permission to approve the Fiscal Year 2020-21 Budget and set the mill rate. **Motion passed unanimously.**

12. Other from Committee: First Selectman Swan stated that Bentley Field is closed due to an incident that recently occurred. The playgrounds in town have been taped off to the public due to COVID-19. The soccer fields and town beach are closed to maintain social distancing. Hiking trails remain open. The Town Hall is closed to the public, and the Transfer Station hours have been adjusted.

Discussion ensued regarding offering a free program for children at Crystal Pond once it is safe to do so. Several opinions and ideas were shared. Mr. Swan suggested Chris Mayhew provide a proposal on this topic.

13. Adjournment: Motion was made by Chandler Paquette to **adjourn** the meeting. **Motion passed unanimously.** The meeting adjourned at 5:12 pm.

Respectfully submitted,

Cynthia Brown
Recording Secretary

The recording of this meeting can be viewed at the following link:
[https://www.youtube.com/watch?v= K_wgxoc1qM](https://www.youtube.com/watch?v=K_wgxoc1qM)