

**BOARD OF SELECTMEN**  
**Regular Meeting**  
**Thursday, March 6, 2014**  
**MINUTES**

Members Present: William Rose, John Smith, Irene Schein and Karen O’Gorman, Administrative Assistant and Recording Secretary.

Others Present: Richard Weingart and Doug Dubitsky, Board of Finance

**Regular Meeting**

**1. Call to Order**

Bill Rose called the meeting to order at 7:00 pm

**2. Additions to Agenda**

Bill Rose made a motion to add 7F to the agenda – Town Buildings Discussion. Irene Schein seconded. All were in favor.

**3. First Audience of Citizens**

There was no first audience of citizens.

**4. Approve Minutes of Regular Meeting February 6, 2014**

Irene Schein made a motion to approve the regular meeting minutes of February 6, 2014. Bill Rose seconded. Mr. Rose and Ms. Schein were in favor. John Smith abstained.

**5. Communications and Reports**

**A. Trooper Report – January 2014**

The Board reviewed the Trooper Reports for February from the Resident State Trooper and from Troop D. A citizen of the town asked Ms. Schein about how many burglaries there were in town. That information is on the website. Ms. Schein also asked about an article from COST and Mr. Rose said that it had to do with overtime and fringe benefits. These charges only occur when you have to pay overtime, which the town does not. He also said that several towns are trying to share resident state troopers. COST is trying to get that done. In addition, the 911 calling centers are being reviewed again. There was a large consensus that it was not going to work in the first place and that there is not any cost savings.

**B. Board Members Reports**

Mr. Rose mentioned that we are seeing escalating costs on requests from Hampton Chaplin Ambulance Corps. It created a discussion at WINCOG. Many of the costs have to do with paramedic calls. An ad hoc subcommittee will be put together and

They will meet to get answers. Mr. Rose also went to a NECCOG meeting and the discussion was the same with regard to the paramedic program. With regard to the Tower Hill Road Bridge, Mr. Rose has the final prints. He hopes to get the work done this summer. The new fire truck was supposed to be delivered at 5:30 this afternoon. The first selectman and the town clerk have an FOI training session on March 18<sup>th</sup> at 5:00 in the library. With regard to border disputes, Eastford has been settled and they have finally gotten to a talking point with Mansfield to agree on a surveyor. We may need some money for that. In addition, with regard to Ms. Schein's question about Ms. O'Gorman retiring and what we are going to do about an administrative assistant, Mr. Rose felt it was a little early to start looking for a replacement. He feels we should start the process about six weeks before her retirement date of May 29<sup>th</sup>. Ms. Schein said the Board should discuss what the criteria would be. Mr. Rose suggested that they have a special Board meeting when the time gets closer. He already has a job description ready.

### **C. Board of Finance Discussion**

Dick Weingart did notice that the fire truck line was closed to zero. The Board of Finance is now into the budget cycle. The board presentations are Monday night and the Board of Education the following Monday, as well as the Board of Selectmen. The Board of Finance met on the 24<sup>th</sup> to go over the contents of what has been submitted. Andrew Daniels, Town Treasurer, came to the 24<sup>th</sup> meeting and presented his suggestions on collecting the information to do the budget forecast and he sent Mr. Weingart a very good template. He would also like to get Gay St. Louis' projections for tax revenues and tack tax revenues. Two budget review sessions have been scheduled. The public hearing is on April 14<sup>th</sup>. There may be the need for an additional budget workshop after the public hearing. A discussion took place with regard to the insurance meeting that was held. Mr. Rose noted that he would like to have a surplus sale with the Suburban and some other items that are presently at the Public Works. He would like to have the sale perhaps in the spring.

### **D. Correspondence**

Mr. Rose received packages from CL&P on their interstate reliability project. They will be starting very soon over at the Mansfield Hollow Dam site. We are going to be seeing some activity through Chaplin soon and both Joe Theroux and Jay Gigliotti have been alerted. Steve Guay was at the meeting so everyone is in communication. The only other correspondence is from Quintana's Memorials which indicated that there would be an increase from \$250.00 per set of four to \$320.00 per set of four for corner markers. This increase will take effect on March 17<sup>th</sup>.

## **6. Old Business**

### **A. STEAP Grant (Darling Pond, North Bear Hill Bridge)**

With regard to Darling Pond, we have gotten the final engineering report and the permitting has been done. We had a total budget of \$300,000 to do the work. So far, at this point, the design and permitting part of it was \$39,987. Mr. Rose got a very

Thorough and complete report and met with DEEP. The permitting costs are going to be \$5,970 and construction with 10% contingencies will be \$390,000. They suggested that they do an eight week construction observation, which is up in the air. That brought the budget to a total of \$492,000. Mr. Rose is applying for another \$200,000 in STEAP grants, which are due in April. With regard to the North Bear Hill Road Bridge, they have finally agreed on hours with the state.

**B. Community & Economic Development Commission**

Nothing at this time. The Board had decided to wait until after the budget process and town meeting.

**C. Energy Efficiency Project to the Library/Senior Center**

Nothing from John. Mr. Rose reported that the heating over at the Library/Senior Center complex is very high. The cost of propane has gone way up. The approximate total for heating costs for both buildings is \$25,000. Mr. Rose would like to do a few things at the library – would like to get insulation and install a vestibule in the library. He is working with Jess to get shades for the rest of the windows in the library. The furnaces in the Senior Center are getting to the end of their useful life. It was suggested to look into geothermal.

**D. Discuss All Pending and New FOI Requests**

Nothing at this time

**E. Update on Progress Report on the Cohen Project**

Nothing at this time, although Mr. Cohen has done presentations at the Chaplin Public Library.

**F. Budget Discussion**

Mr. Rose went over some budget information that is pertinent to the Board of Selectmen: General Government – main changes are in insurance – 3% increase with CIRMA. Also added \$3,000 to cover fire truck but overall down in total. ACO – down from last year because we are working with NECCOG. BOS – salary changes if the BOS chooses to do so. Would like to follow Public Works guidelines of 2% and 1% insurance contribution. Irene Schein made a motion to follow the Public Works for full time employees except for the library because of the merit increase. John Smith seconded. This would all become effective July 1<sup>st</sup>. Mr. Smith would be more comfortable having an executive session to discuss the matter. The motion was then withdrawn. Building, Grounds & Maintenance – have not gone out for mowing bid. Having the website updated and putting some money together to use Quasar but they would host the site so there is a small increase. Building Official and Burning Official – no change. Employee Fringe Benefits – increase in health insurance and a drop in unemployment compensation. Fire Marshal – no change. Police Protection –

increase of \$12,000. Public Works – salary increase, sand and salt – added some money – tree removal budget – increased. Sanitation – going up slightly. Tax Collector – main increase is QDS. They increased their price \$1,100. Town Memberships – Mr. Rose had a meeting about the Section 8 Housing Choice Voucher Program. They would like us to contribute \$1,463. Rebecca Fields has offered to come and speak to the board. Transfer Station – small increase. Tree Warden – Mr. Rose is asking for the same salary as the burning official. Also, in Building, Grounds and Maintenance, he has added a line for a stipend for the sexton and that would be the same as the burning official. CIP – Mr. Rose received a request from Ken Henrici. The three first selectmen met with the superintendent and did a walk through to point out specific issues that they are having at the school. The cost for replacing the boiler would be \$120,000 and to replace the roof would be about \$50,000. We need to figure out a way to finance these repairs. Mr. Weingart said that the Regional Board has the authority under their budget to do this and why are they coming to the towns. Mr. Henrici should attend the CIP meeting. Out of the capital projects, we need to do something for the Library/Senior Center and with regard to equipment. We have a 1978 payloader with four bald tires, which will cost \$6,000 to replace. He would like to look for a used, smaller backhoe in the \$50,000 range and look for it over the next couple of years and put \$25,000 in the CIP over the next couple of years.

#### **G. Employee Handbook Policies**

Nothing has been done on this to date.

#### **7. New Business**

##### **A. Tax Collector Refunds**

There are no tax collector refunds.

##### **B. Resignations and Appointments**

Bill Rose said that the Board needed to appoint the Agent for the Elderly. He had received a resume from Roxanne for Carol Palonen, who was the visiting nurse at the Senior Center. John Smith made a motion that the Board appoints Carol Palonen to the position of Municipal Agent for the Elderly. Irene Schein seconded. All were in favor. Bill Rose made a motion to appoint the School Working Group members for the school study as follows: Anne Sicilian, Angelina Pearce, Sandy Dunnick and Eric Kemp. Irene Schein seconded. All were in favor.

##### **C. Girl Scout Day Proclamation**

The proclamation was ready by Irene Schein. Bill Rose made a motion to accept the proclamation as read. Irene Schein seconded. All were in favor.

##### **D. Resolution of Endorsement regarding Nutmeg Network**

The town is going to make application for the grant money to join the Nutmeg Network. The state wants to put fiber connections into town halls and then be able to share the software with adjoining towns. Mr. Rose read the Resolution of Endorsement. Mr. Rose made a motion to adopt the resolution. Irene Schein seconded. All were in favor.

**E. FY 13 Homeland Security Memorandum of Agreement**

Mr. Rose read the Authorizing Resolution of the Board of Selectmen of the Town of Chaplin. Irene Schein made a motion to adopt the resolution. John Smith seconded. All were in favor.

**F. Town Building Discussion**

Ms. Schein commented that the William Ross Library needs a little attention if we are going to save the building. She is afraid that the building is going to deteriorate. The next thing that needs to go back on the radar is the grange. Mr. Rose needs to do research on the grange since the date for the town meeting is coming up. Ms. Schein asked if we were going to rent the front of the old post office. Nothing is happening right now.

**8. Other Business**

There was no other business.

**9. Second Audience for Citizens**

There was no second audience for citizens.

**10. Agenda Suggestions for Next Meeting**

STEAP Grant (Darling Pond and North Bear Hill Road Bridge)  
Community and Economic Development Commission  
Energy Efficiency Project for the Library/Senior Center  
Discuss All Pending and New FOI Requests  
Update on Progress Report on the Cohen Project  
Budget/CIP Discussion  
Employee Handbook Policies  
Building/Infrastructure  
Tax Collector Refunds  
Resignations and Appointments

**11. Date, time, and place of next meeting**

The next meeting of the Board of Selectmen will be April 3, 2014 @ 7:00 pm @ the Town Hall

**12. Adjourn**

The meeting adjourned at 9:12 pm.

Respectfully submitted,

Karen O’Gorman  
Recording Secretary