

**BOARD OF SELECTMEN**  
**Regular Meeting**  
**Thursday, July 3, 2014**  
**MINUTES**

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

Others Present: Richard Weingart, Board of Finance; Andrew Daniels, Treasurer; William Jenkins, Registrar of Voters; Jim Randall, Director of Emergency Preparedness

**Regular Meeting**

1. **Call to Order:**

Bill Rose called the meeting to order at 7:05 pm

2. **Additions to Agenda:**

None

3. **First Audience of Citizens:**

There was no first audience of citizens.

4. **Approve Minutes:**

Irene Schein made a motion to approve the minutes of June 5, 2014 – Regular Meeting. John Smith seconded. Bill Rose questioned item #5 where it states “Dick Weingart stated that Trooper Black is often making rounds in town and he receives updates.” Dick Weingart confirmed statement is correct with the exception of “and he receives updates”. All were in favor of the amended minutes.

John Smith made a motion to approve the minutes of June 17, 2014 – Special Meeting. Bill Rose seconded and Irene Schein abstained.

5. **Communications and Reports**

**A. Trooper Report – June 2014**

The Board reviewed the Trooper Reports for June from Trooper Black and from Troop D. Bill Rose stated that he still would like a quarterly report from Trooper Black and will discuss with him.

**B. Board Members Reports**

**Tower Hill Road Bridge:** Bill Rose reported that work is still being done on Tower Hill Road Bridge and the road is still closed. Excavation is done and poured footings/rebar on the Westside. Bridge deck is scheduled and the repairs may go quicker than expected.

New Chaplin Website: Suzanne Gluck reported that she is making progress on the website. Data entry is completed for the boards, commissions, departments and members. Ms. Gluck estimates it will be completed by the end of July.

School Study: Bill Rose gave the board an update on the school study. Chaplin had their third meeting, Scotland and Hampton already had their meetings. The towns were presented with definitive options to look at. The four options discussed highlighting what is the most logistical scenario – financially and educationally. These meetings represent the study committee and citizens. They discussed travel times, costs vs. savings, and merging schools. But if all were to close and students were sent to Parish Hill the issue is the building is outdated and it isn't a good option. The next meeting is at Parish Hill.

Equipment Auction: The list of equipment has been declared at the last BOS meeting. The auction has been advertised in the Reminder News, Craigslist and Google Groups. We have 2 days scheduled for viewing. The bid forms will be opened at the BOS Special Meeting on Tuesday, July 15<sup>th</sup>.

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

Accounting Error: Dick Weingart reported that there was an accounting error at the school. Approximately 75,000 of expenses was left out of the report submitted and the account went negative. Bill Rose stated it was determined to be a personnel and not a procedural error. Andrew Daniels reported that we were notified on Monday, June 30<sup>th</sup>, the last day of the fiscal year. Some fees were assessed by the bank but rescinded and no checks had to be re-cut. Mr. Daniels spoke with the bank and if this were to happen again they will cover it until we are notified so no fees will be charged or checks have to be re-cut.

Resident Trooper Costs: Bill Rose discussed the increased cost for the Resident State Trooper. The bill came in and it was higher than what was budgeted for the 2013-2014 fiscal year. Mr. Rose contacted the comptroller at the CT Dept of Safety and was told that the increase was for indirect costs even though it is not directly related to our trooper. John Smith said he thought that it was in the contract that the amount may be higher. Mr. Rose agreed but said they thought it would be higher due to trooper costs, not administrative, this bill is a few thousand dollars higher than expected.

### **D. Correspondence**

None at this time.

## **6. Old Business:**

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

With regard to the North Bear Hill Road Bridge, we are in the permitting process and negotiating costs. Per Mr. Rose we are still planning on breaking ground next year.

With regard for Darling Pond, we are waiting to hear about a second STEAP grant to do the construction phase. With regard to Bedlam Bridge Mr. Rose stated he now has a new DOT representative that took the place of the previous contact who is now retired. The new

representative is having a hard time finding notes regarding this project and it has been a struggle.

### **B. Community & Economic Development Commission**

Bill Rose reported that he has been in touch with the Willimantic Chamber of Commerce asking for guidance and he was talking to Diane Nadeau about helping us to set up an Economic Development commission. They want to get involved and come to an August BOS meeting to do a presentation to help implement working with us to get this commission off the ground. Irene Schein asked what her credentials are. Mr. Rose stated that they have been networking with many businesses and have national chamber connections. Mr. Rose will schedule her to come in to see what they have to offer. Ms. Schein requested an update on Roberta Dwyer and if she is coming in also to present to the board, per Mr. Rose he did reach out to her but she has retired.

### **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. Irene Schein asked if Brian Cohen gave us a proposal. Mr. Rose stated that he was going to contact Denise O'Brian, Town Attorney to draft a letter. Ms. Schein suggested that the board contact Brian Cohen first to get a proposal to at least review it and have a discussion about it instead of waiting for the attorney to process a letter. Mr. Rose agreed and stated he will contact Brian Cohen.

### **E. Employee Handbook Policies**

Bill Rose stated that part of the employee handbook has been reviewed and the following are suggested changes:

Terms: (Section I – INTRODUCTION, page 1-2) the terms to clarify exempt vs. non-exempt needs to be addressed. We need to send the town attorney job descriptions to determine if they are falling in the correct category, we currently have a few exempt employees. The new laws coming are stricter on what employees are exempt and we should address this now. Also it needs to be determined if an elected official is an employee. In the same section, it states in the "Introductory/New Employee" subsection that "Introductory/New Employees are not eligible for Town fringe benefits described in this handbook, except as granted on occasion, or..." this should be re-written to exclude the "except as granted on occasion". Also, the term "Introductory/New Employee" should state "New/Probationary Employee". John Smith asked if this includes new elected employees, if so, the term probationary should not be used. Bill Rose stated that a labor attorney needs to review this. William Jenkins informed the board that registrars in other towns are paid a stipend and an hourly rate when working the polls, but he thinks it is more economic to pay them hourly instead of by stipend – does this determine them to be an employee? Mr. Rose agreed payment for elected officials varies and the town first needs to determine the legalities. Also regarding the six month waiting period, Mr. Rose stated that the waiting period for new employees to receive benefits is excessive and should be permitted after 90 days. John Smith and Irene Schein agreed. Mr. Rose will re-write this section and bring to the next BOS meeting for approval.

Vacation: (Section III – PAID LEAVE, page 21) Mr. Rose reviewed the section regarding vacation time and mentioned there was an issue in the past with some employees given verbal approval for extra vacation time. In the handbook it states “vacation time may be accrued up to five (5) days with flexibility”. Carrying over the 5 days is not a problem, but it should only be carried over the following fiscal year, otherwise it becomes an unfunded liability the town didn’t budget for. John Smith and Irene Schein agreed. Mr. Rose will re-write this section and bring to the next BOS meeting for approval.

**F. Building/Infrastructure/Grange Discussion**

Bill Rose contacted realtor, Roberta Cardinal, to look at the Grange but she had trouble getting into the building. He will try to schedule time with her next week.

**G. Discussion regarding Recreation Commission**

Nothing new to report. John Smith stated the commission has a July meeting and he will have more to report then.

7. **New Business**

**A. Tax Collector Refunds**

Irene Smith moved to approve the following tax refunds:

David J. & Susan C. Ouellet – \$19.94

David J. & Susan C. Ouellet – \$17.68

Lori A. Bertrand – \$10.79

John Smith seconded the motion, all in favor.

**B. Resignations/Appointments (Anne Marie Charland, Library Board of Trustees, June 20, 2014)**

A resignation letter was received by the Town Clerk for Anne Marie Charland, Library Board of Trustees on 6/20/14. William Jenkins stated that if the Library Board of Directors doesn’t make a new appointment in 30 days, then the BOS should. No new appointments at this time.

**C. Annual Report**

Irene Schein will write the Annual Report this year. Dick Weingart stated that Dianna Fiasconaro, BOF Coordinator, is ready to assist in the preparation of the Annual Report. Bill Rose suggested Suzanne Gluck and Dianna met to discuss the project and their roles to assist. Mr. Weingart will have Dianna reach out to Suzanne.

**D. Resolution – First Supplemental Agreement - North Bear Hill Road Bridge**

John Smith read the resolution. Bill Rose made a motion to approve the resolution, Irene Schein seconded, and all were in favor.

**E. Highway Safety Grant Application**

Bill Rose reviewed the Safety grant; this is a 100% reimbursable grant for speed detectors used from 7/1/14 to 9/30/14. It appears to be for special events only and for equipment that

would cost too much to maintain. John Smith stated that speeding on the back roads has been terrible since the bridge work has been in place and maybe this grant can help with these issues. Mr. Rose stated that this grant doesn't seem to apply to Chaplin. John Smith and Irene Schein agreed.

**F. Resolution – MMA Row (Municipal Agreement for Rights of Way Projects)**

John Smith read the resolution and Bill Rose explained that it is from the State of CT to apply for rights for drainage, parking cranes, etc when working in the town on projects. John Smith moved to approve, Bill Rose seconded and all in favor.

**G. Auditor Report Review including potential Budget deficit**

Dick Weingart informed the BOS that there is potentially a significant deficit at the Chaplin Elementary school due to the needs for Special Education students, unanticipated magnet school costs and the Student Transportation contract negotiations. One staff member from the school is on vacation and when she returns they will have a more definitive answer on how much it really is. Mr. Weingart will meet with Mr. Rose and Ken Henrici to identify the actual deficit. If the amount exceeds \$20,000 it will take a town meeting to get approval.

**8. Other Business**

Dick Weingart recommends that for next year's election they vote to have an alternate BOF member. In a June meeting they had members that were absent and they were down to 3 and the quorum is 4. Irene Schein stated that there have been issues in the past with low attendance by alternates at the meetings and if they attend occasionally then it isn't in the best interest of the town having them vote not being well informed of the issues. Bill Rose questioned if this is an ordinance change and Mr. Weingart concurred. Mr. Rose will follow-up on the process of getting another member.

**9. Second Audience for Citizens**

Jim Randall stated that the width of North Bear Hill Bridge is too narrow for the trucks crossing and fisherman on the bridge. Bill Rose stated that the ST of CT tells us how wide it can be and federal regulations will only allow us so much width.

**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

Tax Collector Refunds  
Resignations/Appointments  
Annual Report

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

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

12. **Adjourn**

The meeting adjourned at 8:33 pm.

Respectfully submitted,

Suzanne K. Gluck  
Recording Secretary