The June 10, 2020 Regular Meeting of the Woodbridge Board of Selectmen met via WebEx/teleconferencing. First Selectman Beth Heller convened the meeting at 5:00 p.m. Ms. Heller called the roll of members who affirmed they were at the meeting: First Selectman Beth Heller; Deputy First Selectman Mica Cardozo; Joseph J. Crisco, Jr.; Joseph S. Dey III; Dwight C. Rowland; and Sandra T. Stein
Present for Staff: Administrative Officer/Director of Finance Anthony Genovese; Town Counsel Gerald Weiner; Assistant Administrative Officer Betsie Yagla; and Geraldine S. Shaw, Clerk.

Ms. Heller made the following statement: In accordance with Governor Ned Lamont’s Executive Order 7 B Section 1, which suspends the open meeting requirements of in-person participation, audio and video of this Special Meeting is being simultaneously televised live on WGATV Channel 79 and youtube@WGATV79, in order to allow the public to view and listen to our meeting.

NOTE: the major part of the meeting (2 hrs. 21 mins.) may be accessed: https://youtu.be/7q397IY3p1o
After Executive Session (part 2, about 2min): https://youtu.be/W4jG-hOKlqc

FIRST SELECTMAN’S REMARKS
Ms. Heller’s remarks: "We have all been touched by the recent atrocities we have seen on news reports, and the protests that have erupted across the country in response to racism and injustice, and the killing of George Floyd at the hands of the police. There is no place for racism in our Town, or our country. As citizens of this great land, we must find ways to unite and speak out against hatred of any kind. Recently, Police Chief Cappiello issued a press release that I will share an excerpt with you, and our listening audience. The full statement can be found on the Town website."

Statement from Police Chief Frank Cappiello: “Myself, First Selectman Beth Heller, and the dedicated men and women of the Woodbridge Police Department, stand together with law enforcement officers throughout our state and across the country as we continue to serve with fairness, respect, impartiality, accountability, and in accordance with the core fundamental values of the oath of office which we have sworn to uphold. Any performance less than that is unacceptable, and a robust partnership between law enforcement, elected officials and community members remains key to addressing concerns that arise, and successfully moving forward.”

The First Selectman’s remarks resumed: "Several residents have come forward interested in planning some kind of peaceful vigil or walk. I have encouraged them to coordinate with our police department and our recreation department. I believe that there may an event scheduled for this weekend. If indeed I believe it will be posted on FACEBOOK. Many others have reached to my office with a myriad of issues related to the pandemic and the Town’s continued response. I have tried to respond to all emails and phone calls.

As of this past Monday June 8th, all full-time staff began working on site, however we still have not opened the doors to the public. All town services will continue to be done virtually as before, which has continued to work out well, thanks to all our committed and dedicated employees.

At this time, as above, Town buildings remain closed, and our playgrounds, athletic fields and the dog park also remain closed. The Transfer Station is open for mask-wearing members of the public and Animal Control is available by appointment. Our tennis courts and pickle ball courts are now open only by appointment, by contacting the Recreation Department. Some Boards and
Commissions have held virtual meetings over the course of the past few months, and a few others have begun to do so. As a reminder, all public meetings are listed on the Town calendar and the meeting agendas are posted to the Town website in the Agenda Center. The meeting agenda will specify if the public can participate via WebEx and if so how. It will also specify if the meeting will be broadcast on Channel 79 or YouTube.

I have asked our Tax Collector Pat Crisco to give me a brief summary on the process this year for tax collection so I might let you know, and the listening audience know how this will happen. Pat wrote to me that she would encourage residents to mail their checks with the proper bills if possible. If not, the Pat and Linda in Tax Office will be able to provide access for those residents who wish to pay in person. The Tax Office will be available on the front porch of Town Hall at the window to the right of the main doors. That window will be staffed Monday thru Friday beginning July 1st from 9 am to 12 noon and from 1pm until 3pm.

We continue to stay in constant contact with the residents through weekly e-news blasts, our monthly newsletter, social media posts, our town website and daily posts to our Town Facebook page. I have continued to remind folks to please try to stay home as much as able, and only venture out when necessary, and to please wear a mask while you are out. By doing so, we are all showing respect for each other, and also protecting our neighbors and of course, saving lives.

Town residents in need of a cloth mask may call the Human Services Department at 203-389-3430 or 203-389-3429 to request masks for members of their household. Masks are in stock now.

This evening, we will continue to discuss the Amity Woodbridge Historical Society Town of Woodbridge agreement. As it is an agreement which is not yet finalized, that discussion will be in Executive Session. As I have said in the past, I am glad that we are close to an agreement, and I believe that our relationship with the Historical Society will be better and stronger thanks to the new agreement, and the new Ad Hoc Oversight Committee. Once the agreement is in place, we as a Board will develop the charge for the Oversight Committee.

In addition to the Darling House Oversight Committee, as I discussed with you briefly before the pandemic, I have now begun to create an Ad Hoc group which will have the name the 2030 Task Force. Once I create the membership, I will develop a specific charge for the group to consider how to grow and diversify our grand list. In fact, I announced the idea at the March Board of Selectmen meeting, just days before we closed Town buildings due to COVID-19. I should be able to announce membership of that committee at our next meeting. The committee will take a big picture look at the changes the Town should consider in order to have a more robust and diverse grand list by 2030. I’m anticipating things such as creating a tax incentive program for businesses looking to build or expand, and perhaps beautifying the business district, and many more ideas I probably haven’t thought of. We need to consider bold ideas to make Woodbridge an attractive place for residents and businesses, and also to think about how the Town can react to the pandemic and the effect it’s having on our local businesses and the real estate market.

Thank you.”

**WOODBRIDGE BOARD OF EDUCATION – Superintendent Robert Gilbert**

Mr. Gilbert reported that:

- He said that he just came from a meeting of the Beecher Road School Community and Diversity Committee which is comprised of parents, teachers, and staff. The Committee was formed several years ago and have worked to develop programs that promote equity at the school, and will continue in this role, working with the Board of Education
• Last day of school is Monday June 15th – a graduation video will be delivered to each graduate
• Thanked the PTO and all who participated in drive-by parade of students’ homes and the tribute to the teaching staff
• During the shut-down, the maintenance staff has taken the opportunity to perform many maintenance tasks and to enhance the facility
• All summer programs will be on-line
• A School Opening Committee has been established – Ms. Stein is the liaison from the Town
• Enrollment stands at 861 – up from 845 in September of 2019
• On May 31, 2020 the surplus stood at approximately $186,000. It is planned to use a portion of the surplus toward any COVID-19 costs that may arise during the 2020 – 2021 academic year.

PUBLIC HEARING – 2020 NEIGHBORHOOD ASSISTANCE ACT APPLICATIONS
At 5:16 p.m. on approval of Town Counsel, First Selectman Beth Heller convened the Public Hearing to receive comments on the applications for the 2020 Neighborhood Assistance Act. In accordance with Governor Lamont’s executive order 7b Section 1, which suspends the open meeting requirements of in-person participation, audio and video of the Public Hearing was simultaneously televised on channel 79 and youtube@wgatv79 in order to allow the public to view and listen to the meeting.

Board of Selectmen Present: Ms. Heller, Ms. Stein, Mr. Cardozo, Mr. Crisco, Mr. Dey and Mr. Rowland.
Staff Present: Mr. Genovese, Administrative Officer/Director of Finance; Mr. Weiner, Town Counsel; Ms. Yagla, Assistant Administrative Officer; and Mrs. Shaw, Clerk.

First Selectman Heller stated that the legal notice of the Public Hearing was advertised/posted on the Town of Woodbridge website on May 28, 2020 in accordance with Governor Lamont’s executive order 7b Section 1 (3). The Board of Selectmen VOTED UNANIMOUSLY (Rowland - Crisco) to waive the reading of the legal notice. However the notice is included in these minutes for historical reference.

TOWN OF WOODBRIDGE
LEGAL NOTICE
Pursuant to Section 12-632 of the Connecticut General Statutes the Board of Selectmen of the Town of Woodbridge will hold a Public Hearing on Wednesday, June 10, 2020, 5:30 p.m. to receive comments on the applications received for consideration for the Neighborhood Assistance Act for the year 2020. You may join the public hearing to give your comments at: https://woodbridgect.webex.com/woodbridge/onstage/g.php?MTID=eb2dd572e41abe5b3e006ba1093f5940b

NOTE: In accordance with Governor Lamont’s Executive Order 7b. Section 1, which suspends the open meeting requirements of in-person participation, audio and video this public hearing will be simultaneously televised on Channel 79 and youtube@wgatv79 in order to allow the public to view and listen to the meeting. In person attendance will not be permitted.
Applications may be viewed on-line at https://woodbridgect.org/232/Board-of-Selectmen
Written comments may be e-mailed to gshaw@woodbridgect.org in the Selectmen’s Office until 4:00 p.m., Wednesday, June 10, 2020.
Dated at Woodbridge, CT this 28th day of May 2020.

Board of Selectmen, Town of Woodbridge
Ms. Heller opened the floor to receive comments regarding the following applications received for the 2020 program:

- Amity Teen Center, Inc., 10 Selden Street
  - Energy efficiency projects: lighting, HAVC renovations, siding windows, and entryway at the front of the building $24,980

- Jewish Federation of Greater New Haven, 360 Amity Road
  - Update of JCC’s HVAC system $150,000

**COMMENTS FROM THE PUBLIC**
There were no comments from the Public. The Clerk stated that no written comments had been received by 4:30 p.m. this date (June 10, 2020).

**HEARING CLOSED**
As there were no further comments, Ms. Heller declared the public hearing closed at 5:19 p.m.

**BOARD OF SELECTMEN REGULAR MEETING RECONVENE**
At 5:19 Ms. Heller reconvened the regular meeting of the Board of Selectmen

**ACTION ON APPLICATIONS FOR THE 2020 NEIGHBORHOOD ASSISTANCE ACT**
The Board of Selectmen VOTED UNANIMOUSLY (Heller – Crisco) to accept the following applications for the 2020 Neighborhood Assistance Act and forward them to the Department of Revenue Services for processing:

- Amity Teen Center, Inc., 10 Selden Street
  - Energy efficiency projects: lighting, HAVC renovations, siding windows, and entryway at the front of the building $24,980

- Jewish Federation of Greater New Haven, 360 Amity Road
  - Update of JCC’s HVAC system $150,000

**LIAISON REPORTS**

**Mr. Cardozo:** The Recreation Commission – held their meeting on-line. Discussion centered around the cancellation of in-person summer programs, the Concerts-on-Green and budget implication due to the COVID-19 restrictions. However, many programs including the camp are being offered on-line. Though the tennis courts have opened for tennis and pickle ball – all athletic fields remain closed.

**Mr. Crisco:** The Police Commission - Department is at full staff. The department continues to investigate several vehicle break-ins. They are also continuing to distribute thermometers and face masks to businesses and agencies. Dispatcher Joseph Zimkus is retiring and a replacement is being sought. The Traffic Authority approved the use of Town roads for a protest march organized by Michela Cardozo.

**Mr. Dey:** No report

**Mr. Rowland:** The Inland Wetlands Agency – approved several applications for new pools. Hearing of the Town’s application for the widening of the road into the Fitzgerald Tract was postponed until July due to the failure of an appearance from a Town representative. The Agency has requested a study regarding the proposed installation of solar panels on 5 – 6 acres of the property located at 57 Park Lane.
Ms. Stein: The Library Commission - approved the promotion of two staff members: Kira Edic to the position of full-time Adult Services Librarian and Emily Canto to full-time Children's Assistant. Staff is working on plans to provide curb-side pick-up of books and other materials.

**OLDE FIRE HOUSE UPDATE – Architect David Stein, Silver Petrucelli Associates**

Mr. Stein presented several slides of similar projects his firm has been involved in. The most similar to the Woodbridge project is the repurposing of the Spruce Street Fire Station in Manchester CT for multi-use by the public. He said that phase I of the renovations (roofing, rough electrical, plumbing, etc.) to the Woodbridge fire house were completed this year. Mr. Stein also showed slides detailing a proposed layout of the three bays that afford flexibility for programs and use. A copy of the presentation is attached to this permanent record of the meeting.

The Board asked if any progress had been made re Amity High School’s lease of the second floor for the Transition Program. Ms. Heller and Mr. Genovese will discuss the program with Superintendent Byars and plan to have information regarding the financial off-set for the renovation of the Olde Fire House. Mr. Genovese will have a debt analysis for the July 8th meeting.

Regarding possible bonding for the Olde Fire House and the Fire Department storage shed – Ms. Stein said that there are several proposed projects at Beecher Road School that might be considered to be rolled into any bond issue.

The presentation concluded, Ms. Heller thanked Mr. Stein and he left the meeting.

**ASSISTANT ADMINISTRATIVE OFFICER’S REPORT**

Ms. Yagla reported that she has been sending the e-mail news weekly and updating Facebook daily. She has also been reaching out to the business community as to their status and what the Town can do to assist them. Ms. Yagla reminded the audience that if they are not receiving the e-news they can sign up on the Town’s website.

**ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE’S REPORT**

Monthly Report – Mr. Genovese reported that as of May 31, 2020 he is projecting a budgetary surplus at end of fiscal year (June 30, 2020) of $515,038. This amount includes the $400,000 allocation from fund balance, but does not take into account any surplus from Beecher. The result is a projected increase to fund balance of $115,038. The fund balance at June 30, 2020 is projected to be $6.5M or 13% of annual projected expenses.

Mr. Genovese said that the economic downturn from COVID-19 has resulted in lost revenue in interest income and fees, but reduced expenditures due to canceled programs. He said that it is expected that increased expenses related to the Town’s response to COVID-19 will be reimbursed up to 75% by FEMA and hopefully a 25% reimbursement from the State.

**FUNDING REQUESTS**

The Board of Selectmen VOTED to recommend the following funding requests to the Board of Finance.

<table>
<thead>
<tr>
<th>1920-20 - Allocation</th>
<th>Amount: $29,207</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>Tax Collector (1155-00/50103)</td>
<td>$1,742</td>
</tr>
<tr>
<td>Tax Office Regular Assistants (1155-00/50210)</td>
<td>$1,408</td>
</tr>
<tr>
<td>Assessor (1160-00/50104)</td>
<td>$2,229</td>
</tr>
<tr>
<td>Assessor Regular Clerical (1160-00/50215)</td>
<td>$1,211</td>
</tr>
<tr>
<td>Town Plan &amp; Zoning Regular Clerical (2280-00/50215)</td>
<td>$2,558</td>
</tr>
</tbody>
</table>
Fire Dept. – Fire Chief (1230-00/50109) $3,076
Fire Dept. – Fire Marshal (1230-00/50110) $3,029
Fire Dept. – Assis’t. Fire Chief (1230-00/50116) $1,476
Fire Dept. – Regular Clerical (1230-00/50215) $3,746

Inland Wetlands Agency
  Regular Clerical (1630-00/50215) $2558
  Regular All Other (260-50240) $4,857
  Part-time All Other (260-50350) $535
  Overtime Regular (260-50410) $782

From: Board of Finance Contingency (1170-00/56800)
For: Fund various departments for cost of living increase not included in the FY20 budget. (Union contracts were settled after the budget was adopted.
Noted: Request lower than actual – balance is covered by surplus in the departments
(Heller – Stein) Vote: Aye – Cardozo, Heller, Dey, Rowland, Stein
  Abstained – Crisco (Mrs. Crisco is the Tax Collector)

1920-21 – Allocation
To: Information Systems Date Processing (1145-00/52210)
From: Board of Finance Contingency 1170-00/56800)
For: Funding for cyber security related issues
(Rowland – Cardozo) Unanimously Approved

1920-22 – Allocation
To: CNR-WBOE Technology (302-911/52210/TECH)
From: Board of Finance Contingency (1170-00/56800)
For: To fund FY21 WBOE Capital Budget request that was eliminated from the budget to use FY20 Contingency Funds.
(Heller – Stein) Unanimously Approved

1920-23 – Allocation
To: CNR-DPW – Equipment Reserve (302-3100/57410/PWHEQ)
From: Board of Finance Contingency (1170-00/56800)
For: To fund FY@! Capital Budget request for DPW Heavy Equipment with FY20 Contingency Funds.
(Heller – Stein) Unanimously Approved

1920-24 – Allocation
To: CNR-Police Dept. (302-2100/57450/RVEH)
From: Board of Finance (1170-00/56800)
For: Fund FY21 Capital Budget request for Police Vehicle with FY20 Contingency Funds
(Cardozo – Rowland) Unanimously Approved

BID WAIVER
a. Catch Basin Cleaning Bid – Pursuant to the recommendation of Mr. Genovese and Public Works Director Warren Connors, the Board of Selectmen VOTED UNANIMOUSLY (Stein – Rowland) to award the service contract for catch basin cleaning to Janet’s Sweeping and Property Care, LLC utilizing the Capital Region Council of Governments bid #697 for cleaning of 1,639 basins at a cost of $23.00/per basin for a total of $37,697.
b. Street Center Line Painting – Pursuant to the recommendation of Mr. Genovese and Public Works Director Warren Connors, the Board of Selectmen VOTED UNANIMOUSLY (Heller – Stein) to award the service contract for center line painting to Safety Marking, Inc. for $0.33 per foot – 23.5 miles for $81,892.80 utilizing the State Contract Award #18PSX0127.

REFINANCING OF DEBT, COUNTRY CLUB OF WOODBRIDGE
Mr. Genovese reminded the Board that in 2009 the Town purchased the Woodbridge Country Club (aka The Country Club of Woodbridge for $7M. Since 2012 the Town has been making a principle payment of $350 thousand/year on taxable notes. He said that the notes mature on July 17, 2020 and must be reissued – fortunately current interest rates are at a historic low.

Mr. Weiner explained that the original notes were taxable and the resulting interest paid to the investors is taxable because at the time of the purchase the sitting Board of Selectmen voted to pursue the development/sale of the property. Since 2009 the Board appears to have made the decision to retain a portion of the property for Town use.

The Board of Selectmen agreed with the premise of retaining a portion of the property for Town use and VOTED UNANIMOUSLY (Stein – Cardozo) to adopt the following resolution:

RESOLVED, that the Town of Woodbridge has no present intention to sell two-thirds (2/3rds) of the acreage of the Golf Course property and reasonable expects to retain ownership and use of that portion of the Golf Course property for Town use for the foreseeable future, or at least for so long as bonds of the Town the interest of which is exempt from federal income tax are outstanding.

DESIGNATION FOR EMERGENCY TELECOMMUNICATIONS SERVICE CREDIT – MedCom
The Board of Selectmen VOTED UNANIMOUSLY (Heller – Stein) to authorize the First Selectman to execute the State form designating American Medical Response-MedCom as the recipient of Woodbridge’s regional tele-communications service credit for Coordinated Medical Emergency Direction (CMED) services for Fy2020-2021 in the amount of $2,641.50.

DISCUSSION OF 2021-2022 BUDGET PROCESS
The Board of Selectmen discussed the process followed in developing the Town budget. The Board agreed to form a task force to learn how departments develop their budgets and recommend guidelines to the Board of Selectmen at the July and August meetings with a policy vote in September. With Mr. Genovese as coordinator, the following Selectmen agreed to serve on the task force: Joseph J. Crisco, Jr.; Joseph S. Dey, III; and Sandra T. Stein.

APPROVE COST OF LIVING INCREASES FOR NON-UNION PERSONNEL
The Board of Selectmen VOTED (Heller – Stein) to approve a Cost of Living salary increase of 2.5% for non-union full time and regular part-time employees listed on the payroll as of July 1, 2020 in accordance with the compensation package for Union Employees as set forth in the agreement between the Town of Woodbridge and AFSCME as to salary and fringe benefits.
VOTE: Aye – Cardozo, Dey, Heller, Rowland, Stein
Abstained – Crisco (Mrs. Crisco is a Town of Woodbridge employee)

TOWN COUNSEL’S REPORT
Amity Regional District 5 High School Turf Field – Mr. Weiner explained that several Woodbridge parents and residents are requesting the Town to become involved in halting the installation of
the artificial turf field at Amity High School because of the environmental impact on the surrounding property and the health impact on the children. He reminded the Board that the funding for the field was approved at referendum by Bethany and Orange and though it was not approved in Woodbridge it passed in the District. Mr. Weiner said that this is a private matter between the opposition and the District – that participation in a law-suit against the District was tat-ta-mount to Woodbridge suing itself as a member of the district.

Mr. Crisco noted that Town Plan and Zoning will hold a public hearing at its July meeting on the construction of the field. It was noted that the Inland Wetland Agency received an application for the high-jump area – which is nowhere near the field.

Ms. Stein said the parents/residents are the ones that should appeal to the District to change the materials used in the construction of the field.

**ACKNOWLEDGE RECEIPT OF THE TOWN CLERK’S REPORTS**
The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to acknowledge receipt of the Town Clerk’s report for the month ending May 31, 2020 and the July 1, 2019 – May 31, 2020 cumulative report.

**MINUTES**
The Board of Selectmen **VOTED** to approve the following minutes:
May 13, 2020 – Regular Meeting (Heller – Rowland) Approved
May 21, 2020 – Special Meeting (Heller – Crisco) Approved

**EXECUTIVE SESSION**
At 7:16 p.m. the Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Stein) to move into executive session and invite the Board of Selectmen, Mr. Genovese, Atty. Weiner, and Ms. Yagla to attend regarding the following:
  a. Pursuant to Section 1-200(6)(C) – update on Cyber Security
  b. Pursuant to Section 1-200(6)(E) and 1-210(b)(1) to discuss agreement with the Amity & Woodbridge Historical Society
  c. Pursuant to Section 1-200(6)(B) – discussion of Penny Lane tax appeal

**ACTION AS APPROPRIATE ON MATTERS DISCUSSED IN THE EXECUTIVE SESSION**
At 7:55 p.m. the Board of Selectmen moved out of the executive session and Ms. Heller reconvened the regular meeting. She stated that no motions were made or votes taken in executive session.

Regarding item b.: Amity & Woodbridge Historical Agreement - it was the **CONSENSUS** of the Board that the tentative agreement between the Town of Woodbridge and the Amity & Woodbridge Historical Society presented by Mr. Weiner incorporate the changes discussed this evening and be forwarded to State Preservation Officer Todd Levine and Alexia Belperron, President of the Society.

Regarding item c.: Tax Appeal Settlement - The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Stein) that the Board accepts the settlement of the Penny Lane tax appeal for the fair-market value for the property at $1,075,000.00.
ADJOURNMENT
On a non-debatable motion by Ms. Heller, seconded by Mr. Rowland, the meeting adjourned at 8:00 p.m.

Respectfully submitted
Geraldine S. Shaw, Clerk
Manchester Spruce Street Fire Station
Cheney Bros. Factory Fire District 1927
Woodmont Borough Hall
Built 1952
EXERCISE ROOM - VULCANIZED RUBBER SPORTS FLOORING

SW 7042
Shoji White
Interior / Exterior
Location Number: 254-C4

SW 2848
Roycroft Pewter
Interior / Exterior

SW 2842
Roycroft Suede

SW 7595
Sommelier

Paint Options

Fitness Center Concepts
Projected Costs for 2020-2021

In July of 2018, we bid the renovation of the entire building.
  • We have (3) bidders
  • Range from $1.3 to 1.8

In December of 2019, we completed infrastructure improvements. HVAC, Roofing @ Bay 3, New Electrical Service
  • Approx. $500,000

Projected Cost for a Phase 2 Adaptative Reuse will range between:

Between $900,000 and $1.3 million

8,282 Sf = $156/SF

Design Timeline: 3 months
Bidding and Award: 1.5 months
Construction: 6 months