

**Town of Woodstock Board of Selectmen**

**Regular Meeting**

**Thursday – May 7, 2020, 4:00 PM**

**In accordance with Governor Lamont’s Executive Order and social distancing guidelines recommended by the CDC, members of the BOS participated in the meeting via ZOOM online.**

**MINUTES**

**PRESENT:** Jay Swan, Chandler Paquette and Greg Kline

**OTHERS PRESENT:** Crystal Adams, Karen Fitzpatrick, and members of the public via ZOOM online

**1. Call to Order:** First Selectman Jay Swan called the meeting to order at 4:02 pm.

**2. Approve the Minutes of April 2, 2020 Regular Board of Selectmen’s Meeting:**

**Motion** was made by Chandler Paquette to **approve** the April 2, 2020 Regular Board of Selectmen’s Meeting Minutes as presented. **Motion passed unanimously.**

Greg Kline asked if Chris Mayhew was contacted regarding Crystal Pond and future potential programming for children. Mr. Mayhew was not contacted about a proposal, and it was recommended that Mr. Kline contact Mr. Mayhew.

**3. Approval to Go Out to Bid for Aggregate, Catch Basin Cleaning, Equipment Rental, and Guardrail Installation:**

**Motion** was made by Greg Kline to **approve** going out to bid for aggregate, catch basin cleaning, equipment rental, and guardrail installation. **Motion passed unanimously.**

**4. Discuss and Approve Fiscal Year 2020-2021 Budget Adjustments:**

At its April 2, 2020 meeting, the BOS approved an adjusted fiscal year 2020-2021 General Government Budget of \$5,469,037. Subsequently, at its May 5, 2020 meeting, the Board of Finance approved a final budget for fiscal year 2020-2021 of \$5,437,666. As a result, the BOS reviewed and discussed budget adjustments totaling \$31,371 to make up the shortfall. First Selectman Jay Swan provided specific decreases in various line items that were affected, a copy of which was distributed to the BOS prior to the meeting.

**Motion** was made by Greg Kline to **approve** the Fiscal Year 2020-2021 Budget Adjustments totaling \$31,371 to align with the final General Government Budget for FY 2020-2021 of \$5,437,666. **Motion passed unanimously.**

First Selectman Swan stated that Woodstock’s mill rate has remained flat for three consecutive years at 24.5, and Woodstock is one of the towns in the state with one of the lowest mill rates. Greg Kline recommended Mr. Swan share this positive information with WINY radio, especially at this challenging time.

**5. Consider (Retro-active to April) Adopting a Resolution Designating the Month of April as “Fair Housing Month”:**

First Selectman Swan shared the following Resolution designating the month of April as Fair Housing Month:

*WHEREAS, The month of April is recognized as Fair Housing Month; and*

*WHEREAS, Fair Housing is important to ensure all Americans the right to live in decent, safe and sanitary environment; and*

*WHEREAS, Fair Housing is the legal right of every American; and*

*WHEREAS, The Town of Woodstock is proud to participate in the recognition and support of Fair Housing Month.*

*NOW, THEREFORE, The Woodstock Board of Selectmen proclaims April 2020 to be Fair Housing Month in Woodstock and will reaffirm this each year.*

**6. Consider Tax Abatements for Dairy Farms and Fruit Orchards:**

Mr. Swan reported the tax abatements for dairy farms and fruit orchards total \$9,931.06. A copy of the report was distributed to the BOS prior to the meeting.

**Motion** was made by Chandler Paquette to **adopt** the tax abatements for dairy farms and fruit orchards as presented. **Motion passed unanimously.**

**7. Discuss and Vote to Approve a Resolution to Grant the Chief Executive Officer the Authority to Sign the Emergency Management Performance Grant Application on Behalf of the Municipality:**

Jay Swan referenced the resolution noted above, a copy of which was included in the BOS meeting packets.

**Motion** was made by Chandler Paquette to **approve** the Resolution to Grant the Chief Executive Officer the Authority to Sign the Emergency Management Performance Grant Application on Behalf of the Municipality. **Motion passed unanimously.**

**8. Discuss and Vote to Change the Time of the Third Thursday BOS Meetings Due to Zoom Meeting Conflict:**

Due to scheduling conflicts for Committees and Commissions utilizing ZOOM technology to hold meetings, Mr. Swan recommended the BOS meetings scheduled for the third Thursday of each month be changed from 7 pm to 4 pm.

**Motion** was made by Chandler Paquette to **approve** changing the time of the BOS meetings held on the third Thursday of each month from 7 pm to 4 pm. **Motion passed unanimously.**

**9. Discuss Work in Town Hall Foyer:**

First Selectman Swan explained that work will commence on Friday, May 8, 2020 to install walk up windows in the town hall lobby to conduct business between citizens and town hall staff, specifically for the Town Clerk and Tax Collector offices. On May 5, 2020, the BOF approved this request in an amount not to exceed \$5,000 for labor and materials. This project was recommended as a result of the current COVID-19 challenges in keeping the community and town hall staff safe, as well as from a general safety standpoint. A phone will be installed in the lobby, as well, should citizens require assistance from other departments. A copy of the estimate was emailed to the BOS members detailing the scope of work, which includes work to relocate the double doors and walls in the

lobby. Eventually, computers will be provided for citizens to gain access to relevant documents from the Assessor's Office and Building Department.

**10. Tax Rebates:** Mr. Swan referenced six items relating to tax rebates, as follows:

- #1 tax rebate to EAN Holdings LLC in the amount of \$211.68
- #2 tax rebate to EAN Holdings LLC in the amount of \$62.41
- #3 tax rebate to Dennis T. Peck in the amount of \$36.88
- #4 tax rebate to Toyota Lease Trust in the amount of \$98.22
- #5 tax rebate to Ronnell A. Rauert in the amount of \$53.46
- #6 tax rebate to Jeffrey D. Thorpe in the amount of \$38.27

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

**11. Correspondence and Announcements:**

Mr. Swan received a letter of resignation from Jonathan Audette from the Woodstock Conservation Commission. A letter of appreciation will be sent to Mr. Audette from the Board of Selectmen's Office.

The Selectmen's Office received the monthly State Police Report, which indicated the following calls for service for the month of March: 8 accidents, 9 investigations, 0 burglaries, larcenies and DUI's, 1 traffic citation and 2 written warnings.

Last, Mr. Swan referenced the Governor's Executive Order 7S Section 6, Municipality Program Election, which was approved on April 14, 2020 for the Town of Woodstock to participate in a deferment program or low interest rate program. The vast majority of tax collectors in the state recommended the deferment program, which was signed by the First Selectman on behalf of the Town of Woodstock on April 15, 2020 in order to meet the submission deadline.

**12. Other from Committee:**

Selectman Chandler Paquette thanked First Selectman Jay Swan and the entire town hall staff for the work being done during this challenging time. Greg Kline stated he has heard there have been several citizen complaints regarding the opening of Buck's Ice Cream. Mr. Swan stated he was aware of the concerns.

Mr. Swan reported that the Memorial Day parade and road race has been cancelled. The Selectmen's Office is working with the American Legion to develop an alternative solution for Memorial Day that will properly recognize the holiday, while ensuring the safety of community members. The Woodstock Fair has cancelled its annual Labor Day event as a result of COVID-19.

**13. Public Comments:**

None.

**14. Adjournment:** **Motion** was made by Greg Kline to **adjourn** the meeting. **Motion passed unanimously.** The meeting adjourned at 4:50 pm.

The recording of this meeting can be found here: [https://www.youtube.com/watch?v=adhw4R\\_3i5E](https://www.youtube.com/watch?v=adhw4R_3i5E)

Respectfully submitted,

Cynthia Brown  
Recording Secretary