

# *Town of Chaplin*



*Chaplin Ukulele Band*

## **Annual Report 2019-2020**

*The front page photograph shows the Chaplin Ukulele Band Performance  
on 6 November 2019 at the Chaplin Public Library.*

*The photograph was taken by Anjanette Hill and is used with permission.  
All people shown have consented to being in the photograph.*

**TOWN OF CHAPLIN**  
**Annual Report**  
**July 1, 2019 through June 30, 2020**

**TABLE OF CONTENTS**

Letter from the Board of Finance	1
List of Town Officers	3
Resolution Authorizing the Board of Finance to Adopt Annual Town Budget	11
Board of Finance – May 26, 2020 Special Meeting Minutes	13
Ad-Hoc Bicentennial Committee	17
Assessor’s Office	19
Board of Assessment Appeals	21
Board of Education	23
Board of Finance	25
Board of Selectmen	27
Building Official	31
Burning Official	33
Community and Economic Development Commission	35
Emergency Preparedness	37
Fire Marshal	41
Historic District Commission	43
Inland Wetlands and Waterways Commission	45
Library Board of Trustees	47
Planning and Zoning Commission	49
Recreation Commission	51
Registrars of Voters	53
Senior Center	55
Tax Collector	57
Town Clerk and Registrar of Vital Statistics	59
Town Treasurer	61
Tree Warden	63
Volunteer Fire Department	65
Zoning Board of Appeals	67
Map of the Town of Chaplin	69

*This page intentionally left blank.*

# *Town of Chaplin, Connecticut*

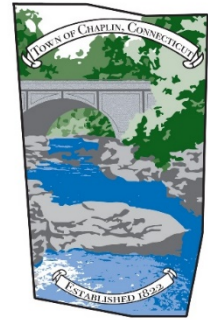
**Incorporated 1822**

**495 Phoenixville Road, Chaplin, Connecticut 06235**

Telephone: (860) 455-0073

Fax: (860) 455-0027

---



March 2021

Chaplin Residents:

The Town of Chaplin experienced a difficult year in FY 2019-2020. In this year of the COVID-19 pandemic meetings were held virtually, by phone, limited and/or cancelled entirely.

However, the business of the town was conducted and routinely and completely from the Selectman's office thru the Board of Education and every commission and board in between. As the following reports will show, the town's work was done efficiently and productively.

It is hoped that every citizen of the town of Chaplin reads this report and appreciates the dedication and professional expertise of the town staff employees.

Sincerely,

*The Board of Finance*

*Richard Weingart - Chairman*

*Linkesh Diwan - Vice-Chairman*

*Linda Caron - Secretary*

*Jean Lambert - Member*

*Doug Dubitsky - Member*

*Victor Boomer - Member*

*Matthew Foster - Alternate*

*Peter Haines - Alternate*

*William Jenkins - Alternate*

*This page intentionally left blank.*

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>AD HOC BICENTENNIAL COMMITTEE</u></b>			
Ricklin, Leslie	U	1/7/2020	12/31/2022
Church, Warren	R	1/7/2020	12/31/2022
Weingart, Richard	D	1/7/2020	12/31/2022
Sicilian, Ann	D	1/7/2020	12/31/2022
David Shenker	D	1/7/2020	12/31/2022
Grindle, Bob		1/7/2020	12/31/2022
Rose, William H.	R	1/7/2020	12/31/2022
Pellegrino, Kasey	D	1/7/2020	12/31/2022
<b><u>BOARD OF ASSESSMENT APPEALS</u></b>			
Foster, Matthew	R	11/7/2017	11/2/2021
Kane, Brendan	D	11/7/2017	11/2/2021
Alvarez, Diana F.	R	11/5/2019	11/7/2023
<b><u>BOARD OF EDUCATION</u></b>			
Caron, Daniel	D	11/7/2017	11/2/2021
Lambert, Jean	R	11/7/2017	11/2/2021
Quimette, Amy	D	11/7/2017	11/2/2021
Boomer, Eugene V., Jr.	R	11/5/2019	11/7/2023
Boomer, Victor N.	R	11/5/2019	11/7/2023
Chancey, Jaclyn	D	11/5/2019	11/7/2023
Hooper, William	D	11/3/2015	11/7/2023
<b><u>BOARD OF FINANCE</u></b>			
Lambert, Jean	R	11/3/2015	11/2/2021
Weingart, Richard G.	D	11/3/2015	11/2/2021
Diwan, Linkesh	U	11/7/2017	11/7/2023
Dubitsky, Doug	R	11/7/2017	11/7/2023
Boomer, Victor N.	R	11/5/2019	11/4/2025
Caron, Linda	D	11/5/2019	11/4/2025
<b><u>BOARD OF FINANCE - ALTERNATES</u></b>			
Jenkins, William	R	11/3/2015	11/2/2021
Foster, Matthew	R	11/7/2017	11/7/2023
Haines, Peter	D	11/5/2019	11/4/2025
<b><u>BOARD OF SELECTMEN</u></b>			
Rose, William H., IV	R	11/5/2019	11/2/2021
Fortier, Kenneth P.	R	11/5/2019	11/2/2021
Pinto, Joe	D	11/5/2019	11/2/2021

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>CONSERVATION COMMISSION</u></b>			
Vacant		7/1/2009	6/30/2015
Vacant		7/1/2011	6/30/2017
Vacant		7/1/2011	6/30/2017
Vacant		7/1/2013	6/30/2019
Vacant		7/1/2013	6/30/2019
Komuves, Christopher	D	7/1/2015	6/30/2021
Vacant		7/1/2009	6/30/2015
Vacant		7/1/2011	6/30/2017
Vacant		7/1/2013	6/30/2019
<b><u>ECONOMIC AND COMMUNITY DEVELOPMENT COMMISSION</u></b>			
Schein, Irene J.	U	2/2/2018	2/1/2021
Siege, Virginia	R	2/2/2018	2/1/2021
Kalisher, Amy	D	2/2/2019	2/1/2022
Lewis, Ann	D	2/2/2019	2/1/2022
Chuk, Ann	U	2/2/2020	2/1/2023
Ricklin, Leslie	D	2/2/2020	2/1/2023
<b><u>ECONOMIC AND COMMUNITY DEVELOPMENT COMMISSION - ALTERNATES</u></b>			
Bizzarro, Jeff	U	2/2/2018	2/1/2021
Walmsley, Josh	U	2/2/2019	2/1/2022
Rose, William H., IV	R	2/2/2020	2/1/2023
<b><u>HISTORIC DISTRICT COMMISSION</u></b>			
Smith, Catherine W.	D	9/1/2016	8/31/2021
Church, Warren	D	9/1/2017	8/31/2022
Peifer, Paul	R	9/1/2018	8/31/2023
Givens, Jean A.	D	9/1/2019	8/31/2024
Cox, Diane	D	9/1/2020	8/31/2025
<b><u>HISTORIC DISTRICT COMMISSION - ALTERNATES</u></b>			
Lindquist, Carl W.	U	9/1/2016	8/31/2021
Siege, Paul		9/1/2017	8/31/2022
Ricklin, Leslie	U	9/1/2020	8/31/2025
<b><u>INLAND WETLAND AND WATERCOURSES COMMISSION</u></b>			
Deveny, Paul J.	U	11/3/2015	11/2/2021
Matthies, Scott R.	D	11/3/2015	11/2/2021
Jenkins, Michael R.	R	11/7/2017	11/7/2023
Cates, Douglas	R	11/5/2019	11/4/2025
Kegler, Peter E.	R	11/5/2019	11/4/2025



<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>INLAND WETLAND AND WATERCOURSES COMMISSION - ALTERNATES</u></b>			
Walton, Virginia	D	11/3/2015	11/2/2021
Deb Field	D	11/7/2017	11/7/2023
Vacant		11/5/2019	11/4/2025
<b><u>LIBRARY BOARD OF DIRECTORS</u></b>			
Adele Swart	D	11/3/2015	11/2/2021
Jenkins, William	R	11/3/2015	11/2/2021
Cox, Diane	D	11/7/2017	11/7/2023
Ricklin, Leslie	U	11/7/2017	11/7/2023
Boomer, Victor N.	R	11/5/2019	11/4/2025
Haines, Jeanette	D	11/5/2019	11/4/2025
<b><u>PLANNING AND ZONING COMMISSION</u></b>			
Fiasconaro, Peter	R	11/3/2015	11/2/2021
Weingart, Helen	D	11/3/2015	11/2/2021
Dubitsky, Doug	R	11/7/2017	11/7/2023
Garceau, David P.	D	11/7/2017	11/7/2023
Godaire, Randy J.	R	11/7/2017	11/7/2023
Beer, Eric D.	R	11/5/2019	11/4/2025
Burdick, Alan	R	11/5/2019	11/4/2025
<b><u>PLANNING AND ZONING COMMISSION - ALTERNATES</u></b>			
Ireland, William	R	11/3/2015	11/2/2021
Fortier, Kenneth P.	R	11/7/2017	11/7/2023
Vacant		11/5/2019	11/4/2025
<b><u>REGIONAL DISTRICT 11 BOARD OF EDUCATION</u></b>			
Foster, Stacy	R	7/1/2018	6/30/2021
Harrington, Stephanie	R	7/1/2019	6/30/2022
Ireland, Sally	R	7/1/2020	6/30/2023
<b><u>RECREATION COMMISSION</u></b>			
Barr, Tim, V.	D	7/1/2018	6/30/2020
Blair, Christine	U	7/1/2018	6/30/2020
Foster, Lauren	R	7/1/2018	6/30/2020
Foster, Matthew	R	7/1/2018	6/30/2020
Landon, Steven	U	7/1/2018	6/30/2020
Arbo, Monica	U	7/1/2019	6/30/2021
Nelson, Amelia	U	7/1/2019	6/30/2021
Johndrow, Russ	R	7/1/2019	6/30/2021

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>RECREATION COMMISSION</u></b>			
Stone, David	R	7/1/2019	6/30/2021
Woodward, Joshua	U	7/1/2019	6/30/2021
<b><u>REGISTRAR OF VOTERS - DEMOCRATIC</u></b>			
Lewis, Ann	D	1/9/2019	1/6/2021
Raymond, Bruce	D	1/9/2019	1/6/2021
<b><u>REGISTRAR OF VOTERS - REPUBLICAN</u></b>			
Boomer, Eugene V., Jr.	R	1/9/2019	1/6/2021
Foster, Stacy	R	1/9/2019	1/6/2021
<b><u>SENIOR CENTER BOARD OF DIRECTORS</u></b>			
Bolduc, Doreen	R	7/1/2018	6/30/2021
Dietrichsen, Catherine	D	7/1/2018	6/30/2021
Kegler, Lisa	R	7/1/2018	6/30/2021
Muckenhoupt, Neil	U	7/1/2019	6/30/2022
Nurme, Marilyn	R	7/1/2019	6/30/2022
Schein, Irene J.	D	7/1/2019	6/30/2022
Linkkila, Carl	U	7/1/2020	6/30/2023
Rakos, Shirley	R	7/1/2020	6/30/2023
Zlotnick, Walter	D	7/1/2020	6/30/2023
<b><u>SENIOR CENTER BOARD OF DIRECTORS - ALTERNATES</u></b>			
Lewis, Ann	D	7/1/2020	6/30/2023
Gillon, Ellen	R	7/1/2020	6/30/2023
Rose, Carol	R	7/1/2020	6/30/2023
<b><u>ZONING BOARD OF APPEALS</u></b>			
Cates, Douglas	R	11/3/2015	11/2/2021
Peifer, Sue	R	11/3/2015	11/2/2021
Gifford, Rosalie	R	11/7/2017	11/7/2023
Jenkins, William	R	11/7/2017	11/7/2023
Lisa Courcier	D	11/5/2019	11/4/2025
<b><u>ZONING BOARD OF APPEALS - ALTERNATES</u></b>			
Kane, Brendan	D	11/3/2015	11/2/2021
Boomer, Victor N.	R	11/7/2017	11/7/2023
Tetreault, Paul	R	11/5/2019	11/4/2025
<b><u>JUDGE OF PROBATE</u></b>			
McGrath, Hon. John J., Jr.	D	1/9/2019	1/4/2023

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b>JUSTICE OF THE PEACE</b>			
Alveraz, Diana F.	R	1/3/2017	1/4/2021
Boomer, Eugene V., Jr.	R	1/3/2017	1/4/2021
Boomer, Victor N.	R	1/3/2017	1/4/2021
Boyd, Patricia D. R.	U	1/3/2017	1/4/2021
Collins, Jack	D	1/3/2017	1/4/2021
Cournoyer, Amy	R	1/3/2017	1/4/2021
Cox, Diane	D	1/3/2017	1/4/2021
Gunn, Bert D.	D	1/3/2017	1/4/2021
Hansen, Henry E.	U	1/3/2017	1/4/2021
Jenkins, William	R	1/3/2017	1/4/2021
Lambert, Jean	R	1/3/2017	1/4/2021
Lanzit, Rusty	D	1/3/2017	1/4/2021
MacKenzie, Hugh Maxwell, Jr.	R	1/3/2017	1/4/2021
Swart, Adele D.	D	1/3/2017	1/4/2021
<b>Administrative Assistant - Selectman's Office</b>			
Suzanne Krodel			
<b>Animal Control Officer</b>			
NECCOG			
<b>Assessor</b>			
Chandler Rose			
<b>Building Official</b>			
Joe Smith			
<b>Burning Official</b>			
Steven Landon		1/22/2019	1/31/2021
<b>Department of Public Works, Supervisor</b>			
David Stone			
<b>Eastern Highlands Health District Representative</b>			
Vacant			
<b>Eastern Regional Tourism District</b>			
Karen Carrancio		2/11/2020	2/11/2023
<b>Emergency Preparedness, Director</b>			
Jim Randall			

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b>Emergency Preparedness, Deputy</b>			
William Hooper			
<b>Finance Manager</b>			
Valerie Garrison			
<b>Fire Chief</b>			
Joe Pinto		7/1/2018	6/30/2020
<b>Fire Chief, Deputy</b>			
Bob Williamson		7/1/2018	6/30/2020
<b>Fire Investigator</b>			
Chad Molochnick		7/29/2014	N/A
<b>Fire Marshal</b>			
Bud Meyers		6/12/2018	N/A
<b>Fire Marshal, Deputy</b>			
Christopher Bray		8/7/2018	N/A
<b>Fire Marshal, Deputy</b>			
Noel Waite		8/7/2018	N/A
<b>First Selectman</b>			
William H. Rose IV	R	7/1/2018	11/5/2019
<b>Inlands/Wetlands Agent</b>			
Joseph Theroux			
<b>Library Director</b>			
Sandra Horning			
<b>Municipal Agent for the Elderly</b>			
Ann Lewis		9/6/2018	9/1/2022
<b>Mystic Country Connecticut Representative</b>			
Vacant		10/3/2013	10/3/2016
<b>Sanitarian-Food Inspector</b>			
Eastern Highlands Health District			

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b>Senior Center Director</b>			
Roxanne St. Jean			
<b>Superintendent of Schools</b>			
Kenneth Henrici			
<b>Tax Collector</b>			
Gay St.Louis/Zayne Ring			
<b>Tax Collector, Assistant</b>			
Amanda Tashea			
<b>Town Clerk</b>			
Shari Smith	R	1/7/2020	1/3/2022
<b>Treasurer</b>			
Diana Alvarez	R	11/5/2019	11/2/2021
<b>Tree Warden</b>			
David Stone			
<b>Zoning Officer</b>			
James Gigliotti			

*This page intentionally left blank.*

**TOWN OF CHAPLIN, CONNECTICUT  
Board of Selectmen  
Chaplin Town Hall  
495 Phoenixville Road  
Chaplin CT 06235**

**RESOLUTION AUTHORIZING THE BOARD OF FINANCE TO ADOPT THE ANNUAL TOWN BUDGET  
WITHOUT THE ANNUAL TOWN BUDGET MEETING AND REFERENDUM**

Pursuant to the authority provided to this Board of Selectmen by paragraph 13 of the March 21, 2020 Executive Order 7I, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, it is RESOLVED that the Board of Finance of the Town of Chaplin is hereby authorized and required to promptly and timely adopt the annual Town budget of the Town of Chaplin for the fiscal year beginning July 1, 2020, without the usual annual town meeting on the budget and subsequent referendum authorized or required by State law and local ordinance, but rather in compliance with said paragraph 13 of Executive Order 7I, and also with paragraph 1 of the March 14, 2020 Executive Order 7B of the Governor of the State of Connecticut, subject only to the further Order of the Governor and the subsequent Resolution of this Board.

So Moved by Anthony Pinto Selectman      Second by Kenneth Fortier Selectman

Dated at Chaplin, Connecticut this 9<sup>th</sup> day of April, 2020

*This page intentionally left blank.*



**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Remote Special Meeting Minutes**  
**May 26, 2020**

Chairperson Dick Weingart called the remote meeting to order at 7:00 PM and read the procedures. Present were Board members Link Diwan, Linda Caron, Jean Lambert and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Doug Dubitsky; Alternate Matt Foster and Alternate Bill Jenkins.

**3. SEATING OF ALTERNATES:**

Alternate Peter Haines was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

**4. FIRST AUDIENCE FOR CITIZENS:** None

**5. GUESTS:** None

**6. APPROVAL OF MINUTES:**

**a. Public Hearing – May 11, 2020; Regular meeting – May 11, 2020:**

*Motion to approve the Public Hearing minutes of May 11, 2020, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.*

*Motion to approve the regular meeting minutes of May 11, 2020, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.*

Jean Lambert dialed in to the meeting.

**7. BUDGET WORKSHOP FOR FY 2020-21:**

**a. Consider and act on Board of Education/CES adopted budget:**

The Board of Education/CES adopted a budget in the amount of \$3,837,593 for FY 2020-21.

*Motion to approve the Board of Education/CES budget in the amount of \$3,837,593 for FY 2020-21, was made by Jean Lambert, seconded by Peter Haines and carried unanimously.*

**b. Consider and act on FY 2021-25 CIP Plan:**

The CIP Plan is funded from the General Fund Budget for FY 2020-21 in the amount of \$382,694.

*Motion to approve the FY 2021-25 CIP Plan, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.*

**c. Consider and act on Town Government budget:**

The following were changes made to the Town Government budget: Assessor – increase of \$3,950 for annual fee paid to NECOGG for every 5 years property revaluation, Tax Collector – increase of \$500 for stuffing envelopes and postage to mail out tax bills. The total Town Government budget is \$2,467,427.

*Motion to approve the Town Government budget in the amount of \$2,467,427 for FY 2020-21, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.*

**d. Consider and act on combined Town Govt. and Board of Education budget for FY 2020-21:**

The combined Town Government and Board of Education budget includes the town assessment for RD11 Parish Hill.

***Motion to approve the combined Town Government and Board of Education budget in the amount of \$8,887,823 for FY 2020-21, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

**e. Consider and act on Revenue Budget for FY 2020-21:**

The Revenue budget is dependent on the state holding up on proposed grants. State reimbursements are projected at \$1,983,114.

***Motion to set the Revenue Budget at \$9,060,432 for FY 2020-21, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**f. Set the mill rate for FY 2020-21:**

There is no adjustment in the Tax Collection percentage (currently at 97.75%). There is no data at this time to make decision on any adjustments. Dick Weingart reported that according to the Finance Director of the Government Financial Officers Association of CT, most towns responding to how they are dealing with adjusting tax collection percentages are staying the course using current collection rates (using at least 98%). Chaplin has had a collection rate above 98% for the past 5 years and should consider an increase moving forward.

***Motion to set the mill rate at 32.5 for FY 2020-21, was made by Linda Caron, seconded by Jean Lambert and carried unanimously.***

**g. Other budget items for consideration:**

Dick Weingart was notified by the First Selectman that Public Works hourly employees are entitled to vacation time and can carry over most of the entitled vacation time to the next fiscal year. The carryover could create an overage in the budget if both the carryover time and regular vacation time are taken in the same fiscal year. The overage could be transferred from the Contingency Fund or approved for special funding.

**8. TRANSFER/ASSIGNMENT OF FUNDS FROM GENERAL FUND UNASSIGNED FUND BALANCE:**

**a. Transfer \$150,000 from the General Fund to the CIP Fund for CIP project: Replace Fire Department SCBA System:**

The Fire Department has requested \$150,000 to replace the SCBA System – breathing apparatus. Per Executive Order, the budget making authority (Board of Finance) can transfer funds without any special conditions as long as it doesn't exceed 1% of the total budget (approximately \$90,000 for Chaplin). A transfer that exceeds 1% can be made if the following conditions are met: the transfer is necessary to further the health and well-being of the town, the need to be done immediately without waiting for a town meeting to avoid financial impact and other findings that apply. The Board of Selectmen will present their findings of the conditions at their next meeting. The Board of Finance will present those findings at their June meeting and approve the transfer. This transfer will keep the Fund Balance in good shape.

**b. Assign \$200,000 from the General Fund to address reduced tax collection, or increased expenditures, incurred as a result of the coronavirus pandemic:**

***Motion to assign \$200,000 from the General Fund Unassigned Fund Balance to address unknown impacts incurred as a result of the coronavirus pandemic, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.***

- c. Assign \$500,000 from the General Fund for future transfer to the CIP Fund to repair/replace England and Bedlam Road bridges:**

The England Road Bridge would be done under federal funding (80/20). The Bedlam Road Bridge would be done under local funding with the state with a 50/50 match.

***Motion to assign \$500,000 from the General Fund Unassigned Fund Balance for future transfer to the CIP Fund to repair/replace England and Bedlam Road bridges, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

**9. OLD/NEW BUSINESS:**

- a. Consider and act on funds transfers and budget line item additions/adjustments as requested:**

None

- b. Consider and act on revised Tax Collection budget for MV/MVS for FY 2019-20:**

A memo will be sent to the Tax Collector and Assessor regarding Motor Vehicle and Motor Vehicle Supplement. The budgeted amount for FY 2019-20 Motor Vehicle Supplement was approximately \$15,000 higher than the 2018 Grand List. The Motor Vehicle Supplement from the previous year was being used as an estimate due to the amount not determined until December of the fiscal year you are in the middle of. It was also discovered that the October 2018 Standard Motor Vehicle Assessment was approximately \$200,000 less than received from the Assessor.

- c. Review April 2020 Board of Education financial statements:**

The Board of Education financial statements (Budget vs Actual, Food Service and Education Grant Fund) were reviewed. As of May 19<sup>th</sup>, there is a projected surplus of \$35,000 - \$50,000. There are negotiations with transportation provider for a fair settlement of their current contract. The Cafeteria Fund is in the same position as it has been for the past few months. 20% of lunches are being made and distributed with the state reimbursing some of the costs. The Board should consider in the future how to resolve the deficit and establish as self-sustaining moving forward.

**10. SECOND AUDIENCE FOR CITIZENS:**

Bill Rose commended the Board of Finance and staff for all their hard work on the budget during these extenuating circumstances with remote meetings. Dick Weingart expressed gratitude with the team effort by the Board of Finance, Board of Selectmen, Board of Education and Town staff supporting the work.

**11. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

- a. BOF regular meeting agenda
- b. BOF Bylaws: first reading

**12. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**

- a. Monday, June 8, 2020: Regular Meeting @ 7pm (Remote Dial In)

b. Monday, July 13, 2020: Regular Meeting @ 7pm (Remote Dial In)

**13. Adjourn:**

***Motion to adjourn (8:27 PM) was made by Jean Lambert, seconded by Peter Haines and carried unanimously.***

***Respectfully submitted by Kathleen Scott  
Recording Clerk***

# *Town of Chaplin, Connecticut*

**Incorporated 1822**

**495 Phoenixville Road, Chaplin, Connecticut 06235**

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



---

## **Ad Hoc Chaplin Bicentennial Committee Annual Report FY 2019-2020**

The mission statement of the Ad Hoc Bicentennial Committee was approved 3/3/2020: “Chaplin’s Bicentennial is a time to celebrate the 200 years our community has existed, to marvel, and reflect on the events of the past that have shaped our town and made it what it is. The Bicentennial celebration together with the work we put into it can act as a springboard to what the town becomes in the future.

As we plan ways to celebrate this momentous birthday, let us be sure to be inclusive of every Chaplin resident not only to provide opportunities for all to participate, but also to contribute their energy and skills for this once-in-a-lifetime event.

The make-up of the Bicentennial Committee should reflect the mission by being as inclusive as possible in its participants. To this end, every relevant town organization should be invited to provide ideas, participate in and plan activities to make this a bicentennial to be long remembered. The Committee, acting as the coordinator for all events, will work with others in the planning and organization of these activities which will take place during 2020-21 while the actual celebration will take place during the Bicentennial year 2022.”

The Board of Selectmen convened the first meeting of the Ad Hoc Bicentennial Committee on January 7. Seven members were appointed.

- A major milestone was achieved in the project to redesign the town’s logo last done in 1972 for the Sesquicentennial. Members worked with a professor of fine arts at Eastern CT ST University and one of his graphic design classes to create designs which could be presented to the Town. A survey monkey questionnaire was created by Sandra Horning at the library so that citizens could vote on their choice of logo. At the April meeting one design was chosen and recommended by the Bicentennial Committee to the Board of Selectmen and approved. This will be used as part of our publicity, commemorative items as well as ongoing use by the Town Hall.
- Are there any rules or regulations that the public should be aware of? As an ad hoc committee tasked with planning out 200<sup>th</sup> year celebration, that is the commitment of the members

- Please provide a brief explanation of your finances

Ad Hoc Chaplin Bicentennial Committee  
Annual Report FY 2019-2020

Brief Financial Statement*	
Approved Budget	None so far has been identified
Additional Appropriations	0.00
Actual Expenditure	0.00

*\* These figures may not have been audited by the time of this publication.*

- Have you faced any unexpected challenges during this year?

After the January meetings on March 3, April 22, June 10, August 12, were held virtually due to COVID-19. The meeting on September 29 was held in person.

- What goals / aspirations / dreams do you have for your Board or Agency? See Mission Statement.
- Have you faced any unexpected challenges during this year?

Besides COVID-19 and its restrains on meetings, we had one resignation (Dave Shenker) on the committee in August, but one addition in April (Kayse Pelligrino)

Respectfully Submitted,

Leslie Ricklin

Leslie Ricklin, Chair

Other Members:

William Rose IV, Anne Sicilian, Dave Shenker, Warren Church, Leslie Ricklin, Dick Weingart, and Robert Grindle.

Other officers elected: Co-Chair, Warren Church; Treasurer, Dick Weingart.

# Town of Chaplin, Connecticut

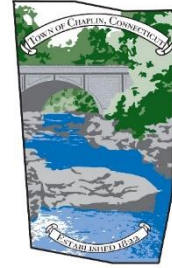
Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



## ASSESSORS OFFICE Annual Report FY 2019-2020

The office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real estate and personal property within the corporate limits of the Town of Chaplin. We appraise real estate based on the market value and maintain a “property record card” on every parcel. State Statutes govern almost every function and responsibility of the Assessor’s Office and requires us to perform revaluations every five years. Chaplin completed a town wide revaluation for the October 1, 2018 Grand List.

I am also responsible for assessing business Personal Property, registered and unregistered motor vehicles. Pursuant to State Statutes, motor vehicles are NOT based on their market value, but solely 100% of the average book value.

The 2019 Grand List indicates 1,239 real property accounts, 231 personal property accounts, and 2,679 registered motor vehicles.

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. The elderly and disabled programs are income qualified. For more information on exemption programs you may contact me at (860) 455-0073x314. Office hours are Tuesday’s from 5:00 p.m. to 7:00 p.m. or by appointment.

Brief Financial Statement*	
Approved Budget	\$43,630
Additional Appropriations	\$XX.XX
Actual Expenditure	\$43,630

*\* These figures may not have been audited by the time of this publication.*

The 2019 Grand List decreased by 2% and compares as follows:

	<u>2018 Grand List</u>	<u>2019 Grand List</u>
Real Property:	125,104,230	125,378,470
Motor Vehicle:	17,559,350	17,560,900
Personal Property:	<u>75,847,390</u>	<u>71,181,900</u>
NET GRAND LIST TOTAL:	218,510,970	214,121,270

Respectfully Submitted,

*Chandler Rose*

Chandler Rose, CCMail, Assessor

*This page intentionally left blank.*



# Town of Chaplin, Connecticut

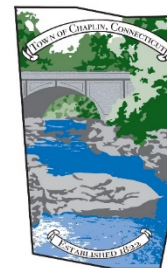
Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



## BOARD OF ASSESSMENT APPEALS Annual Report FY 2019-2020

The Board of Assessment Appeals exists to assist residents with questions regarding assessments of their property and related exemptions, be they potential or claimed. FY 2019 represented a typical year in the Board's function of hearing cases in the spring and fall. There were no milestones met aside from simply completing its duties, and the Board does not undertake its own projects but rather is responsive to residents' concerns and questions. The related rules and regulations that guide the Board underwent no changes during the fiscal year; details on them can be found through the town website at <https://www.chaplinct.org/board.htm?id=rr52920s>. Note that vehicle assessments are based on the NADA Guides (<https://www.nadaguides.com/>) and not on other publications, such as the Kelley Blue Book. When making an appeal, please follow closely the form provided and provide as much information you are able. Doing so helps the Board in its deliberations, and lack of detail or relevant information can make it difficult or even impossible to grant an appeal.

The Board's financial requirements are minimal, consisting primarily of costs related to posting of legal notices and the sending of registered mail. Specifics for FY 2019-20 are provided below:

Brief Financial Statement*	
Approved Budget	\$310.00
Additional Appropriations	N/A
Actual Expenditure	\$287.81

*\* These figures may not have been audited by the time of this publication.*

As with all Town boards, committees and commissions, the Board of Assessment Appeals has had to contend with the challenges posed by COVID-19. Specifically, the Board had to offer both in-person and virtual options for meeting with appellants. All meetings in FY 2019-20, however, ended up being conducted in-person.

Respectfully Submitted,

Brendan Kane (Chair / Board of Assessment Appeals)

Other Members:

Diana Alvarez

Matthew Foster

*This page intentionally left blank.*

# *Town of Chaplin, Connecticut*

**Incorporated 1822**

**495 Phoenixville Road, Chaplin, Connecticut 06235**

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



---

## **Board of Education Annual Report 2019-2020 Chaplin Elementary School**

Chaplin Elementary School serves students in grades Pre-K-K-6. The school population was approximately 144 students in the 19-20 school year. The school has grown in its capacity to serve our students and families both academically and socially/emotionally. This has been possible through support from the Chaplin community, the desire of a professional staff who desire to continue growing, support and cooperation between the Chaplin Board of Finance and the Chaplin Board of Education.

We have multiple focus points each year that help us to shape our curriculum to meet the needs of our students. The revision of curriculum brings renewed thought and excitement into the methodologies and strategies used in the classroom. Balancing explicit fact/skill teaching with critical thinking/problem solving, our students are moving toward successful careers and lives of the twenty-first century. Hand-in-hand with content and skill growth is a commitment to both verbal and written communication skills.

By restructuring the school day, we are able to afford all students the opportunity to learn from Tier one instruction as well as Tiers Two and Three. Our dedicated Math and ELA interventionists collaborate with classroom teachers weekly to determine the needs of students and discuss strategies to use. Open dialogue allows teachers to identify students who require extra supports to continue their academic growth and then to place them in appropriate Tier Two or Three intervention.

We aim to build a community where all students have a sense of belonging and where they can find their niche and passion. Our small class size helps our students to develop a sense of partnership and community as they learn to cooperate in order to reach common goals within the classroom. Our efforts to include parents in decision making continues to increase as all stakeholders better understand the importance of a collective endeavor to help the students reach their potential.

CES students, in grades K-6, participate in NWEA assessments for ELA and Math. The information gained through benchmark testing at the beginning of the year, give us the information we need to determine if there are gaps that must be addressed before moving into the present grade curriculum as well as giving us information on strengths for the classes and individual students. Winter progress monitoring assessments help guide us in our instruction by providing information about the rate of growth and content/skill retainment. End of the year assessments give us summative information that

help us to determine curricular or pacing revisions. The data also gives us information to use during the summer while planning for the upcoming school year.

This past year, due to COVID-19, the CT State Department of Education modified the Teacher Evaluation System. All certified staff at CES sets goals based on student data collected at the beginning of the school year. By focusing on student growth and national percentile rankings, staff develop goals around their methodologies and practices as we shape our professional development sessions to address needs learned from the previous year's observations. In addition to setting goals for the year that are directly linked to learning outcomes, certified staff are observed multiple times. Observations are followed by discussion around the Connect Core Teaching Standards in order to foster professional growth.

Staff provide various enrichment opportunities for students throughout the school year. After school clubs design and facilitate community outreach programs and fundraisers teach our students about empathy for children and adults in life situations that call for perseverance and patience. Students also learn about such core values through Positive Behavior Intervention and Supports system that is a whole school focus throughout the school year. The system teaches core values and supports them through literature and studies about people in history. Whole school rewards are offered to the students throughout the school year in conjunction with the PBIS.

Most years, we encourage family involvement by hosting family nights and events. Unfortunately we were cut short of events during the 19-20 school year due to COVID. The staff is eager to provide these opportunities to our families again. We seek feedback from our families at all times in order to learn where our strengths and areas in need of improvement exist.

*Kenneth V. Henrici*

Kenneth V. Henrici  
Superintendent  
Chaplin School District

*Kevin J. Chavez*

Kevin J. Chavez  
Principal  
Chaplin Elementary School

# *Town of Chaplin, Connecticut*

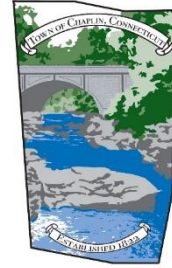
Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



---

## **CHAPLIN BOARD OF FINANCE Annual Report FY 2019-2020**

The Chaplin Board of Finance operates under the authority of Connecticut General Statutes Chapter 106, Sections 7-340 to 7-349. The Board meets at the Chaplin Town Hall the second Monday of the month. If the second Monday is a holiday, a special meeting is scheduled. Additional special meetings are held as necessary. Members of the public are welcome to attend and provide input at board meetings.

This is a six (6) member board with three alternate members; officers are a Chair, Vice Chair, and Secretary. In 2019-2020, all seats were filled. A recording secretary is hired to take minutes, which are filed with the Town Clerk. During this past year of the Covid-19 pandemic, all Board of Finance Meetings since April 2020 were held remotely by phone link.

The Board of Finance oversees Town finances, compiles annual budget requests, holds a Public Hearing on these requests, and formally presents a budget at the Annual Town Budget Meeting in May. Other duties include setting the mill rate, appointing an auditor, and compiling and publishing the Town's Annual Report. Members of the board are volunteers elected by the Chaplin townspeople, and receive no compensation for their activities on the board.

This report is divided into three parts: (1) an overview of Chaplin's budgetary performance; (2) a brief statement of the Board of Finance's operations; and (3) comments on the Town's audit results.

### **The Town of Chaplin's Audited General Fund Budget:**

For FY 2019-2020, the Board of Finance submitted a budget of \$8,883,373 with a mill rate of 32.50 which was presented at a Town meeting, and approved at a referendum, in May 2019. Revenues for the year came in at \$9,331,495. Actual expenses for the year were \$8,544,947. The budgetary surplus of \$786,548 has been added to the Town's Fund Balance (see Table 4, below).

**Table 4  
General Fund – Budget Summary**

<b>Revenues</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance</b>
Property Taxes	7,080,040	7,159,087	79,047
Reimbursements in Lieu of taxes	158,398	140,434	(17,964)
Intergovernmental-Operations	195,954	198,052	2,098
Intergovernmental-Education	1,710,040	1,716,299	6,259
Receipts for Town Services	47,360	69,274	21,914
Other Funds	21,750	48,349	26,599
<b>Total Revenues</b>	<b>9,213,542</b>	<b>9,331,495</b>	<b>117,953</b>
<b>Expenditures</b>			
General Government	1,983,362	1,858,617	(124,745)
Education	6,151,795	6,023,585	(128,210)
Debt Services	9,007	9,007	-
Transfer to Capital Improvement Program	503,738	653,738	150,000
	<b>8,647,902</b>	<b>8,544,947</b>	<b>(102,955)</b>
<b>Excess (Deficiencies) of Revenues Over Expenditures</b>	<b>\$565,640</b>	<b>\$786,548</b>	<b>\$220,908</b>

**The Board of Finance’s Operations:**

Board of Finance Financial Statement	
Approved Budget	\$26,200
Additional Appropriations	\$0
Actual Expenditure	\$24,011

**Town of Chaplin FY 2019-20 Audit Results:**

Per §4230 and §4236 of Connecticut General Statutes, The Town of Chaplin as a recipient of state funds must complete a town audit. The audit for FY 2019-2020 was performed by AO & Co., LLC. No Significant Deficiencies or Material Weaknesses were identified.

Respectfully Submitted,

Richard G. Weingart, Chairperson

*Other Board Members:*

Vice Chairperson: Linkesh Diwan  
Secretary: Linda Caron

*Members:*

Jean Lambert  
Doug Dubitsky  
Victor Boomer

*Alternate Members:*

Matthew Foster  
William Jenkins  
Peter Haines

# *Town of Chaplin, Connecticut*

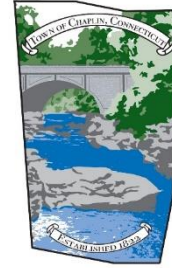
**Incorporated 1822**

**495 Phoenixville Road, Chaplin, Connecticut 06235**

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



---

## **BOARD OF SELECTMEN Annual Report FY 2019-2020**

The Board of Selectmen hold regular meetings on the first Thursday of the month at 7PM at the Town Hall. The typical agenda includes addressing resignations, appointments, tax refunds, reviewing the Resident State Trooper report, hearing a report from the Board of Finance Chair, updates on buildings and infrastructure, and holding an audience for citizens at the beginning and end of the meeting. The Board may approve, and sign contracts as needed for services like mowing and trash collection. Ongoing Capital projects are reviewed, and updated progress report is given by First Selectmen.

- Road resurfacing projects this year included the resurfacing of Canada Lane and Old Hampton Road as well as the chip sealing of Palmer, Goshen, Cedar Swamp and Upper North Bear.
- Town Hall received upgrades with the building getting several siding and trim replacements and upgrades such as new rain gutters. In addition, the deteriorated sidewalks and curbing around the Town Hall were replaced with new wider sidewalks so that a pickup truck can be used for snow removal instead of shoveling.
- Due to the Covid-19 there was no “Annual Town meeting” The budget process was conducted under the Governor’s Executive Order 7I which says the following; Suspension of In-Person Budget Adoption Requirements for Municipalities. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance that conflicts with this order, the legislative body of a municipality or, in a municipality where the legislative body is a town meeting, the board of selectmen, shall authorize the budget-making authority within said municipality to adopt a budget for the July 1, 2020 - June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year without holding votes required by charter or without complying with any in-person budget adoption requirements, including but not limited to, annual town meetings requiring votes, referendum, and special town meetings. In so acting, the budget-making authority of the municipality shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and shall thereby take all reasonable steps to publicize the draft municipal budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing

an email address or other means for the public to submit timely comments on the proposed budget.

- June 2020 the Board of Selectmen called a special meeting to elect Sally Ireland to the Regional District 11 Board of Education. Due to the Covid pandemic this meeting was conducted as a “hybrid” type meeting outdoors at the Garrison Park pavilion and was performed in lieu of an election typically held at the annual town meeting.
- Due to the epidemic of dying trees from the gypsy moth infestation, Ash boring beetle and weather stress, extensive tree removal of over 300 trees was done along town roads in the town right of ways with a combination of Town DPW crew and contracted labor and equipment.
- The Town took delivery of a new Ford F-350 DPW pickup truck with a Fisher “V” snowplow package, liftgate, toolboxes and headache rack including safety lighting package.
- The North Bear Hill Road drainage project was completed on time and under budget with 100% town funds. This was an extensive project encompassing approximately 2500 lineal ft’ of road including the removal of the existing road surface, regrading of the road and installing underdrains with catch basins including repaving the road with cape cod curbing from Middle Road all the way to the newly completed North Bear Rd bridge.
- The Mill Rate remained the same at 32.5 for fiscal year 2019-2020.
- A new town LOGO was designed for the Town by a student at Eastern Ct Collage, so in appreciation we donated \$500 in May, 2020 to the Arnold Prince Scholarship Fund. Arnold Prince was an Eastern State University teacher, artist and longtime resident of Chaplin who’s local work can be viewed at the Chaplin Library of a mural of The Chaplin Village on the interior wall of the library.
- The Board of Selectman entered into a contract in January of 2020 with the City of Willimantic to provide ambulance services for the Town of Chaplin to start on February 1<sup>st</sup>, 2020. This service was previously provided by the Hampton Chaplin Ambulance Corp who disbanded in the spring of 2020.
- October of 2019 the Board of Selectman entered into a contract with the Town of Windham to provide building inspection services to the town of Chaplin for approximately \$20,000 annually.
- August 2019 a Mitsubishi mini split HVAC system was installed in the town hall to heat and cool the main lobby, the town clerk’s office, the selectman’s office and the accounting offices. The system was funded with a combination of Eversource grant money and town funding. The new system will eliminate the use of window air conditioners and will add an alternative heating system for the town hall.



- Approximately 7 years ago the Board of selectman applied for a federal bridge grant to replace the England road bridge and finally in November of 2019 CTDOT started the surveying and preliminary ROW process towards the bridge replacement.
- Bedlam Road Bridge was evaluated in preparation for an application to the Local Bridge Grant Program to fund replacement of the bridge when the that program is reinstated.
- March of 2020 the Board of Selectman voted to close all town buildings to general traffic due to the Covid-19 pandemic. Services to be provided through either appointment or curbside service. Meeting access to be provide through GoToMeeting call in access and a recording and all meeting materials available online via the Town of Chaplin website. A local state of emergency was also declared at this time.
- April of 2020 due to the impact of the Covid-19 pandemic the Board of Selectman voted to provide a tax deferment program to give residents relief as provided for by the Governor's Executive order 7S to allow residents to defer their tax payments that are due on July 1<sup>st</sup> of 2020 until October 1<sup>st</sup> 2020 with no penalty.
- The Board of Selectman voted to move the Emergency Command Center from the town hall to the firehouse. The new radio antenna and equipment will be ordered and the concrete was poured for the antenna base May 14<sup>th</sup> of 2020 with expected completion during the summer of 2020. The new command center will be up and running for the fall of 2020 hurricane season.

Respectfully Submitted,  
William H. Rose IV  
First Selectmen

Other Members:  
Anthony Pinto, Selectman  
Kenneth Fortier

*This page intentionally left blank.*



*Town of Chaplin, Connecticut*  
**Incorporated 1822**  
**495 Phoenixville Road, Chaplin, Connecticut 06235**  
**Telephone: (860) 455-0073 Fax: (860) 455-0027**

---

Building Department

495 Phoenixville Rd.

Chaplin, CT 06235

Annual Report for Fiscal Year 2019-2020

In November of 2019, the Town of Chaplin contracted with the Town of Windham to administer Building Department duties.

Permit activity has been consistent with activity reported for the previous fiscal year.

The current pandemic has not affected construction activity.

We issued 98 building permits this year vs 96 last year.

Permit activity by type is as follows

HVAC 21 permits	Electrical 9	Roofing 23
Remodeling 4	Garages 5	Solar 4
Generators 3	Siding 3	Pools 1
Window replacement 5	Additions 2	cell antenna alterations 2
Wood stoves 2	Pellet stoves 2	Dwellings 2
Decks 2	Tank removal 4	oil tank replacement 4

The Building Official is responsible for administering the building code. Combining duties with the Town of Windham has provided the town with a full time official, more options for obtaining permits, a quick turn around on applications, and inspections available 5 days per week.

Respectfully Submitted

Joseph D. Smith, Building Official for the Towns of Chaplin and Windham

*This page intentionally left blank.*

# Town of Chaplin, Connecticut

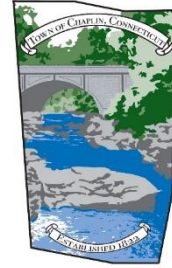
Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



## Open Burning Official Annual Report FY 2019-2020

Open Burning Official is responsible for issuing open burning permits within the borders of the Town of Chaplin.

The past year has been a challenging year for open burning. Between COVID-19 pandemic and very dry conditions, open burning was limited, and have only issued 12 permits for the year.

On a positive side, non-permitted burns and complaints are down 75% from last year

- Please remember only brush under 3 inches in diameter is allowable to burn in Connecticut. It is illegal to burn leaves in Connecticut.

Brief Financial Statement*	
Approved Budget	\$1,757
Additional Appropriations	\$XX.XX
Actual Expenditure	\$1,557

\* These figures may not have been audited by the time of this publication.

- Over the next year, the focus will continue to be on education on opening burning and promoting safety of everyone.
- A friendly reminder that open burning is only allowed between the hours of 10am to 5pm, when the fire danger is low or moderate, and the Air Quality Index is below 75% anywhere in the state of Connecticut.

Respectfully Submitted,

*Steven Landon*

Steven Landon-Chaplin Open Burning Official

*This page intentionally left blank.*

# *Town of Chaplin, Connecticut*

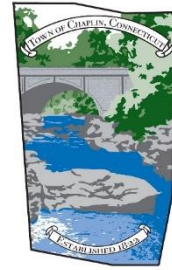
**Incorporated 1822**

**495 Phoenixville Road, Chaplin, Connecticut 06235**

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



---

## **Annual report 2019-2020**

### **Chaplin Economic and Community Development Commission**

This Commission is appointed by, and advisory to, the Board of Selectmen. The Commission includes six regular members and three alternates. Present members are, Irene Schein (Chair), Leslie Ricklin, Virginia Siegel, Ann Chuk, Amy Kalisher, Ann Lewis, and alternates Josh Walmsley and William Rose IV.

The Commission meets on the second Wednesday of the month at 6:30PM. The mission, as stated in the ordinance, is to research economic conditions and trends and make recommendations for action to improve any conditions, as well as encourage and initiate more community involvement and activities.

Many of our thoughts, discussions and decision making this year have been driven by the Sustainable CT relationship and framework, which has been helpful in guiding us through our mission. Sustainable CT has provided us an intern to encourage and assist us in our steps forward. Sustainable CT is an independently funded, grassroots voluntary certification program which provides municipalities with a menu of coordinated, voluntary actions to continually become more sustainable, while providing resources, tools and grants to help achieve our goals. This is our second year using the framework of Sustainable Ct.

Some Commission members conducted a walkability study on Chaplin Street, Rt 6 and part of Lynch Road. Their report and recommendations were presented to the Board of Selectmen for the purposes of making the roads more walkable, safer, and more accessible for all. Some suggestions included benches and sidewalks.

An Arts and Cultural survey has been created. The Commission will collect information from citizens in order to gauge community interest in various activities.

Our collaboration with Sustainable CT enabled the Town to apply for and receive matching grant funding for planting trees at Garrison Park.

One of the most exciting and successful activities in Chaplin this year has been the Bicentennial Arboretum Project. This was led by one of our members, Leslie Ricklin, Helen Weingart, a Chaplin master gardener, and Dave Stone, from the Department of Public Works and town arborist. They planned for the arboretum to be planted in stages over the next three years, culminating with the Bicentennial in 2022. Commission member Amy Kalisher designed the logo and brochure. The arboretum team worked closely under Sustainable CT's matching fundraising program to develop an online format for donations. The initial goal was to raise \$2,750 which would be matched, but the campaign actually yielded over \$10,000. This Commission is one of many Town agencies and citizens working with the Bicentennial Committee, which Leslie Ricklin sits on. We receive updates and offer input in light of our mission.

Other activities include dissemination of information on reducing and recycling waste, mapping and yearly updating asset inventory maps of farms, businesses and tourist locations. Community development and social engagement is an important aspect of our mission and although plans for get-togethers have been postponed, we continue to discuss ways to reach out to engage more citizens in Town activities. We have created a Cultural Interest survey to gauge people's interest, which will be sent out in a variety of ways. We continue to network and seek a path for affordable senior housing. A survey of interest and need by residents was conducted to establish there is interest in affordable senior housing and the demographics show a large number of middle aged in our community will likely need such housing in the near future. Defining a plan and seeking funding is ongoing.

The Commission, in an effort to identify and reach out to an underserved population, discovered we were reaching only about half of those over fifty years of age. Some of our members have joined the Senior Center Board of Directors to aid in the effort to find ways to involve more citizens in community building events.

Financially speaking, our budget allocation was \$530, of which we spent \$45.47 related to a workshop.



## **Emergency Preparedness Report**

### **July 1, 2019– June 30, 2020**

As a brief overview this state is broken up into five regions. Chaplin is in Region 4, one of forty-two towns and two tribal nations. Our region receives grants that are approved by CEOs and tribal leaders. These grants overlap into the following years.

#### **July-2019**

- Dropped off Red Cross Disaster Day flyers to CERT members
- Picked up Step-5 kits at Brainard & delivered the kits to CES
- Went to Signs Plus-changed 2 staging sign pictures for printing
- Downloaded information on Mast Antenna construction
- Attended ESF-5North (Killingly) Shelter and Regional Training-fire damage due to dying trees
- Called Physio-Control about new AED replacements-which CVFD President approved to buy
- Ordered EMD jacket and delivered it to Deputy Will Hooper
- Read NECCOG EMS Report
- Town High Band Radio Test/Signed EMPG paperwork and mailed
- Attended ESF-3 (Norwich) -DP/W meeting
- Attended ESF-6 (Norwich) - Red Cross Disaster Training

#### **August-2019**

- Dropped off Training Certificate at town hall
- Went to CES-checked on gym student capacity; Spoke to Damian about Stop the Bleed class in Chaplin
- Received info on RIMACONN Race from ESF-5/informed Town Hall for preparations
- Attended EOC (Windham) regional sheltering meeting
- Met with Derek May to sign MRC form
- Attended Ice Jams Workshop (Haddam FD)
- Attended ESF-2 (Colchester) meeting
- Went to PHHS to inquire about up-dating school phone list
- Attended ESF-6 (Uncasville) Budget items discussed
- Picked up new ham radio (J&S Radio) and staging signs (Signs Plus)
- Attended ESF-9 (Jewett City) meeting
- Scheduled the hosting of ESF-9 meeting in Chaplin
- Went to Target Supply Co. to discuss dry hydrant fittings
- Attended ESF-5 (East Lyme) worked on budget
- Worked on RIMACONN Race – worked with MRC
- Attended REPT (Colchester) budget review meeting
- Spoke to Chaplin town citizen about becoming a CERT member
- Informed Selectman of budget; Called NECCOG and Mike Caplet on CERT info

#### **September-2019**

- Dropped off ESF-9 info to Dive Team Member J. Long
- Spoke w/new Resident Trooper (overview of Region IV and DEMHS)
- Attended CEO Annual meeting at SECCOG
- Hosted and held monthly ESF-9 meeting at Chaplin FD
- Attended ESF-5 (Brooklyn) meeting; Eversource (Danielson) Response Plan meeting; REPT mtg.
- Spoke to DVM Willner (CTSART); CES about document shredding
- Spoke to ESF-5 Chairperson about WebEOC Training

## **October-2019**

- Made copies of Food Safety Handling info-filed them in Town Hall's LEOP
- Dropped off Food Safety info at town library & CES (shelter)
- Called M. Caplet about EPPI date/time – e-mailed this to EMD staff (date: Dec. 3<sup>rd</sup>)
- Spoke to Selectman Rose concerning town ambulance service
- Attended ESF-6 (Uncasville) meeting; Attended ESF-2 (Colchester) meeting
- Spoke to Deputy EMD Audette about attending WebEOC class
- Attended Town meeting – concerning police protection in Chaplin
- Met with delivery of antenna mast base (boxes) at CVFD
- Worked on EMPG paperwork at town hall/and their revisions
- Attended REPT (Colchester) meeting
- Went over Mast permit location w/zoning agent
- Spoke to Selectman Rose about reimbursement for antenna mast
- Given CES Security Plan to look over

## **November -2019**

- Attended WebEOC Training class (Putnam) 4 hours
- Attended ESF-3 (Norwich) Eversource speaker
- PHHS pickup -School Hazard Plan
- CES Safety Plans – reviewed, edited & made suggestions
- Continued paperwork on Chaplin Mast antenna
- Attended ESF-6 (Uncasville) meeting
- Went to Staples – had Mast paperwork copies made (3 sets)
- Dropped off laptop at Windham's IT office – updating & virus protection
- Attended ESF-10 (Norwich) meeting
- Dropped off MREs at Red Cross (Uncasville)
- Met with an individual interested in joining CERT

## **December 2019**

- Attended EPPI (NECCOG) Training
- Attended REPT (Colchester) meeting
- Filed EPPI forms, maps, materials from EPPI training office
- Attended Selectman's (Chaplin) meeting
- High-Band Radio Test (Chaplin)
- Attended ESF-4 (Baltic) meeting; Attended ESF-2 (Colchester) meeting
- Attended ESF-5South (East Lyme) meeting & Old Lyme to pick up laptop
- Spoke to Selectman about use of CAT to push fire road on Pumpkin Hill
- Called Tim Martin (Algonquin Gas) about Kinder/Morgan

## **January 2020**

- Spoke to J. Kennedy (Kinder/Morgan) about pipeline letters concerning abuttals
- Signed off on PHHS Hazard Plan
- Attended ESF-3 (Norwich) meeting
- Spoke to Kinder/Morgan J. Hernandez and Deputy EMD C. Audette about pipeline maps
- Spoke to Selectman about hazardous waste site on Rt. 6
- Attended ESF-5North (Putnam) meeting; Attended ESF-9 (Pawcatuck, CT) meeting
- Dropped off Cyber Security assessment survey at PHHS & CES
- Attended ESF-10 (Norwich) meeting; REPT (Colchester) meeting; ESF-4 (Baltic) meeting

## **February 2020**

- Attended ESF-3 (Norwich) Eversource

- Picked up ESM forms for Emergency calls; DEHMS/EMPG paperwork at town hall
- Attended ESF-2 (Colchester) meeting
- Loaned portable radios to Hampton for radio checks
- Called CES concerning COVID-19 information
- Attended ESF-5South (East Lyme) Cyber information meeting
- ESF-8 (Norwich) meeting; ESF-4 (Putnam) forest fire meeting
- ESF-9 (Mystic) Mystic Hook & Ladder meeting
- Called CCM-registered for Annual EM Symposium; ESF-4 (Baltic) meeting

### March 2020

- Spoke to Chaplin EMTs about PPE supplies for the department
- ESF-3 (Norwich) Speaker from Verizon
- 1. Conference call (Governor) COVID-19 information (03-09-20)
- High Band Radio Test (Chaplin); ESF-5North (Ashford) meeting – Meals on Wheels
- Conference call (DP/H-EHHD) (03-11-20); Spoke with Resident Trooper on town issues
- Inquired at CES – to use Connect Education to inform citizens of events and incidents
- Conference call (DP/H) & (DEHMS) - zooming (1 hr. each) (03-18-20)
- E-mail to EOC staff concerning controlled drugs & pharmacy deliveries
- Spoke to CES Principal – Meals for students & fuel for school
- Picked up PPE supplies (Killingly); Picked up PPE supplies (Mansfield)
- Conference call (Governor) (03-27-20)
- Called WRTD – asked about any changes in scheduling

### April 2020

- Conference call (DP/H); Conference call with Regional Coordinator (04-01-20)
- Calls to CES, PHHS concerning student feeding
- Spoke to Selectman to call Darlene concerning Town Emergency Declaration
- Distributed Flipbooks (CTCDD) to EMS, Fire Department and CES nurse
- Called distilleries to inquire if they manufactured/sold hand sanitizer
- Conference call (Governor); Picked up PPEs (Norwich American Ambulance) (04-03-20)
- Conference call (Lt. Gov.) – 1300 ventilators -only ½ being used (04-06-20)
- Called Ham Radio Instructor & ARRL on license renewals for Ham Radio Operators
- Conference call (Governor); ESF-2 - zoom mtg. (swearing in annual CERT members) (04-07-20)
- Conference calls (DEMHS & DP/H & Lt. Governor) 1 hr. each (04-15-20)
- CERT meeting – phone call
- E-mail from Bob Scata to OK Will Hooper for WebEOC/I e-mailed back OK
- Conference calls (DEMHS & DP/H & Governor) 1 hr. each (04-22-20)
- REPT – zoom meeting (Support Plan); Mike Caplet – zoom meeting on Level 1,2,3, & 4 businesses (04-23-20)
- Spoke to Selectman about contacting Salvation Army -room rentals at Camp Conn, RI
- Passing out and discussing masks information with Chaplin's small businesses
- With Marcus Radio Contractor-antenna inspection on mast for Chaplin EOC
- Installed new E track bin in red EM trailer/took pictures of mast ground wires
- Picked up Level 4 supplies (Killingly)
- Spoke to Sue (ESF-6) about the need for MREs
- Conference call (Governor); (DEMHS) - zoom meeting– 1 hr. each (04-29-20)

### May 2020

- Picked up Level 4 PPE supplies (Killingly) and distributed them to small businesses
- Conference Calls – DP/H & Governor (1 hr. each); REPT – zoom meeting (05-06-20)
- Spoke to Selectman & NECCOG's J. Larkin about Resource typing

- Picked up Level 4 PPE supplies (Killingly) and dropped them off at small businesses
- Conference Calls – DP/H & Governor; DEMHS– zoom meeting (1 hr. each) (05-13-20)
- Informed businesses to continue putting in (sign up) for PPE supplies
- Called CES teacher concerning STEP-5 program (25 kits needed)/ I ordered through by B. Scata
- Picked up STEP-5 kits (Brainard Airport) and delivered them to CES
- Spoke to National Guard Colonel; ordered PPEs for Levels 1,2,3 & 4
- Dropped of thermometer & masks to businesses and food bank
- Spoke to Sue about Emergency Declaration
- Picked up Level 4 PPE supplies (Killingly) -delivered to town hall, P/W garage, church
- Conference Calls – DP/H & Governor and DEMHS– zoom meeting (1 hr. each) (05-20-20)
- REPT – zoom meeting (05-20-20)
- Picked up Level 4 PPE supplies (Killingly) and dropped them off at small businesses
- Conference Calls – DP/H & Governor and DEMHS– zoom meeting (1 hr. each) (05-27-20)
- WebEOC – zoom meeting – filling out EOC order form for PPE supplies

## June 2020

- ESF-3 information to DP/W
- Picked up PPE supplies (Killingly) & delivered to businesses (06-30-20) & (06-10-20)
- WebEOC – zoom meeting (06-05-20); Conference call – DP/H (06-10-20)
- ESF-2 – zoom meeting (06-12-20)
- Phone calls to DEMHS and Meals on Wheels
- Conference call – DP/H – concerning water monitoring (06-24-20)
- Called Label Master inquiring about ERG books
- ESF-6 – zoom meeting (06-29-20)
- Went to CES – checked ESF-6 shelter box and Health Kit
- Called Selectman – updated on water contact info and need for a water coordinator

I'd like to thank all the CVFD and CERT members, Rick Nichols, Chaplin Public Works, Cale Audette, First Selectman Bill Rose IV, and Suzanne Gluck for their assistance. I would like to thank Valerie Garrison who pays my EMD bills and works with me on the line items within the Emergency Management Performance Grant. I would also like to thank Sheila Randall for clerical work.

Respectfully submitted,  
James Randall, Emergency Management Director

- |  |   |
|--|---|
| *ESF-2 (Communications)                                  | *DVM (Doctor of Veterinary Medicine)                      |
| *ESF-3 (Public Works)                                    | *IMT (Incident Management Team)                           |
| *ESF-4 (Firefighting)                                    | *EOC (Emergency Operation Center)                         |
| *ESF-5 (Emergency Management)                            | *TNC (Terminal Node Connector)                            |
| *ESF-6 (Mass Care – Red Cross)                           | *P/W (Public Works)                                       |
| *ESF-8 (Public Health)                                   | *PIO (Public Information Officer)                         |
| *ESF-9 (Search and Rescue & Special Operations)          | *MREs (Meals Ready to eat)                                |
| *ESF-10 (Hazmat)   | *SART (State Animal Response Team)                        |
| *ESF-11 (Agricultural/Animals)                           | *CES (Chaplin Elementary School)                          |
| *REPT (Regional Emergency Planning Team)                 | *PHHS (Parish Hill High School)                           |
| *CERT (Community Emergency Response Team)                | *STOC (State Tactical Operations/Communications)          |
| *TTX (Training & Exercise)                               | *AED (Automated External Defibrillator)                   |
| *LEOP (Local Emergency Operation Plan)                   | *MCV (Mobile Communication Vehicle)                       |
| *EPPI (Emergency Preparedness and Planning Initiative)   | *PPE (Personal Protective Equipment)                      |
| *EHHD (Eastern Highlands Health District)                | *WRTD (Windham Regional Transportation Dept.)             |
| *EMPG (Emergency Management Performance Grant)           | *DP/H (Department of Health)                              |
| *NECCOG (Northeastern Council of Governments)            | *ARRL (American Radio Relay League)                       |
| *DEEP (Department of Energy/Environmental Protection)    | *CTCDD(Connecticut Council on Developmental Disabilities) |
| *DEMHS (Dept. of Emergency Management Homeland Security) | *ERG(Emergency Response Guide)                            |

# Town of Chaplin, Connecticut

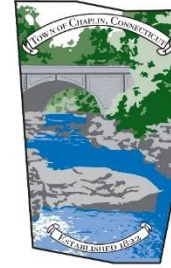
Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



## OFFICE OF THE FIRE MARSHAL Bud Meyers Fire Marshal

The Chaplin Fire Marshal's Office mission is to prevent and reduce economic and human losses by increasing the awareness and knowledge of residents and business with respect to life safety. Utilizing the Connecticut State Fire Safety Code and applicable regulations of the State of Connecticut, we strive to provide the highest quality of services, by delivering fair and equal treatment to all citizens through professional and expedient delivery of those services.

To meet our mission we utilizing core values consisting of the following:

Fairness; we pursue the fair and impartial administration of code enforcement for all. We enforce the codes uniformly, to protect the rights of the all citizens.

Integrity; we adhere to the highest standards of ethical behavior. Functioning as guardians of the public's trust, we approach all matters in good faith and with honesty.

Respect; we value diversity; use our resources effectively with, empathy, consideration, and a willingness to help. We foster an environment that is committed to understanding personal ideas, beliefs, cultures and situations with listening and working towards equitable solutions.

Due to COVID 19, the State implemented restrictions on how fire marshals were to conduct inspections, limiting the amount of contact with our citizens. We were able to conduct inspections, attended to citizen complaints and investigate fires under strict restrictions that were keeping our staff safe.

Fiscal year 2019-2000 expenditures consisted of salaries, continuing education fees and mileage reimbursements.

Brief Financial Statement*	
Approved Budget	\$8,459.00
Additional Appropriations	\$00.00
Actual Expenditure	\$8,459.00

\* At the time of publication, the audit was incomplete and the figures are reflecting such.

Respectfully Submitted,

Bud Meyers

*This page intentionally left blank.*



## Town of Chaplin, Connecticut

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

# CHAPLIN HISTORIC DISTRICT COMMISSION

## Annual Report 2019-2020

Established in 1974, the Chaplin Historic District Commission oversees architectural changes to the properties and their structures situated in the District. Properties are located on Chaplin St., Phoenixville Rd. and Tower Hill Rd. the oldest of which dates to c. 1800.

Historic District residents planning changes to their buildings or grounds are urged to contact the Chairman of the Commission with any questions. The HDC regulations and a Q & A section are available on the Town website.

During the 2019-2020 reporting period, the HDC held one regular business meeting, three special business meetings and three public hearings.

At the annual HDC meeting in September, Paul Peifer was elected Chairman, Warren Church was elected Vice-Chairman and Diane Cox was elected Secretary to serve one-year terms as officers. The regular meeting schedule was also set. The Commission approved a budget of \$741.00 for FY 2020-2021 at the February meeting. Of our FY 2019-2020 \$741.00 budget; \$353.70 was spent on Legal Notices and \$203.04 was spent on Clerical Hire.

Our meetings were not impacted by the virus pandemic.

HDC regular meetings are scheduled four times a year. Special meetings may be called as necessary. Meetings are held in the Chaplin Library conference room. Regular business meetings follow public hearings, dates and times for which are published in the Willimantic Chronicle and posted at the Chaplin Town Hall.

Respectfully Submitted

Paul Peifer  
Chairman, Chaplin HDC

Warren Church, Vice-chairman  
Diane Cox, Secretary  
Jean Givens, Regular Member  
Cathy Smith, Regular Member

Leslie Ricklin, Alternate Member  
Carl Lindquist, Alternate Member  
Paul Siege, Alternate Member

*This page intentionally left blank.*





**Town of Chaplin, Connecticut**

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

www.ChaplinCT.org

**CHAPLIN INLAND WETLANDS AND  
WATERCOURSES COMMISSION  
Annual Report FY 2019-2020**

The Inland Wetlands and Watercourses Commission (IWWC) is charged by the Connecticut General Statutes, section 22a-36 through 22a-45 to regulate in or near wetlands and/or watercourses in the Town of Chaplin for the purposes of protecting Chaplin's natural resources. The Commission discharges this obligation by provisions set forth in the Town of Chaplin Inland Wetlands and Watercourses regulations. These regulations require all land owners and their agents who propose any activity within 100' of a wetland or watercourse or within 200' of the high water mark of the Natchaug River to contact the Wetlands agent, Joe Theroux at 455-0073, for a determination on whether this activity should go before the Commission for a permit. These activities may include, but not be limited to, cutting trees, removal or depositing of material and/or soil, disturbance of the natural drainage, erection of buildings, and grading of soil.

Conducting meetings during the Covid-19 pandemic has been challenging but using the remote GoToMeeting format, we have been able to conduct the necessary business for the town.

Commission Activities

Applications received-----5	Permits issued-----5
Agent approvals-----3	Violations-----2
Site walks-----3	

Most of our budget goes toward staff salaries, with the remainder going toward office expenses, state mandated legal notices, and other housekeeping items. Professional Technical Assistance expenses can include attorney's fees and engineer's fees for peer review. The town is reimbursed for any peer review expenses through application fees. The Wetlands Agent maintains weekly hours for public assistance and does site inspections each week for complaints, inspections for Zoning sign-offs, various road drainage issues, and compliance inspections for approved wetlands/zoning applications; as well as patrolling the town for any wetland violations.

Brief Financial Statement*	
Approved Budget	\$16,422.59
Additional Appropriations	\$0.00
Actual Expenditure	\$16,422.59

*\* These figures may not have been audited by the time of this publication.*

Many of the Commission members have served multiple terms, some spanning several decades. This dedication is commendable but also necessary as it has been difficult finding new volunteers willing to serve in protecting Chaplin’s natural resources. My hope is that more townspeople step up to meet this need.

Respectfully Submitted,



Scott Matthies, Chairman Chaplin Inland Wetlands and Watercourses Commission

Pete Kegler, Mike Jenkins, Doug Cates, Paul Deveny, Ginny Walton-alternate, Deb Field-alternate, Vacancy-alternate, Joe Theroux- Wetlands Agent, Suzanne Krodel-Recording Secretary.



## **Town of Chaplin, Connecticut**

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

[www.ChaplinCT.org](http://www.ChaplinCT.org)

# **Library Board of Trustees Annual Report 2019-2020**

The Chaplin Public Library provides the community with a variety of services, materials, resources, and programs. Materials include books, magazines, DVDs, and audiobooks. The library also offers free access to ebooks and audiobooks available through the digital lending library, Overdrive. In addition, free or discount passes to aquariums, state parks, and museums, such as the Atheneum and the CT Science Center, are available to all library patrons. Patrons have access to three public computers, a printer, a scanner, faxing, and Wi-Fi, as well as an early literacy station for children with educational programs and games. Programs for all ages are scheduled throughout the year, and the meeting room is also available for use by Chaplin residents during library hours. Under the Board of Trustees' review and direction, the Library Director serves as the administrative officer of the library and oversees use of the meeting room.

In the fiscal year 2019-2020, the library continued to present quality programming for patrons of all ages. The Wednesday Preschool Playgroup, which includes a story, related craft, and playtime for toddlers, ran every week while school was in session, and the annual Summer Reading Program provided children with reading activities and events throughout the summer of 2019. The library also ran events during the holidays and school breaks to promote library use by families. Popular programs included the end-of-summer Ice Cream Social, Halloween, and Take Your Child to the Library Day.

For adult patrons, the library continued participation in the CT Authors Trail and Quiet Corner Reads, and also continued the popular Cookbook Club and Chaplin Ukulele Band, which held a very successful community sing-a-long in November with over 50 people in attendance. The UConn League's Mah Jongg group also continued to use the library on Friday afternoons. Other popular events included a program about Benjamin Chaplin's Will and a workshop to learn about raising bees with Adam Fuller of A to Z Apiaries.

A Friends of the Chaplin Library group met several times and was in the process of the final stages of officially becoming a group and asset for the library when the pandemic began. Unfortunately, the library closed in March and many events were canceled or put on hold until a later date. While the library was closed, the director worked to provide the community with additional online resources for both children and adults. In April, the library hosted the Bicentennial Committee's event online to select a new town logo. Staff worked on doing a long overdue inventory of library materials. Several sections were completed during this time, and the inventory work continues when there is time. Virtual programs began in April with Preschool Storytime and a Tea Time Book Chat for adults via Zoom. On May 20th the library opened for curbside service following all the new COVID-19 guidelines.

Due to the pandemic and the building closure, circulation of materials decreased significantly for the last quarter of the year (March 16 - June 30). It is difficult to provide an accurate number of how many patrons used the additional electronic resources because data is only available from Overdrive ebooks and audiobooks. Despite the pandemic and closure for the last quarter of the



## Town of Chaplin, Connecticut

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

[www.ChaplinCT.org](http://www.ChaplinCT.org)

year, there were 4,051 patron visits, and 4,189 books and DVDs checked out. For curbside, there were 119 curbside patron visits, and 384 books and DVDs checked out.

On the board, we welcomed two new members, Adele Swart and Jeanette Haines. We thank Kelly Pothier and Eunice Edelman for their service on the board.

Fiscally, the library's budget ended up underbudget with \$5,590.32 remaining. The largest items underbudget were electricity with \$2,726.05 and propane with \$611.50. The pandemic situation left money in the Assistant Librarian salary, books, DVDs, and professional development. In normal circumstances, this money would have been spent.

### Brief Financial Statement

Approved Budget	\$79,100.16
Additional Appropriations	\$0
Actual Expenditure	\$73,509.84

Respectfully Submitted,

Sandra Horning, Library Director

Victor Boomer, Chairman

Leslie Ricklin, Vice-Chairman

Diane Cox, Member

Jeanette Haines, Member

Adele Swart, Member

William Jenkins, Member





# Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Website: [www.chaplinct.org](http://www.chaplinct.org) Telephone: (860) 455-0073 Fax: (860) 455-0027

## CHAPLIN PLANNING & ZONING COMMISSION ANNUAL REPORT FOR 2019-2020 FISCAL YEAR

The following is the Annual Report for the Town of Chaplin Planning and Zoning Commission (PZC), for business conducted during the 2019-2020 Fiscal Year. The information provided herein was tabulated by review of all meeting agendas, minutes, applications, permits, reports and other records of business conducted by the Chaplin Planning and Zoning Commission and its authorized agent during the 2019-2020 Fiscal Year (July 1, 2019 through June 30, 2020).

### **Introduction**

The Chaplin Planning & Zoning Commission is enabled by the Connecticut General Statutes (CGS), Chapters 124 & 126 and is guided by CGS Section 8, to oversee all aspects of land use, including the regulation, development, conservation and subdivision of land within the limits of the Town of Chaplin, to ensure the continued protection of the health, safety & welfare of Chaplin's residents & businesses. The Commission exercises this authority through the established provisions and procedures set forth in the Chaplin Zoning Regulations, the Chaplin Subdivision Regulations and the Chaplin Zoning Violation Enforcement Ordinance. In addition to the aforementioned regulatory documents, the PZC utilizes the adopted 2010 Chaplin Plan of Conservation & Development (POCD) as a guide for the decision making process of land use applications. The 2010 POCD also identifies several long-term & short-term goals for the PZC and also provides direction how to obtain and/or complete these goals.

### **Conducted Business**

During the 2019-2020 Fiscal Year, The Chaplin Planning & Zoning Commission held eight (8) regularly scheduled meetings, five (5) public hearings and cancelled four (4) regular meetings. The Commission reviewed and/or acted on two (2) special permit applications and two (2) unique zoning permits. Additionally, the Planning and Zoning Commission conducted two (2) preliminary, pre-application reviews at the request of applicants

The Chaplin Planning and Zoning Commission's authorized agent, Mr. Jay Gigliotti, Zoning Enforcement Officer, administratively issued nineteen (19) zoning permits for regulated construction activities; ten (10) garages, one (1) accessory building, one (1) swimming pool, three (3) decks, two (2) sign permits and two (2) accessory apartments. In addition, Mr. Gigliotti was able to certify the correct installation and construction of two (2) driveway aprons and also two (2) construction/ tracking pad entrances.

Mr. Gigliotti conducted sixty-eight (68) inspections related to previously issued zoning permits, thirty-four (34) inspections relating to driveway permits and/or drainage related issues, twenty-two (22) on site meetings with applicants, residents and/or property owners, fifteen (15) inspections for requested zoning compliance and sixty-two (62) inspections/ investigation relating to zoning enforcement in the Fiscal Year 2019-2020. As Chaplin's Zoning Agent, Mr. Gigliotti additionally is responsible for any "Town Planning" and also provides technical support and assistance for the Chaplin Historic District Commission and the Chaplin Zoning Board of Appeals.

### **Covid-19**

The Covid-19 pandemic has significantly affected the Planning & Zoning Commission's ability to hold in person meetings, process permit applications, update regulations and a host of other functions. In addition, the Zoning Enforcement Officer has had to alter the way in which normal business is conducted. Frequently this has resulted in meeting with the public outside the town hall and outside normal business hours. In addition, with the Town Hall closed to the public, the public's access to information was affected as well.

### **Revisions to Chaplin Zoning Regulations**

During the 2019-2020 Fiscal Year, the PZC continued to work on revisions to the Zoning Regulations. The commission has been working with town administration, other boards/ commissions, residents, contractors and other interested parties to identify which revisions should occur. In the 2019-2020 fiscal year, the Chaplin Planning & Zoning Commission continued their work to revise a significant number of sections and sub-sections in the zoning, as well as the subdivision regulations. A primary revision includes making the entire set of regulations more "agriculture-friendly". Making the regulations easier for the agricultural industry is one of the primary objectives identified in the 2010 Chaplin POCD. The POCD offers suggested revisions for a number of sections in the zoning regulations, in addition to agriculture. The commission will continue to work through the regulations and making revisions that are consistent with the 2010 POCD.

**Zoning Enforcement Ordinance**

The Zoning Enforcement Ordinance has been fully implemented since its adoption in 2012. The PZC has had success in achieving compliance with the zoning regulations, however, several properties remain non-compliant and are accumulating fines. Zoning enforcement matters frequently relate to signage, construction, illegal business activities, accumulated junk and unregistered motor vehicles.

**Chaplin Plan of Conservation & Development**

The Town of Chaplin Plan POCD is due to be revised in the year 2020. The Planning & Zoning Commission has begun this task of updating the 2010 POCD and shall continue to work on the update to this plan. The Covid-19 pandemic and the amount of applications requiring public hearings has delayed the commission with completing the POCD update, however progress continues in working toward this goal. The State of Connecticut requires all municipalities to revise their POCD’s once every 10 years and an extension has been allocated to municipalities due to the pandemic.

Respectfully Submitted,

Doug Dubitsky, Chairman

**Planning & Zoning Commission Members and Staff**

Doug Dubitsky- Chairman  
Pietro Fiasconaro-Vice -Chairman  
Eric Beer- Regular Member  
Randy Godaire-Regular Member  
Dave Garceau -Regular Member  
Alan Burdick -Regular Member  
Helen Weingart- Regular Member

Bill Ireland Alternate  
Ken Fortier- Alternate  
Jay Gigliotti- Zoning Enforcement Officer  
Kathy Scott, Recording Clerk

**Brief Financial Statement**

The Planning and Zoning Commission has an operation budget of approx. \$25,000 facilitating the employment of one (1) part-time zoning enforcement officer and a meeting recording clerk. Aside from the clerk and the zoning enforcement officer’s compensation, the planning and zoning commission budget has line items for advertising, postage, mileage and office supplies.

Approved Budget	\$24,965.05
Additional Appropriations	None
Actual Expenditures	\$23,148.13



**Town of Chaplin, Connecticut**

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

www.ChaplinCT.org

**Chaplin Recreation Commission  
Annual Report FY 2019-2020**

Chaplin Recreation continued to offer organized youth sports to Chaplin residents. As we have in previous years, we offer some of our programs to include youth from surrounding towns. We have found that offering our programs to include Hampton and Scotland (who do not have programs of their own) enhances our ability to provide a higher quality of instruction and competition. This year, we offered a popular Basketball program and several Soccer clinics both indoors and out. Unfortunately, due to the COVID-19 pandemic, we were forced to cancel our Baseball program. This cancellation came soon after we supported the “re-formation” of the recently disbanded “Chaplin-Hampton Little League” who also cancelled their season this year.

We continued construction of our 9-hole disc golf course. In March, we decided that although it was not yet completed, we installed the baskets to encourage people who were made to stay home due to COVID could get outside for fresh air. Since the baskets were installed, the course has been a big hit and gets used much more than we anticipated. We even have folks traveling from out-of-state to use our course.

In July, mostly due to a very generous donation, we offered a large firework display with an estimated attendance of 800-1000 people. We also had activities, live bands and food trucks. Continuing an annual fireworks display is now one of our goals.

For adults, we held our first Cornhole league which went quite well, unfortunately its continuation was held due to COVID.

Phase 2 of our playscape construction has been deferred due to this years other Capital Improvement Projects in town taking precedence. All equipment is currently stored at DPW awaiting funding to be erected.

Brief Financial Statement*	
Approved Budget	\$15,762.00
Additional Appropriations	\$0
Actual Expenditure	\$12,928.10

*\* These figures may not have been audited by the time of this publication.*

COVID-19 has added quite the challenge to both our programs and our way of business. We have been forced to hold meetings remotely and most outside at the park. Executive orders from the state have restricted the normalcy in everything we do.

Respectfully Submitted,



David Stone, Treasurer, Chaplin Recreation Commission

Other Members:

Matt Foster, Steve Landon, Chris Blair, Monica Arbo, Tim Barr, Amelia Nelson, Josh Woodward, Lauren Foster, Russ Jondreau



# *Town of Chaplin, Connecticut*

**Incorporated 1822**

**495 Phoenixville Road, Chaplin, Connecticut 06235**

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



---

## **REGISTRARS OF VOTERS Annual Report FY 2019-2020**

### **Registrar's Responsibilities**

The Office of the Registrars of Voters in the State of Connecticut is a position governed by the Connecticut General Statutes and financially supported by the municipality in which the registrar of voters serves. Registrars of Voters work closely with the Office of the Secretary of the State developing methods and procedures to ensure the voting rights of citizens and administering all elections based on current election laws (i.e. Federal, Municipal, Primaries, and Referenda). It is the responsibility of the Registrar of Voters of both parties to ensure fair and equitable implementation of all laws.

### **Duties of the Registrars include:**

- Receiving and processing all voter registration applications
- Keeping voter registry lists current
- Preparing and maintaining lists of active and inactive voters
- Conducting canvasses
- Scheduling and conducting registration sessions
- Preparing for and conducting elections.

Between July 1, 2019 and June 30, 2020, the registrars made changes to the Chaplin registry list including 128 additions; 127 removals; and 181 changes of name, address, status or party designation. As part of the required annual canvas of voters the registrars canvassed 131 voters based on lists of address changes provided by the State of Connecticut and on data on the number of years since a voter last voted.

During the fiscal year 2019-2020 the registrars conducted one election, a municipal election in November 2019. The usual budget referendums were not held in 2020 due to the restrictions created by the coronavirus pandemic. In the November 2019 municipal election there were 1556 names on the active voter list, 556 names checked as having voted (550 in person and 6 by absentee ballot), for a 35.7% voter turnout rate.

The Republican registrar, Eugene Boomer, has continued to take required courses to maintain his certified Registrar of Voter status. The Democratic registrar, Ann Lewis, who started in that position in December 2019, completed two of eight courses necessary to obtain certified ROV status as well as new registrar training offered by the Registrar of Voters Association of Connecticut. Both registrars

completed courses offered by the Office of the Secretary of the State on cyber security as well as participating in numerous conference calls concerning new election procedures put in place due to COVID-19.

For FY 2019-2020 the total budgeted amount was \$23,396.00 and the actual expenditures were \$12,490.81.

Respectfully Submitted,  
Eugene Boomer, Republican; Ann Lewis, Democratic

Deputies: Stacy Foster, Republican; Bruce Raymond, Democratic



## **Town of Chaplin, Connecticut**

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

[www.ChaplinCT.org](http://www.ChaplinCT.org)

# **CHAPLIN SENIOR CENTER Annual Report FY 2019-2020**

The Senior Center is open Monday-Wednesday 9:00am-2:00pm and Thursday 8:00am-2:00pm. The mission of the Senior Center is to enrich the lives of our Senior Community through friendship, educational, cultural, physical and social needs. The Senior Center provides programs and services to members 50 years of age and older.

Director: Roxanne St.Jean

Assistant: Lisa Kegler

Municipal Agent for the Elderly: Ann Lewis

Board of Directors: Doreen Bolduc-Chair, Catherine Dietrichsen, Ellen Gillon, Lisa Kegler, Ann Lewis, Carl Linkkila, Neil Muckenhoupt, Shirley Rakos, Carol Rose, Irene Schein & Walter Zlotnick.

The Center has had another successful year and our membership continues to grow. We currently have more than 300 registered members, who enjoy many of our Adult Education/Recreation Programs such as: Exercise Classes, Yoga, Massage, Reiki, Pickleball, Memoir Writing, Mahjongg, Bakers Club, Movies and Crafts. We also offer weekly opportunities to play bingo, cards & Nintendo WII. New classes and activities are added on a regular basis.

Informative presentations and classes such as: AARP'S 55 Alive, Fuel Assistance, Winter Weatherization, Financial Planning as well as Free Tax Assistance and Health Care related needs are offered on a regular basis.

We continue to team with Columbia and Windham Senior Centers to offer trips through Friendship Tours to our members. Our seniors have enjoyed local outings to Massachusetts, Rhode Island, Vermont and New Hampshire.

Monthly Blood Pressure Screenings are offered as well as a yearly flu clinic at the center. We are also pleased to have a licensed and certified massage therapist to provide the healthful benefits of massage therapy on a regular basis.

Our weekly lunch and breakfast programs continue to be a great asset to our organization. Delicious home cooked meals are prepared and served every Wednesday at 11:45am and Thursday morning at 8:00. This program not only provides nutritious meals but allows our members to enjoy weekly social events as well as volunteer their time.

Through Covid-19 the Senior Center continues to serve the community. Our twice weekly drive up lunches are popular with the seniors. We also offer online exercise, yoga, craft classes and more.

Monthly newsletters and calendars are available.

I would like to thank the residents of Chaplin for their continued support.

Brief Financial Statement*	
Approved Budget	\$83,007.74
Additional Appropriations	n/a
Actual Expenditure	\$67,832.16

Respectfully Submitted,

Roxanne St.Jean

Director



**Town of Chaplin, Connecticut**  
*Incorporated 1822*  
495 Phoenixville Road, Chaplin, Connecticut 06235  
Phone: (860) 455-0073; Fax: (860) 455-0027  
[www.ChaplinCT.org](http://www.ChaplinCT.org)

## **Town of Chaplin Annual Report Tax Collector FY 2019-2020**

CHAPLIN TAX COLLECTOR Annual Report FY 2019-2020 The Chaplin Revenue Collection Department is here to promote efficient, effective and equitable municipal tax collections for all of our customers. Our office must comply with state law and local ordinances through education and training. We must monitor legislation regarding municipal tax collection and inform our taxpayers of such.

This year with COVID 19 beginning in March 2020 a "Deferment Program" was established for the next FY with the support of the appropriate administration of the Town of Chaplin.

The collection rate on the current GL for fiscal year 19/20 ended at 99.2%.

Established full audit trail specifically for Chaplin records that include separate checking accounts for deposits as well as separate computer, safe and cash drawer etc. For Chaplin taxpayers convenience we schedule 2 sessions a year ( July and January) at the Chaplin senior center to collect taxes.

With COVID 19, our staff along with the town administration, continued to serve the residents of Chaplin for these sessions. Our office continued to work through the COVID pandemic and provide daily services to the Chaplin taxpayers.

A "Deferment Program" was established due to the Governor's executive orders. This program gave taxpayers an additional three (3) month grace period to pay their taxes without interest. Our office continued to work and provide services daily. An explanation and notification of the program to the taxpayers was a priority and a flyer was provided to all for a better understanding of the extended grace period.

The retirement of tax collector Gay St. Louis in May of 2020. We wish her well and thank her for the years of experience she has shared.

Brief Financial Statement*	
Approved Budget	\$36818.00
Additional Appropriations	\$0.000
Actual Expenditure	\$33910.84

*\* These figures may not have been audited by the time of this publication.*

Our Budget was slightly under spent this year due partially because conferences and workshops for continuing education were cancelled due to COVID. On the other hand, COVID did add additional expenses for tax bill preparation, postage and legal notice requirements.

It is our pleasure to work with the administration, as well as the taxpayers of the Town of Chaplin. We look forward to the next fiscal year being a simpler and safer year for all.

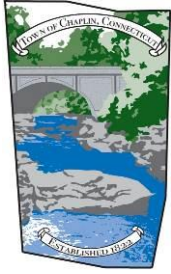
Respectfully Submitted,

Zayne R. Ring, CCMC, Collector of Revenue

Amanda Tashea, CCMC, Deputy Collector

Laurie Lamot, Revenue Assistant

Rechal Dominguez, Revenue Assistant



## Town of Chaplin, Connecticut

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

[www.ChaplinCT.org](http://www.ChaplinCT.org)

# Office of the Town Clerk and Registrar of Vital Statistics Annual Report 2019-2020

The Town Clerk is charged with serving the town on a nonpartisan basis and has an array of responsibilities. Included in these responsibilities are keeping land records, survey maps, military discharge records, trade name certificates, birth, marriage and death records, maintaining board and commission memberships, meeting dates and posting agendas and minutes, applying for a yearly historic document preservation grant, preparing for state and municipal elections, primaries and referendums and issuing absentee, military and overseas ballots, receiving campaign finance filings, publishing ordinances, issuing dog licenses, liquor permits, justice of the peace certificates, notary public renewals and complying with Freedom of Information requests.

During the fiscal year of July 1, 2019 to June 30, 2020 the office of the Town Clerk recorded 308 land records. The total income generated from recording these documents was \$46,985.00. Of these land records, 39 were property transfers which resulted in \$7,716,550.00 in real property sold in Chaplin and \$19,291.00 in collected conveyance taxes. Most of the recorded land records were in the form of warranty deeds, quitclaim deeds, mortgages, mortgage assignments and releases.

This year absentee ballots were issued for the 2019 Municipal Election, the annual budget referendum and two Region District 11 referendums. A total of 141 dog licenses were issued.

Each year the Town Clerk attends two conferences, however this year's 2020 Spring conference was canceled due to the COVID-19 pandemic. Among the presenters at the 2019 Fall conference were the Secretary of the State, State of Connecticut Business Services Division, the Department of Public Health and Blum Shapiro Consulting Services presenting on Cyber Security.

Approved Budget	\$59,696.80
Additional Appropriations	\$00.00
Actual Expenditure	\$54,256.48

I would like to thank the residents of Chaplin for allowing me to be your Town Clerk. It has been a pleasure to serve you and I look forward to the coming year!

Best regards,

Shari Smith

Chaplin Town Clerk

## **VITAL STATISTICS**

July 1, 2019– June 30, 2020

### **Births**

#### **In Town**

Male = 0

Female = 0

#### **Out of Town**

Male = 9

Female = 8

### **MARRIAGES**

In Town = 8

Out of Town = 4

### **DEATHS**

#### **In Town**

Male = 16

Female = 6

#### **Out of Town**

Male = 10

Female = 9



# Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

www.chaplinct.org



## Town Treasurer Annual Report 2019 - 2020

Town Treasurer Annual Report 2019 - 2020 The Office of the Treasurer is responsible for the depositing of town funds and funds transfers for the Town of Chaplin. Responsible for taking deposit funds to the bank weekly. Accounts handled are the General Fund, Senior Center, Recreation Department, Library and Capital Improvement Fund. Treasurer is responsible for the signing all checks for payment including payables and payroll for the Town of Chaplin, Chaplin Elementary School and the Parish Hill Junior/Senior High School. Responsible for Investment of the Town funds.

### Account Balances Period Ending June 30, 2020

#### Operation & Investment Accounts:

Operating Checking - Webster Bank	\$ 241,090.33
Operating Checking – Berkshire Bank	\$ 12,193.02
State of CT STIF Investments	\$ 507,119.18
Webster Investments	\$ 1,523,008.10
Revenue Collection Accounts Combined	\$ 52,627.44

#### Special Revenue Accounts:

Public Library	\$ 18,362.51
Recreation	\$ 7,317.90
Senior Center	\$ 23,525.93

#### Capital Improvement Account:

Webster Bank	\$ 584,091.30
--------------	---------------

Town Hall hours are Monday, Wednesday & Thursday 9 am to 3 pm and Tuesday 1 pm to 7 pm, Closed on Friday.

### Brief Financial Statement

Approved Budget	\$9,240.00
Additional Appropriations	\$0
Actual Expenditure	\$9,240.00

Respectfully Submitted,

Diana F. Alvarez  
Chaplin Town Treasurer

*This page intentionally left blank.*



## Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

www.ChaplinCT.org

# Tree Warden Annual Report FY 2019-2020

The health and safety of Chaplin's trees continue to be closely monitored and managed. Subsequent years of Gypsy moth defoliation caused the removal of hundreds, if not thousands of trees throughout town. Gypsy Moth defoliation was down to tolerable levels by the beginning of the 2020 growing season. DPW has been working diligently and is closing in on completing and catching up on removing trees that were lost from the infestation. Besides the annual DPW budget for tree removal, an extra \$30,000 was spent using CIP funds to remove the hundreds of dead trees still standing this year. Eversource has increased funding and has improved their efforts in town as well.

We're not out of the woods yet though. The Emerald Ash Borer which was first found in Chaplin in 2016 is now ramping up its infestation. The Spring/early Summer of 2020 is when the devastating effects of this insect were noted. Our Ash trees are now dying at an alarming rate. The biggest concern with Ash mortality unlike Oaks (which were hardest hit with Gypsy Moth) is that structurally a dead ash tends to fail quickly. This means we need to continue to be prepared to remove these trees soon after their death.

The COVID-19 pandemic did not affect the Towns or Eversource's tree removal and trimming efforts other than slightly slowing response times in storm situations.

Brief Financial Statement*	
Approved Budget	\$1,948.77
Additional Appropriations (CIP)	\$30,000
Actual Expenditure	\$1,618.17

\* These figures may not have been audited by the time of this publication.

Respectfully Submitted,

David Stone,

Tree Warden, CT Licensed Arborist S-4582

*This page intentionally left blank.*



**Chaplin Volunteer Fire Department  
Annual Report  
Fiscal Year 2019-2020**

The Chaplin Volunteer Fire Department has an annual budget of 101,950.00 of which we used 98,244.13. We had a busy year with 57 fire calls and 186 medical calls. We picked up 2 new members. This is great news considering how difficult it is attracting new members for volunteer departments. We continue to respond at an R1 level which means our EMT staff can perform up to their level of training which is an asset to the residents.

Covid made the year a little more challenging. Even with all the shortages of PPE, we were able to get all that the department needed to remain functioning at the appropriate level. Meetings and training became more challenging but we managed through it. We had no exposures that required quarantining any members.

Due to Covid there were no Town functions that we were able to assist with. We also were not able to have some of our fund raisers. We were still able to give a \$1000.00 scholarship to a graduating student from PHHS. We also gave a 200.00 scholarship to the most successful graduating student from the Chaplin Elementary School and \$250.00 to our local food pantry. All of these funds comes from money raised at our fund raisers.

Sincerely

Joe Pinto  
Cheif

*This page intentionally left blank.*



## Town of Chaplin, Connecticut

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

[www.ChaplinCT.org](http://www.ChaplinCT.org)

### CHAPLIN ZONING BOARD OF APPEALS

#### ANNUAL REPORT FY 2019-2020

The ZBA has the power to hear and decide appeals from decisions of the ZEO and to grant variances from the application of zoning regulations. The variance power is limited to extraordinary situations and must be in harmony with the general purpose and intent of the zoning regulation. Zoning variances run with the land and, once granted, they do not expire when a parcel is sold or transferred.

The 2019 – 2020 Fiscal Year was, again, completely uneventful. We received no applications and we held one meeting in December to vote for officers, approve our meeting schedule and approve our 2020-2021 FY budget. At that meeting, we elected Susan Peifer Chairman, Lisa Courcier Vice-chairman and Rosalie Gifford Secretary. We approved a FY 2020-2021 budget of \$1,605.00. We spent none of our FY 2019-2020 budget. We have held no meetings since the Wuhan virus infected the United States, so there was no impact.

The Zoning Board of Appeals schedules regular meetings on the 4<sup>th</sup> Wednesday of the month in the Chaplin Library conference room at 7:00 P.M. The meeting dates may be adjusted to the third Wednesday of November and December for the holidays.

Respectfully Submitted,

Susan Peifer, Chairman

Regular Members:

Lisa Courcier, Vice-chairman

Rosalie Gifford, Secretary

William Jenkins

Doug Cates

Alternate Members:

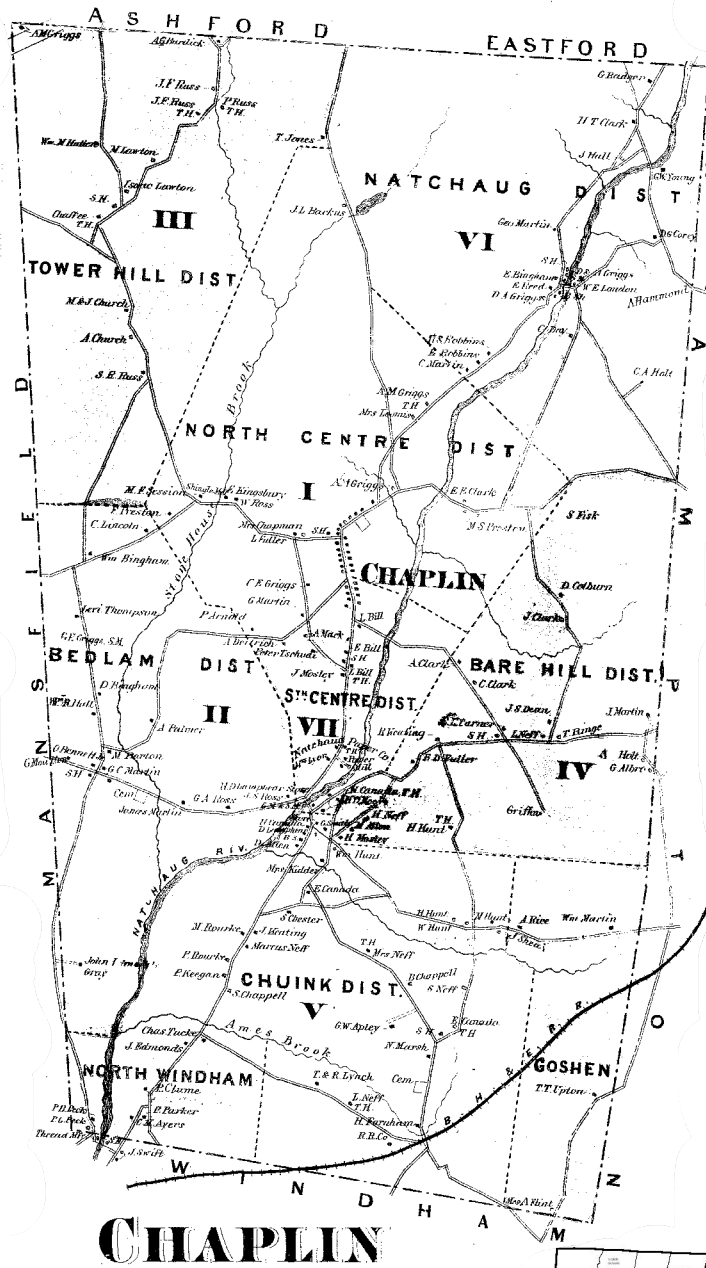
Paul Tetreault

Victor Boomer

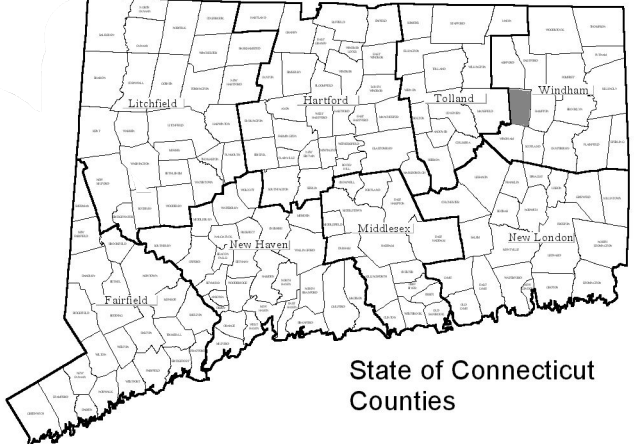
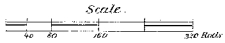
Brendan Kane

*This page intentionally left blank.*





# CHAPLIN



State of Connecticut  
Counties