

BOARD OF SELECTMEN
Regular Meeting
Thursday, June 5, 2014
AMENDED MINUTES

Members Present: William Rose, John Smith, Irene Schein and Suzanne Gluck, Administrative Assistant and Recording Secretary.

Others Present: Richard Weingart, Board of Finance

Regular Meeting

1. Call to Order:

Bill Rose called the meeting to order at 7:04 pm

2. Additions to Agenda:

None

3. First Audience of Citizens:

There was no first audience of citizens.

4. Approve Minutes:

Bill Rose made a motion to approve the minutes of May 1, 2014 – Regular Meeting. Irene Schein seconded and it passed unanimously.

Irene Schein made a motion to approve the minutes of May 1, 2014 – Special Meeting. Bill Rose seconded and it passed unanimously.

Irene Schein made a motion to approve the minutes of May 16, 2014 – Regular Meeting. John Smith seconded and Bill Rose abstained.

Bill Rose made a motion to approve the minutes of March 20, 2014 which were previously tabled for more review. Minutes reviewed by the Board of Selectmen and were tabled again, to be reviewed at the next Board of Selectmen meeting scheduled for July 3, 2014.

5. Communications and Reports

A. Trooper Report – January 2014

The Board reviewed the Trooper Reports for May from Trooper Black and from Troop D. It was discussed that these reports need to be a better format and it would benefit the Board of Selectmen to have him attend the meetings quarterly for report. Dick Weingart stated that Trooper Black is often making rounds in town ~~and he receives updates.~~ (AMENDED PER THE 7/3/14 BOARD OF SELECTMEN REGULAR MEETING MINUTES, REMOVE “and he receives updates”.)

B. Board Members Reports

Miller Road Disturbance: Irene Schein received a resident complaint about a red GT Mustang with white detailing dragging down Miller Road disrupting the neighbors. She also witnessed this and stated it was very loud and noisy. She is not sure who it is but they have a CT license plate and has been seen visiting a resident on that road. Mr. Rose will report this to Trooper Black to investigate.

Border dispute/delineation with Mansfield: Bill Rose contacted Matt Hart, town manager for Mansfield about the budget passing and is waiting to hear back. He will also see him tomorrow at the WINCOG meeting to follow-up. The funds will not be available until 7/1/14.

School Study: So far the committee has met first in Scotland and then Hampton schools which also included a tour. Sixteen people broke into four groups to discuss different targets regarding cost, challenges, and size. The committee then received feedback from each group. We are seeing an increase of enrollment in the magnet school, which affects our numbers and we seem to be competing with public education in our own state. The next meeting scheduled is Chaplin Elementary and after that Parish Hill which will take us into October. Even though meetings may not be held until August, in the meantime they will continue to prepare for the next few months. John Smith asked what the situation was with the grant to pay for the study. Bill Rose stated he applied for it and will follow-up on Friday to get the status.

Tower Hill Bridge: Bill Rose discussed that status of the bridge. The engineering is complete, concrete bids are done and the bridge will be pulled out around June 20, 2014. They are leaving the existing abutments and excavating behind it. For aesthetics the field stone walls will stay and we will use wing walls for reinforcements. This will take about 2 – 2 ½ months which mean the bridge will be closed during this time.

Backhoe: Mr. Rose told the board that the backhoe will be here on Monday, June 9th. It has approximately 2240 hours and included in the purchase was \$30,000.00 worth of attachments. CIP funds were used for this purchase. Dick Weingart found another \$10,000.00 in clerk office LOCIP funds. These extra funds will need to be appropriated at Town Meeting and suggested it goes on the May agenda or it can even go on the agenda for a Special Town Meeting. Mr. Rose agreed.

Equipment Auction: Mr. Rose reported that we have miscellaneous equipment that we will be auctioning off. We will advertise in the Reminder and post on Google groups. There will be a bid form, lot numbers and payment must be in certified check.

C. Board of Finance Discussion

Mill Rate: Mr. Weingart reported that the BOF set the mill rate at 35.05 at their June 2nd meeting which is the same as presented at Town Meeting. The Tax Collector wants to get the Mill rate out to Quality Data asap for them to create the new tax bills.

Auditors: they will arrive Monday and Tuesday June 9th and 10th to work with Val Garrison and other staff members. Mr. Weingart and Val discussed questions and issues to bring to auditors. We assume they will follow the same schedule as last year. The auditor bids were discussed and we have another 3 years on this bid. We only received three bids this time and the board agreed to look at these more closely.

Budget Process: BOF would like to review the budget processes, maybe over a couple of meetings to get started on more concrete policies for what they do. One is a policy on the General Fund and managing surplus of undesignated or assigned funds. BOF would like to work with the BOS to get their input. There have been discussions from CT Gov Finance Officers also looking for these policies, maybe there are some out there we can review. BOF would also like to review the budget process and make improvements. Mr. Weingart also reported that some members expressed concern that there has been no report since January from the Tax Collector. Mr. Rose stated that there were a lot of special projects in the past few months but now that things have settled down we can get back on track. Mr. Weingart suggested we get report for July.

BOF Member Absence: One BOF member will be out of the country for the summer.

D. Correspondence

None at this time.

6. Old Business:

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

With regard for Darling Pond the DEEP permits are completed. We are short on grant funds and applied for an additional grant and Mr. Rose already talked to Tony Guglielmo. The grant was submitted around 5/17/14 and we probably won't receive notice until the summer. We are doing all the preliminary work that we can. With regard to the North Bear Hill Road bridge we are working on the final design.

B. Community & Economic Development Commission

Nothing at this time but the BOS agreed to get this started. A solid plan needs to be developed and John Smith suggested combining ideas with the Recreation Commission and to get some meetings scheduled.

C. Discuss All Pending and New FOI Requests

Nothing at this time

D. Update on Progress Report on the Cohen Project

Nothing at this time. The BOS suggested that Dennis O'Brien, the Town Attorney, should initiate a proposition asking Brian Cohen to bring forth a proposal for his intentions for the property.

E. Employee Handbook Policies

Nothing has been done on this to date. Ms. Schein suggested reviewing a couple of chapters each BOS meeting, the BOS agreed to this plan.

F. Building/Infrastructure/Grange Discussion

The building may need sprucing up before selling. Ms. Schein suggested painting it. Mr. Rose talked to Roberta Cardinal from REMAX about doing a walk-through, she is interested and will come up with a proposal; Mr. Rose will follow-up with her. The current market will determine what needs to be done to fix it up in order to sell.

G. Energy Efficiency Project for the Library/Senior Center

John Smith stated the project has been approved and gave an update. Mr. Smith handed out the breakdown for the utility incentive (see attached document). A project was put together on lighting upgrades and EMS system. There will be an increase in the electric bill in the next 4 years to pay off the extra costs. Mr. Weingart stated that the BOF cut about \$2500 on the library side and \$1000.00 on the senior center side in the propane line but this is still an increase from the previous year. Mr. Smith also said the insulation proposal was approximately \$30,000.00. Many of the materials can be purchased at Home Depot and can be done by our DPW staff instead of contracting the work out. Ms. Schein asked about the front door replacement but at this time it would be more cost effective to repair. Also the brick faced buildings are more costly due to the mortar repairs. Mr. Smith stated that money has not been allocated for this but the savings in propane should offset some of the costs. Ms. Schein moved to approve the project, Mr. Rose seconded the motion. No further discussion, all in favor, and abstained by John Smith.

H. Discussion regarding Recreation Commission

John Smith reported the Recreation Commission held a Special Meeting to pay off final items for the fiscal year. One proposed change is to get an ordinance change approved at the next town meeting to reduce members and they would like the BOF to stop by and discuss the changed processes. The reduction would come from the unofficial, non-voting seats. They can also invite Hampton and Scotland to their recreation meetings. The Recreation Commission will probably hold a lot of Special Meetings due to the fact the members are involved in many other boards in the towns and have limited availability. The members are excited about the future, would like to continue maintaining the field and work towards more community development. Mr. Rose said the ordinance can be addressed at the next Town Meeting. In regards to the playscape, we should have \$5000.00 in discovery money to replace our existing playscape. Mr. Rose stated that we need documentation on how much a new one will be, to develop a design, and determine how this grant money is supposed to be spent.

I. Award Mowing Contract FY14-15

K&M Lawn and Garden have received the mowing bid. References, equipment list and insurance were discussed with them. Next year the bid will go out in February or early March. Irene Schein moved to hire K&M Lawn and Garden for all bids, John Smith seconded the motion and it passed unanimously.

7. **New Business**

A. Tax Collector Refunds

None at this time.

B. Resignations/Appointments (Senior Center appointments, Tree Warden)

John Smith motioned to re-appoint the three Senior Center Board members, Paul Carbone, Ruth Randall, and Carl Linkkila to a 3 year term ending 6/30/17. Bill Rose seconded the motion and it passed unanimously.

Bill Rose motioned to re-appoint Dave Stone as the Tree Warden. Irene Schein seconded the motion and it passed unanimously.

A resignation letter was received by the Town Clerk for James Harrington, Recreation Commission on 5/21/14.

C. Approve CIP Closeouts

Irene Schein moved to close out the following accounts in CIP:

3305.10	Miller Road Drainage	\$108.28
3305.6	Sweeper	\$0.00
3305.15	Snow Plow	\$0.00
3315.5	COG Equip Grant Match	\$0.00
3320.1a	Main Street Cemetery	\$0.00
3320.7	Website Development	\$0.00
3320.8	Workforce One	\$0.00
3340.8	Refurbish Tanker ET209	\$0.00

Bill Rose seconded the motion and it passed unanimously.

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

Trooper Report
Board Members Reports
Board of Finance Discussion
Correspondence
STEAP Grant (Darling Pond, North Bear Hill Bridge)
Community & Economic Development Commission
Discuss All Pending and New FOI Requests
Update on Progress Report on the Cohen Project
Employee Handbook Policies
Building/Infrastructure/Grange Discussion
Discussion regarding Recreation Commission
Annual Report

11. Date, time, and place of next meeting

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

12. Adjourn

The meeting adjourned at 8:26 pm.

Respectfully submitted,

Suzanne K. Gluck
Recording Secretary

John Smith

Subject: FW: FINANCING APPROVED ON ALL MEASURES - Chaplin Library Senior Center

Bill,

I have an approved project from the Utility that includes **Lighting Upgrades, HVAC EMS controls**, along with some **Reconfiguring of the HVAC returns**. It also includes **Insulation** which is financed with no incentive. The insulation does not qualify for Incentives due to our fuel source not being natural gas.

Lighting Cost:	\$14,440.95		
EMS Cost:	\$33,599.00		
Incentive:	(\$10,707.48)	-	(CL&P)
Net:	\$40,383.01		
Insulation:	\$15,390.00	-	(financed at 0%)
Finance:	<u>\$52,722.47</u>	-	(0% 48 months)
Annual ELECTRIC Savings:	(\$4,793.38)	-	Lighting and EMS on the Cooling side.
Annual PROPANE Savings:	(\$9000.00)	-	35-40% savings per year. EMS on the Heating side and Insulation.
Combined Savings Annually:	(\$13,793.38)	-	At an estimated \$9000.00 propane savings per year.
Combined Savings Monthly:	(\$1,149.49)	-	This is a 12 month average. Savings will be much higher in the winter than in the other seasons.
Monthly fixed Payment:	<u>\$1,098.38</u>	-	(48 months at 0% on Electric Bill)
Combined Payback Period:	3.8 years		

**The electric savings is considered a safe number, though all savings are estimates because of variables. The propane savings is more a reflection of Cold Winters with current annual costs to the town between \$20,000 and \$24,000.

** As for new HVAC systems. This proposal is in the works. Geothermal is being investigated, but may not be a cost effective way to heat and cool our building because of the infrastructure needed to support the system. There may be heat pump options. This is in the works now. A new system is long term, and would qualify for its own incentives. The EMS and Insulation would adapt to a new system when and if that comes about.

** Stafford Mechanical is a preferred Utility contractor. They are able to work hand and hand with the utility in coming up with solutions that make sense and quantify the savings being generated by those solutions. They are also Con Serv's preferred HVAC contractor throughout CT, and The Town of Chaplin has used them successfully throughout the years.

****Our Insulation Contractor is Reed McNaughton from Dr. Energy Saver. They are also accustomed to the requirements set forth by the utility. Con Serv has a good working relationship with this company and prefers to utilize their skills over all others.**

****Con Serv, Inc. is not only a Utility SBEA qualified Contractor, they are a DAS Department of Administrative Services Energy Efficiency Contractor for the State of CT. Both of these positions have been put to Bid and allow State and Municipal entities to avoid the cost and burden of their own bidding process. Your project as it is written here is 100% approved and protected from alteration for 60 days or until the funds run out.**

****Lastly, there are a number of areas throughout the building on the ground floor that will need to be sealed to maximize our heating and cooling savings. The town can handle this work.
Some of the areas are: Entrances and Exits, Seams where brick meets plaster or sheetrock, wall sills where floor meets wall.**

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