

# Woodstock Board of Selectmen Minutes

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Thursday, January 20, 2022

7:00 pm

Virtual Via Zoom

Regular Meeting

**1. Call to order:** First Selectman Jay Swan called meeting to order at 6:59pm.

- a. **Present:** First Selectman Jay Swan, Selectman Chandler Paquette, Selectwoman Charlene Perkins Cutler
- b. **Others Present:** Finance Director Karen Fitzpatrick, Ashley Stephens (ZEO), Jeffery Gordson (P&Z Chairman), Mike Dougherty (BOF Chairman), Dawn Adiletta, Diane Miller, Wendy Costa, Crystal Adams, Recording Secretary Amy Monahan
- c. First Selectman Jay Swan requested to switch the order of agenda items #3 and #5 to allow for individuals present to be able to attend the scheduled meeting of Planning & Zoning at 7:30.
  - i. Chandler Paquette made a **\*Motion** to change the order of Agenda Item #3 and Agenda Item #5 as listed on the agenda. **\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**

**2. Approval of Minutes of December 16, 2021, Board of Selectmen's Meeting**

- a. Charlene Perkins Cutler made a **\* Motion** to approve the Minutes from of December 16, 2021 regular Board of Selectmen Meeting as presented with the following edit. **\* Seconded** by Chandler Paquette. **\*Motion Passed Unanimously.**
  - i. Page 1, item 1.c.i- The spelling of Emily Hayden was incorrect- it should have contained the "y" in Hayden.

**3. Affordable Housing Plan**

- a. First Selectman Jay Swan had previously shared a letter with the Board of Selectmen from the Planning & Zoning Commission that asked for approval to move forward with the Town of Woodstock Affordable Housing Plan with NECCOG and asked the Board to review the proposals from both NECCOG and TYCHE Planning & Policy Group for the next BOS meeting.
- b. First Selectman Jay Swan summarized an email from ZEO Ashley Stephens pertaining to the Affordable Housing Plan proposals. The email included information about funding for the project at hand including past possible grant opportunities and that the Connecticut State Statute states funding for Affordable Housing Plans can come from POCD Funds.
- c. First Selectman Jay Swan also shared feedback and information from other towns that have completed their Affordable Housing Plans with TYCHE.
- d. Planning & Zoning Chair shared the reasons for choosing NECCOG for the project and stated that Delia Fey at NECCOG has already completed work for the Town of Woodstock that will be used for the Affordable Housing Plan. The commission felt that the established relationship with Delia Fey and her knowledge of the town from previous tasks would benefit in the Affordable Housing Plan process.
- e. Charlene Perkins Cutler shared concern about the process taken to choose a firm to create the Affordable Housing Plan as no town procedures of procurement were followed. She feels that following a set process to obtain proposals benefits the Town. Karen Fitzpatrick explained that in cases like this one including service work often do not follow all procurement procedures. She pointed out the exception in the regulations for cases similar to the specialized Affordable Housing needs.

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- i. Karen Fitzpatrick and Crystal Adams are going to work on a memo to go to boards and commissions to review purchasing policies of the Town of Woodstock.
- f. First Selectman Jay Swan made a **\*Motion** to recognize the decision of Planning & Zoning Commission to use NECCOG for the creation of an Affordable Housing Plan for the Town of Woodstock and approve the proposal presented. **\*Seconded** by Chandler Paquette. **\*Motion Passed Unanimously.**

## 4. Small Cities Loan Subordination Agreement

- a. First Selectman Jay Swan shared a letter and supporting documentation requesting to subordinate 3 previous liens from the Town of Woodstock totaling \$27,516.86 for refinancing purposes. Upon review and financial advisement, Jay Swan is willing to sign this particular subordination agreement and wanted to share his decision with the BOS.
- b. Charlene Perkins Cutler made a **\*Motion** to approve the subordination of the property in question. **\*Seconded** by Chandler Paquette. **\*Motion Passed Unanimously.**

## 5. American Rescue Plan Update

- a. Karen Fitzpatrick reviewed the new email requests for ARPA funds. The complete list can be found on the Town of Woodstock website - [jan.20.2022arpa\\_community\\_input.docx](#)
  - i. No Broadband Upgrades
  - ii. Engineering and upgrades to South Common for public use
  - iii. Stone Wall Study/Survey
  - iv. Center lane markers on roads
  - v. Repair Bentley track and allow residents to use the Woodstock Academy South Campus track
  - vi. Tree removal
  - vii. Support Fine Arts in our community
  - viii. Child daycare, health care
  - ix. Organic community garden
  - x. safe water and air testing
  - xi. consulting with environmental experts
- b. The Board of Selectmen approved proposed obligations for funding for Phase 1 projects at the January 6, 2022 Board of Selectmen meeting. Karen Fitzpatrick and Michael Dougherty reviewed the following approved Obligations for Phase 1 in the amount of \$1,110,000. Detailed information can be found on the town website- [jan.20.2022proposed\\_funding\\_obligations\\_update\\_1.pdf](#)
  - 1. Updating Emergency Communications: \$500,000
  - 2. Purchase (12) Scott Self Contained Breathing Apparatus Devices for Bungay Fire Brigade to be compliant with WVFA and Muddy Brooke \$108,000
  - 3. Tree Removal \$120,000
  - 4. Town Hall HVAC Upgrade \$95,000
  - 5. Reconstruction of Lebanon Hill Rd: \$125,000 (Road is in a state of disrepair)
  - 6. Muddy Brook – Heavy Rescue Safety Equipment High Pressure Air Bag and Stabilizer Strut Replacement Project \$42,000
  - 7. Consulting, Advising and Reporting Contractual Services with NECCOG \$25,000
  - 8. Town Administrative Costs: \$75,000
  - 9. Materials and Supplies: \$20,000
  - ii. Karen Fitzpatrick consulted with NECCOG for the first time since ARPA has begun. NECCOG agrees that the Town of Woodstock is in a position to do its own work with ARPA funds. Karen requests the approval for herself, Crystal Adams and Diane Converse work directly with the

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auditor to make decisions about ARPA funding. This would allow the \$25,000 allocated to consulting with NECCOG to be spent in another way to benefit the Town of Woodstock.

- iii. Chandler Paquette made a **\*Motion** to rescind the allocation of \$25,000 to NECCOG for contractual services, bringing the total obligations of funds for Phase 1 ARPA projects to \$1,085,000. **\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**
- c. The U.S. Treasury approved the Final Rule on January 6<sup>th</sup>. This will take effect on April 1, 2022. The entire final ruling can be viewed on the Town of Woodstock website- [jan.20.2022slfrf-final-rule-overview.pdf](#)
  - i. Under the Final Rule, the option for calculating Revenue Loss has updated.
    - 1. Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.
      - a. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance. -OR-
      - b. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.
  - ii. The Town Auditor suggests the “standard allowance” election. The election of the Town of Woodstock is needed in writing. Woodstock would be allotted \$2,325,579 in Revenue Loss using the “standard allowance” option
  - iii. First Selectman Jay Swan suggests that Crystal Adams create a formal statement to be signed on Monday to reflect the Town of Woodstock electing to use the “standard allowance” option for revenue loss calculation.
  - iv. Charlene Perkins Cutler made a **\*Motion** to elect the “standard allowance” option for calculating revenue loss. **\*Seconded** by Chandler Paquette. **\*Motion Passed Unanimously.**

## 6. Appointments and Resignations

- a. Consider the resignation of the following
  - i. Tom Chase has resigned from the Historic Properties Commission
- b. Consider the Appointment of the following
  - i. Emilie Hebert as the Ag Commission Representative Alternate to the Open Space Land Acquisition & Preservation Committee
  - ii. Ray Smith for reappointment to the Zoning Board of Appeals
  - iii. Stuart Peaslee for reappointment to the Zoning Board of Appeals
  - iv. Bob Laurens for reappointment to the Zoning Board of Appeals
    - 1. Chandler Paquette made a **\* Motion** to approve the (1) resignation and (4) appointments as presented. **\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**

## 7. Tax Rebates

- a. First Selectman Jay Swan presented 1 new tax rebate
  - i. For Ally Financial in the amount of \$355.65 (Sold January 2021)
    - 1. Chandler Paquette made a **\* Motion** to approve the Tax Rebate as presented. **\*Seconded** by Charlene Perkins Cutler. **\*Motion Passed Unanimously.**

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## 8. Correspondence and Announcements

- a. The State Police report the following in Woodstock for the month of December 2021
  - i. 10 Accidents
  - ii. 5 Investigations
  - iii. 0 Larceny
  - iv. 0 Burglary
  - v. 70 non-reported matters
  - vi. 1 DUI
  - vii. 2 Traffic Citations
  - viii. 3 Written Warnings
- b. The Town of Woodstock received a request from Myra Pratt for funding for refurbishing at the Quassett School Building. The Board of Finance has also received the request.
  - i. Chandler Paquette raised concerns about lack of details in letter and that no RFP went out for the work. Board of Finance Chair Michael Dougherty agreed with the BOS and requested a second bid should be acquired for comparison purposes.
  - ii. Jay Swan will draft a letter to Myra Pratt requesting her to obtain a second quote and clarify the work proposed with some further requested details.
- c. The Town of Woodstock will be sponsoring a donation bin at the Transfer Station to benefit the ARC. The bin will be delivered next Tuesday for recyclable collections.
- d. TEEG mobile pantry offered tests and masks at the last regularly scheduled visit to the Town Hall and offers masks and tests upon request. Next visit is February 1, 2022 from 1-2pm. The town of Woodstock has held two successful test and mask distribution events and is currently working on a third distribution date. There currently are some tests and masks available at the Town Hall for vulnerable individuals upon request.
- e. There is a Town Referendum at the Town Hall on Tuesday, January 25, 2022. The Polls will be open here at town hall at 12 noon on Tuesday January 25 through 8:00pm. Masks must be worn if you are voting in person. More information available on the town website.

## 9. Public Comments

- a. None

## 10. Adjournment

- a. Chandler Paquette made a **\*Motion** to adjourn. **\* Seconded** by Charlene Perkins Cutler. **\*The motion passed unanimously**. The meeting adjourned at 8:25 pm.

Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Board of Selectmen. Please refer to next month's meeting for approval/amendments.