

The April 12, 2017, Regular Meeting of the Woodbridge Board of Selectmen was convened by First Selectman Ellen Scalettar at 5:00 p.m. in the Town Hall Central Meeting Room.

Present: Ms. Heller, Ms. Jacob, Ms. Kayne, Ms. Scalettar, Mr. Anastasio, and Mr. Dey

Present for Staff: Mr. Genovese, Administrative Officer, Director of Finance; Ms. Yagla, Assistant Administrative Officer; Mrs. Shaw, Clerk.

WOODBIDGE FIRE DEPARTMENT – Authorization for Request for Proposal for ENGINE 3

Fire Chief Sean Rowland requested the Board's approval to prepare an RFP to receive bids for replacement of fire engine #3. The vehicle is no longer reliable due to age and condition.

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Jacobs) to authorize the Woodbridge Fire Department's Truck Committee to prepare and advertise the RFP.

WOODBIDGE FIRE ASSOCIATION - Purchase of used Ladder Truck

Chief Rowland said that the 1976 ladder truck has been taken out of service due to age and condition. He said that after the Board of Finance denied funding for the purchase of a three year old ladder truck, the Association located a 1992 ladder truck for sale. The truck, in excellent condition and good mechanical order, has been purchased by the Woodbridge Volunteer Fire Association from funds and donations. Chief Rowland said that the Department is requesting funds to replace the tires to meet Department of Transportation standards of replacement every seven years. He noted that the replaced tires are still reliable and are donated to the Public Works Department.

POLICE COMMUNICATIONS TOWER – CGS 8-24 Response from Town Plan & Zoning Commission

The Town Plan & Zoning Commission approved the installation of a new monopole communications tower with equipment shelter and 11' x 16' concrete pad at 4 Meetinghouse Lane to replace the existing lattice structure and further recommended that the exterior of the monopole be galvanized steel, not painted.

AMITY CROSS- COUNTRY TRACK TEAM – Permission to use the Country Club of Woodbridge Property.

Sean Mann, Head Coach of the Amity Girls Track Team represented Coach John Faitsch. The Track Team coach is requesting permission to use the Country Club property for training and possibly meets at a future time.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Dey) to approve the Amity Cross Country Track Team use of the Country Club of Woodbridge property for their meets and practice, subject to receipt of a Certificate of Insurance and schedule of use.

GARDEN CLUB OF WOODBRIDGE – Permission to hold Plant Sale on May 13th in The Old Fire House Grove - Cynthia Downs

Cynthia Downs requested the Board’s permission for the Garden Club of Woodbridge to hold its annual plant sale on Saturday, May 13, 2017 in the Old Fire House Grove, and to place a sign announcing the sale on the Old Fire House triangle.

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Jacobs) to approve the Garden Club of Woodbridge request to hold the Annual Plant Sale, 9:00 a.m. – 12:00 p.m., Saturday, May 13, 2017 in the Old Fire House Grove and to place a sign on the Old Fire House triangle.

PERMISSION FOR “BE THE MATCH” ROAD RACE – Lillian Zhang

Ms. Zhang, an Amity High School student, has organized a road race to raise funds for “Be the Match” – testing for bone marrow matches. She said that she was not aware that she had to seek permission from the Board of Selectmen for the road race. She said that she worked with Jim Franco of the Recreation Department and with the Police Department and has the following in place: Department of Transportation permits; Traffic Authority approval; insurance certificate on file; logistics are in place with Police and Recreation Department. The race will begin at 9:00 a.m. and awards will be handed out at 1:00 p.m. on the Town Green.

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Heller) to approve the “Be The Match” Road Race scheduled for Saturday, May 15, 2017 provided that all logistics for runners’ safety are in place.

PRESCRIPTION DROP BOX – Police Chief Frank Cappiello

Chief Cappiello said that once a year the Drug Enforcement Agency conducts a disposal program for prescription drugs. The Woodbridge Rotary Club and the Bethany Orange Woodbridge Drug Awareness Commission is funding the purchase and installation of a “Drop Box” to be installed in the lobby of the Police Station. The installation will give the community a safe, and secure 24/7 disposal site for prescription drugs.

The Board of Selectmen **VOTED UNANIMOUSLY** (Jacobs – Anastasio) to approve installing a MedReturn Drug Collection Unit in the lobby of the Police Department.

HUMAN SERVICES COMMISSION – Request to Change Name of Senior Center

Ms. Glicksman, Senior Center Director, said that the Human Services Commission is requesting to change the name of the Woodbridge Senior Center to The Woodbridge Center to reflect the developing programs for the active adult community. Ms. Glicksman said that 20% of Connecticut residents are over 60 years of age, and in Woodbridge the percentage is 30%.

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Heller) to approve the Human Service Commission's request to change the name of the Woodbridge Senior Center to The Woodbridge Center in an effort to attract the Woodbridge Active Adult population.

STEAP GRANT – Renovation of Senior Center

The Human Services Commission asks that the First Selectman be authorized to execute a STEAP Grant application for \$500,000. Ms. Glicksman said that the current space is very limiting for programs. The Commission has studied other Town buildings and the current location is the best for now, but needs to be updated and the kitchen needs to be modernized to increase efficiency.

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Dey) to authorize the First Selectman to sign the STEAP Grant application to help fund renovations at The Woodbridge Center (formerly the Woodbridge Senior Center).

GREATER NEW HAVEN TRANSIT DISTRICT – Grant Assignment Certification

Ms. LaRocca explained that Woodbridge participates in the Greater New Haven Transit District Regional Rides Program that provides rides to Woodbridge seniors beyond the Senior Center transportation service.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Jacobs) to authorize the First Selectman to execute the certification designating the Greater New Haven Transit District as the recipient of the State Matching Grant in the amount of \$17,956 to serve Woodbridge residents under the Regional Rides Program.

STATE AFFIRMATIONS – ADOPT AS REQUIRED

The Board of Selectmen **VOTED UNANIMOUSLY** to adopt the following State Affirmations for 2017: ADA Notice (Jacobs – Anastasio); ADA Municipal Grievance Procedure (Scalettar – Heller); Compliance with Title VI of the Civil Rights Act of 1964 (Scalettar – Anastasio); Fair Housing Resolution (Scalettar – Jacobs); Fair Housing Policy Statement (Scalettar – Heller); Affirmative Action Policy Statement (Scalettar – Heller). Copy of the Affirmations are on file in the following offices: First Selectman's; Town Clerk's, Tax Collector's, Human Services', and posted on the bulletin board in the Town Hall.

MICROGRID UPDATE – Jim Bertini, United Illuminating

Mr. Bertini showed a slide presentation of the route of the underground cables that will start at Amity High School, down Newton Road, connect the Library, Center Building, Town Hall, and then cross Center Road to the Fire House. There will be installation of underground vaults and some above ground vaults to house transformers. Landscaping will be done around the above ground vaults. Installation work began on April 8th and will continue 7:00 a.m. – 7:00 p.m.

through July. Final testing is expected in November. Crews are working with police to avoid road closures.

PUBLIC COMMENTS

Bob Hill, 68 Acorn Hill Road – referred to the Silver Petrucelli Associates report entitled “Pool Condition Survey” (Pool at the Country Club of Woodbridge). He said that he anticipated that Mr. Stein would answer his questions during the presentation later in the meeting:

What items need to be addressed to open the pool?

What are the long term recommendations if the Town chooses to maintain the pool?

David Lober, 35 Wepawaug Road – reported that someone threw the Republican candidates’ campaign signs into the woods. He said that the police were notified and he wanted the audience to be aware that such actions involve: trespassing, criminal mischief against private property, application against free speech, and interfering with an election and on a larger note the people who did it have terrible manners that have no place in a civil society. He said that this was a cowardly thuggish act.

BOY SCOUT TROOP 907 – Permission to Hold Flower Sale at Old Fire House, Signs on Town Property

Scout Master Luciani requested permission to hold the Troop’s Annual Flower sale in front of the Old Fire House from 9 a.m. – 2 p.m. on Saturdays in April and to place signs announcing the sale on Town property.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Kayne) to authorize Boy Scout Troop 907 to conduct a flower sale in front of the Old Fire House from 9-2 on Saturdays in April.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Anastasio) to authorize the placement of signs announcing the sale on Town property at the corner of Center Road and Meetinghouse Lane, and on the Triangle in front of the Old Fire House.

The Board of Selectmen **VOTED UNANIMOUSLY** (Kayne – Dey) to approve the placement of a table at the Transfer Station subject to the Public Works Director’s approval.

Ms. Scalettar thanked Mr. Luciani for bringing his request to the Board of Selectmen. She said that the Board is asking that all such requests come to the Board for approval so there is coordination in the use of signs and property.

OLD FIRE HOUSE PROJECT SCOPE RECOMMENDATION

Ms. Scalettar said that the Town asked Architect David Stein and Bob Tucker, Architect and Chair of the ad hoc committee, to look at the use of the STEAP Grant funds for the Old Fire House Project.

Mr. Tucker and Mr. Stein said that the goal was how best to use the \$500,000 STEAP Grant and the \$200,000 insurance proceeds to prepare the building for any future use, not a specific use. Some of the issues to be addressed include fire separation between bay 1 and the second floor; new mechanical system; new sprinkler system; a new plumbing system; and infrastructure improvements for bay 2 and bay 3. Mr. Stein said that the project will be bid with add alternates.

Estimated cost:	Work needed regardless of usage	\$ 423,100
	With soft costs	\$ 565,000
	With elevator access and bay 3 scope	\$ 763,410

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Jacobs) to authorize preparation of the bid documents in accordance with the sheet entitled “Opinion of Probable Construction Cost” prepared by Silver/Petrucelli and Associates, Inc. presented this evening.

Ms. Scalettar clarified that what the Board asked Mr. Tucker and his committee to do was to identify improvements to the building that had to be made no matter what the eventual use is – so the Town is assuring meaningful use of the Grant and insurance funds.

COUNTRY CLUB OF WOODBRIDGE POOL – UPDATE

Ms. Scalettar reminded everyone that the Board of Selectmen voted to continue operation of the pool for the 2017 season. The Selectmen approved the fund transfers to cover the necessary expenses to open the pool. When the fund transfers were received by the Board of Finance for approval the members raised several questions that they wanted answered before approving the transfers.

Ms. Scalettar suggested that the Board of Selectmen meet jointly with the Board of Finance on Monday, April 17th to hear, discuss, and to make a decision together on the recommendations for the pool.

Mr. Stein introduced his colleague Ken Sgorbati. Mr. Sgorbati reviewed the highlights of the CCW Pool Condition Survey dated April 11, 2017, listing the Priority 1 items recommended to be addressed to open the pool. Priority 1 items will be refined as to major safety items to be addressed in order to open the pool this summer and discussed at the joint meeting on April 17th.

NATIONAL DAY OF PRAYER – May 4, 2017

Catherine & Lawrence Walters, Coordinators for Woodbridge and Pat Boemmels, Coordinator for New Haven County, explained the history of the National Day of Prayer. They are requesting to hold this year’s May 4th event at Noon on the Woodbridge Town Green in front of the VFW Monument with Room 16 available in the event of rain. They also requested permission to place four signs on Town property to announce the event. Mr. Walters said that

the event has been celebrated in Woodbridge for the past 10 years and all area churches and synagogues are invited to participate.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Heller) to grant permission to the National Day of Prayer organizers (Catherine and Lawrence Walters) to hold the ceremony from Noon to 1:00 p.m. on May 4, 2017, at the Veterans Monument on the Town Green.

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Dey) to approve the placement of four (4) signs on Town property announcing the event. Mr. Anastasio offered a friendly amendment that was accepted by Ms. Scalettar and Mr. Dey that the Selectman's office be notified of the location of the signs.

ANIMAL RESPITE BUILDING COMMITTEE REPORT – Beth Heller, Chair

Ms. Heller reminded the Board that the Town has a \$400,000 STEAP Grant toward the renovation of the Animal Shelter.

- Chris Nardi of Silver/Petrucci Association has prepared schematics to be presented to the Board of Selectmen at the May 10th meeting.
- The Committee received the area traffic report today
- The Regional Water Authority has agreed to donate approximately \$60,000 in in-kind services for the installation of the public water line
- One Big Dog has planned a fund raising event for June 4th at Oak Lane
- Air Quality due to a neighboring business – DEEP has conducted an air quality sampling in the past and the Committee is requesting an update.

ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE'S REPORT

Monthly Report: Mr. Genovese reported that given revenues and expenditures through March 2017 he is projecting a budgetary surplus of approximately \$398,000 at the end of the fiscal year, resulting in a projected fund balance at 6/30/17 of \$4.9M or 10.3% of the annual projected expenses.

Tax Refunds: The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Anastasio) to refund taxes in the amount of \$4,968.00 pursuant to Section 12-124 to 129 of the Connecticut General Statutes and the recommendation of the Tax Collector.

Funding Requests: The Board of Selectmen **VOTED** to recommend the following funding requests to the Board of Finance:

#1617-16 – Allocation Amount: \$ 7,000
To: Fire Department Tires (1230-00/55145)
From: Board of Finance Contingency (1170-00-56800)
For: Purchase of tires for the 1992 used ladder truck purchased by the Woodbridge Volunteer Fire Association. Other repairs are being paid for by the WVFA

(Scalettar – Heller) Unanimously Approved

#1617-23 – Allocation Amount: \$18,300

To: Country Club of Woodbridge
Electricity (1192-00/55221) \$8,000
Oil Heating (1192-00/55230) \$4,300
Water/Sewer (1192-00/55240) \$6,000
From: Board of Finance Contingency (1170-00/56800)
For: Cover deficits in accounts that were underfunded
(Scalettar – Anastasio) Unanimously Approved

#1617-24 – Intradepartmental Transfer Amount: \$ 5,645
To: Fire Department Programs & Publicity (1230-00/54710)
From: Fire Department Communications – Cellular, Data Processing
For: Funds needed to cover cellular and data processing charges.
(Scalettar – Heller) Unanimously Approved.

Catch Basin Cleaning – Award of Bid: Pursuant to the recommendation of Mr. Genovese, Administrative Officer/Director of Finance and Mr. Connors, Public Works Director, the Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Jacobs) to award Bid #2017-09 for Catch Basin Cleaning to Janet’s Sweeping and Property Care LLC for a bid of \$21.42 per catch basin.

Sweeper Bid Award: Pursuant to the recommendation of Mr. Genovese, Administrative Officer/Director of Finance and Mr. Connors, Public Works Director, the Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Heller) to purchase the Street Sweeper from Tri-State Equipment Rebuilding, Inc. for a bid of \$243,548.00.

Landfill Solar Array – Update: Mr. Genovese said that the Town has a Z-REC for between a 1 and 2 megawatt solar array for the Landfill. However, the issue is that a solar array of that size requires 3-phase power and there is none in that area. The closest U.I. connection is too far away and remote to warrant upgrade. Eversource has a closer 3-phase connection but it is very complicated to switch from one to the other. At this time the cost is too great for minimum return. The Town is seeking a way to reduce the size of the array to one that uses single-phase power.

ASSISTANT ADMINISTRATIVE OFFICER’S REPORT

Smoke Free Policy – The Board reviewed the Smoke-Free Policy presented by Ms. Yagla. She noted that the original policy established a no smoking policy in Town vehicles and buildings. The new policy incorporates the original restrictions and also restricts smoking within twenty-five feet of the entrance to Town buildings, on playgrounds, outdoor recreational facilities, and walking trails.

The Board discussed specifically whether the policy extended to trails on Town owned property and agreed that it does.

Ms. Heller suggested that the Board consider an Ordinance instead of a policy.

Ms. Scalettar recommended that the Board adopt the policy and then if necessary, consider an ordinance.

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Jacobs) to adopt the following policy:

**SMOKE-FREE POLICY
TOWN OF WOODBRIDGE
ESTABLISHES AN ENTIRELY SMOKE-FREE WORKPLACE**

STATEMENT OF POLICY

To protect and enhance indoor and outdoor air quality and contribute to the health and well-being of all employees, residents and visitors, Town of Woodbridge buildings and vehicles shall be entirely smoke-free.

Smoking will be strictly prohibited within all Town buildings and work stations and areas within 25 feet of building entrances. Smoking will be strictly prohibited in all vehicles owned, leased or under the control of the Town of Woodbridge. This policy applies to all employees, clients, contractors and visitors.

All smoking trash receptacles shall be placed outside the no smoking area in order to discourage smoking in these areas.

Smoking will also be prohibited at Town-owned outdoor recreational facilities, including playgrounds, athletic fields and parks.

In all places that smoking is prohibited, electronic smoking is also prohibited.

Adopted by the Board of Selectmen April 12, 2017

Wood Removal Permit – Ms. Yagla reported that on the recommendation of the Director of Public Works, the Selectmen placed a moratorium on wood removal/cutting permits and referred the matter to CUPOP. CUPOP submitted a revised permit for the Board's consideration. Warren Connors, Public Works Director, asked that the permit program not be reinstated as only two residents have requested the permit since the moratorium, and that he has no consistent means of providing oversight to be sure the permit is not abused. Ms. Yagla noted that U.I. is leaving an abundance of wood on the side of the road as a result of the tree trimming program for individuals to harvest.

The Board agreed that a notice is to be printed in the newsletter clarifying that wood cutting permits are no longer issued and that cutting and/or gathering of wood on Town property is not allowed.

Street Lights – The Board of Selectmen received another request from a resident to have a street light installed. One of the problems is that there is no clear policy or guidelines for such installations. The Board agreed that installation of additional street lights is a public safety issue and should be referred to the Traffic Authority.

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Dey) to request that the Traffic Authority promulgate guidelines for the installation of street lights in Town including upon request from residents.

REGIONAL TELECOMMUNICATIONS SERVICE CREDIT

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Heller) to designate American Medical Response – MedCom as the recipient of the Town of Woodbridge telecommunications service credit in the amount of \$2,665.80.

WARNING OF THE MAY 1, 2017 BIENNIAL TOWN ELECTION

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Heller) to sign the Warning of the May 1, 2017 Biennial Town Election:

WARNING

Electors of the Town of Woodbridge are hereby notified and warned that the **BIENNIAL TOWN ELECTION** will be held at The Center Gymnasium, 4 Meetinghouse Lane, in the Town of Woodbridge, Connecticut, on Monday, the First day of May 2017 (May 1, 2017), from 6:00 A.M. to 8:00 P.M. (DST) for the purpose of:

Casting their votes for candidates to fill the following offices:

- One (1) First Selectman for a two-year term;
- Five (5) Selectmen for two-year terms;
- Five (5) members of the Woodbridge Board of Education for four-year terms;
- Two (2) members of the Board of Assessment Appeals for a four-year term;
- Three (3) members of the Zoning Board of Appeals for four-year terms;
- One (1) alternate member of the Zoning Board of Appeals for four-year term;
- Two (2) members of the Amity Regional Board of Education for four-year terms.

The Polls will be open at 6:00 O'clock A.M. and will remain open until 8:00 O'clock P.M. Daylight Savings Time, on said May 1, 2017.

Board of Selectmen

Anthony Anastasio
Susan L. Jacobs

Joseph S. Dey, III
Maria Cruz Kayne

Beth Heller
Ellen Scalettar

CALL OF THE ANNUAL TOWN MEETING

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Dey) that in accordance with the Charter of the Town of Woodbridge, Article III, Section 3-2, the Board of Selectmen hereby votes to notify all electors and citizens qualified to vote in a Town Meeting of the Town of Woodbridge that the Annual Town Meeting will be held on Monday, May 15, 2017, at 7:30 p.m. DST in The Center Gymnasium, 4 Meetinghouse Lane, Woodbridge, CT to consider and take action on the FY18 budget as recommended by the Board of Finance.

PERSONNEL COMMITTEE REPORT

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Heller) to approve the recommendation of the Human Services Commission and the Personnel Committee to hire Jill Monroe as Administrative Assistant in the Human Services Department at the rate of \$20.12 per hour.

TOWN CLERK'S REPORT

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Dey) to acknowledge receipt of the Town Clerk's report for the month ending March 31, 2017.

MINUTES

The Board of Selectmen **VOTED UNANIMOUSLY** to approve the following minutes:

- October 26, 2016 - Board of Selectmen & Board of Finance Special Meeting with corrections as submitted (Heller – Jacobs)
- November 29, 2016 – Board of Selectmen Special Meeting (Anastasio – Kayne)
- January 24, 2017 – Board of Selectmen Special Meeting (Heller – Jacobs)

FIRST SELECTMAN'S REPORT

Ms. Scalettar said she attended the Amity production of "Fiddler on the Roof" and wanted to say how extraordinary it was: the production, the acting, the singing – it is amazing what they do – so kudos to Amity.

She also reminded the listening audience that the following dates have been announced on all of the Town's means of communication:

- Preliminary Budget Hearing - Monday, April 17th – 7:30 p.m.
- Town Elections – Monday, May 1st - 6:00 a.m. – 8:00 p.m.
- Amity Budget Referendum – Wednesday, May 3rd – 6:00 a.m. – 8:00 p.m.
- Annual Town Meeting, Monday, May 15th – 7:30 p.m.

LIAISON REPORTS

Mr. Dey: No report

Ms. Kayne: Recreation Commission – mostly discussion about when and how they can open the pool.

Woodbridge Board of Education - discussed the budget and how to comply with the requested \$200,000 reduction.

Mr. Anastasio: Town Plan & Zoning Commission – Approved the Elm City Auto & Trailer on Amity Road

Library – May 25th is Woodbridge Night at Long Wharf; planning for a mini golf event that will be held in the Library.

Ms. Heller: Human Services Commission – Volunteer Tea April 20th; 40th Anniversary May 23rd luncheon, May 24th dinner; discussion about establishing a Community Emergency Response Team; programming for active adults; pickle ball is very popular; Jason Luciani will receive the First Selectman's Youth Award; and the American Heart Walk is scheduled for May 6th at Savin Rock in West Haven.

Fire Commission – Several Boy Scouts were at the meeting and Ms. Heller and Mr. Kuriakose explained their role in Town government; took delivery on the second thermal imaging camera; and discussed problems with the radio system as it pertains to the safety of the firefighters and residents.

Ms. Jacobs: Said that what she would have reported on was covered in the meeting.

REQUEST TO ADD AN ITEM TO THE AGENDA

The Board agreed to Mr. Anastasio's request to add the following discussion to the agenda.

COUNTRY CLUB OF WOODBRIDGE – ILLEGAL GOLFING

Mr. Anastasio expressed his concern that people are playing golf on the CCW course, even though the course is closed and "No Trespassing" signs have been erected. And that such activity is dangerous as many people are now utilizing the cart paths for walking trails.

Ms. Scalettar said that Mr. Dey brought to her attention that the signs should say "No Golf Permitted". The Parks Department is erecting new signs and the Selectman's office will notify the police regarding enforcement. She noted for the audience that property is open for walking, jogging, etc. – but absolutely no golf.

ADJOURNMENT

On a non-debatable motion by Mr. Dey, seconded by Mr. Anastasio the meeting adjourned at 8:00 p.m.

Respectfully submitted,
Geraldine S. Shaw, Clerk

WOODBIDGE COMMUNITY GARDENS APPLICATION, REGULATIONS & PROCEDURES

Application process

Eligibility:

- Woodbridge Community Garden plots are available to Woodbridge Town Residents ONLY. (Out-of-town gardeners as of May 2017 are grandfathered in.)

New and renewing gardeners:

- All gardeners must fill out the application available on the Town website (woodbridgect.org).
- New gardeners may apply to rent a maximum of two garden plots. (Current gardeners with more than two plots are grandfathered in. The Woodbridge Community Gardens Committee (WCGC) will have discretion over how many plots to rent per person.)
- If sharing a plot with another individual, both gardeners should sign the agreement.
- Returning gardeners will be given preference. New gardeners will be assigned plots in the order in which they become available and will be notified at that time.
- Applications may be filled out at any time, but returning gardeners should renew by March 15 or risk losing a plot.

Plot assignments:

- Sub-letting of garden plots is NOT permitted.
- Gardeners who are renewing for the next garden season may request to change plots by filling out the New and Returning Gardeners Form.

Gardening procedures

Plot/Garden use

- If there is a question regarding the boundaries of your plot, please contact the Woodbridge Gardens Committee. The Town reserves the right to post plot numbers on your plot.
- Non-organic pesticides and herbicides are prohibited.
- Non gardening related item or items not related to enjoying the garden are not permitted. Permitted items include chairs, water receptacles, compost bins and the like.
- **Chemical pesticides and herbicides are PROHIBITED** in Woodbridge Community Gardens. Only organic gardening techniques and organic compounds may be used to control pests and weeds. Gardeners found to be using non-organic chemical pesticides, herbicides or fertilizers will lose their gardening privileges. For more information on organic gardening techniques please refer to NOFA (Northeast Organic Farming Association) Land Care Standards for further information.
- Be a good neighbor to your fellow gardeners. Do not exceed your own garden boundaries. Be considerate when using water, hoses, mulch, fencing, etc. Please remove unwanted or unnecessary items from your plot(s).
- Neglected plots are a potential source of weed seeds and pests and contribute to a ragged appearance. Gardeners who habitually neglect or abandon their plot will forfeit their privilege to

rent a plot during the next garden season. Neglected plots may be cleared and/or re-rented if the gardener does not take appropriate action within two weeks of notification by the Woodbridge Community Garden Committee. If you plan to be on vacation for an extended period of time, please ask a neighbor gardener, relative or friend to care for your plot in your absence. If you wish to discontinue using your plot, please contact the Woodbridge Community Gardens Committee via Town Hall at 203-389 3400.

- Gardeners are responsible for their own tools.
- Sprawling crops are to be avoided out of respect for neighboring gardens.
- Trash receptacles are available on the site.
- Best organic practices with respect to disposal of invasive species are encouraged. Please refer to <http://cipwg.uconn.edu> for invasive plants to avoid planting.
- Manure and wood chips purchased by the Woodbridge Community Garden Committee may be used at the gardens only. They may not be removed from Woodbridge Community Gardens and please do not take more than your fair share.

Watering:

- No hoses or sprinklers are permitted since the water supply is limited. (Water from a nearby pond is pumped into a holding tank and then it is gravity fed to the spigots surrounding the gardens.)
- After use, all faucets must be turned off and the Woodbridge Community Garden Committee should be notified if there are leaks in the faucets.
- Water conservation is encouraged, including through the use of organic mulch.
- Potable water is not available.

Other

- Cars are not permitted in the paths between plots, except to pick up or drop off supplies.
- If you see a problem on the grounds, such as a fallen tree, possible need for removal of a tree or water leaks, please contact the Woodbridge Community Gardens Committee to report the problem.
- Garden brush, weeds or cuttings must be put in "compost" areas. For weed suppression, gardeners are encouraged to use biodegradable mulch such as straw, biodegradable mats, wood chips, etc. Materials that do not readily decompose, such as carpet, black plastic, etc. are discouraged.
- Trees may not be planted without prior approval of the Woodbridge Community Garden Committee. Existing trees are grandfathered in and may not be removed unless approved by the Town after a recommendation by the Woodbridge Community Gardens Committee.
- Security is not provided. Please keep an eye out for your neighbor's crops as well as your own.
- Gardeners will designate three of their members to serve as the Woodbridge Community Garden Committee for staggered two-year terms to perform the functions designated in this document. The committee shall report to CUPOP annually or more frequently as needed.
- Town will collect WCGC dues and establish a budget for such.

I/We acknowledge that I/we have read all of the Town of Woodbridge Community Garden Regulations and Procedures and I/we agree to comply with the regulations. I/We will not hold the Town of Woodbridge or its employees responsible for lost, stolen, or neglected property. GARDENING AT THE WOODBRIDGE COMMUNITY GARDEN IS AT YOUR OWN RISK. THE WOODBRIDGE COMMUNITY GARDEN AND THE TOWN SHALL NOT BE HELD LIABLE FOR ANY INJURY TO BODY OR LOSS OF PROPERTY. I/we am/are aware that gardeners will be notified and eligible for to renew the same plot(s) the following garden season if in good standing.

I/we agree to indemnify and hold the Town harmless from and all claims, including reasonable attorney fees, brought against the Town as a result of the use of the Garden Plot.

Name: _____
 Signature: _____
 Date: _____

Name: _____
 Signature: _____
 Date: _____

NEW AND RENEWING COMMUNITY GARDENERS:

Please complete in full. Please print clearly:

Are you a: New gardener? Returning gardener?

If you're a returning gardener, which plot(s) is yours? _____

Are you requesting to change plots? Yes No

If yes, which plot are you requesting? _____

GARDENER NAME:	ADDRESS:
CELL PHONE:	E-MAIL:
HOME PHONE#:	WORK PHONE #:
CO-GARDENER NAME:	ADDRESS:
CELL PHONE:	E-MAIL:
HOME PHONE#:	WORK PHONE #:
GARDEN SITE:	

Plots are approximately 25' x 45' (LIMIT 2 PLOTS). Yearly Fees: One plot: = \$20.00 per plot
 TOTAL \$ _____ CHECK # _____ (payable to Woodbridge Community Gardens)