

**BOARD OF SELECTMEN  
REGULAR MEETING  
CHAPLIN, CONNECTICUT  
Thursday, February 4, 2016  
MINUTES**

**Members Present:** Matthew Cunningham, First Selectman; William H. Rose IV, Selectman; Irene Schein, Selectman.

**Members Absent:** None

**Others Present:** Dick Weingart, Chairman-Board of Finance; Jim Randall, Emergency Preparedness Director; Town Residents.

**1. Call to Order**

Matt Cunningham called the meeting to order at 7:03pm.

**2. Additions to Agenda**

None

**3. First Audience of Citizens**

Eunice Edelman, Library Board member, stated that she was present to support the request from the Library Board for a pay raise for Jessica Jahnke, Library Director. Sandra Horning, Assistant Librarian also supports the raise and stated that Jessica works beyond the 24 hours a week required. Marvin Edelman, Resident, also supports the Library board on their request.

Dick Weingart reported on a presentation by the Department of Agriculture on the emerald ash borer beetle and has concerns regarding the destruction of the ash trees in Chaplin. This is also a safety concern. Matt Cunningham reported that he is working with Dave Stone, Tree Warden, who is currently conducting an audit and on preventative measures. Currently there are minimal beetles in Chaplin.

**4. Approve minutes of: Regular Meeting Minutes of January 7, 2016**

Irene Schein made a motion to approve the regular meeting minutes of January 7, 2016. Bill Rose seconded the motion. All in favor.

**5. Communications and Reports**

**A. Trooper Report – January 2016**

The Board reviewed the statistics and noticed a drop in January.

**B. Board Members Reports**

Matt Cunningham reported that February is heart health month and that heart disease affects 1 in 4 Americans. He also reported that Eastern Highland Health District started initiatives to promote healthy lifestyles and these will be posted to the website and shared on Google Groups. On 2/18 at Windham Hospital there will be a community education seminar.

Bill Rose wanted to let the Board know that disparaging comments were made recently on social media regarding a Town employee and the he felt that it was inappropriate and should be addressed somehow. Mr. Cunningham also stated he knew about the comments and agreed it was inappropriate and unfortunately anybody can make comments like this on social media.

**C. Board of Finance Discussion**

Mr. Weingart reported that the BOF are currently processing budget submissions, meeting is scheduled for Monday night. Assessor memo received, for the 2015 grand list it increased 2.7%. Mr. Weingart has some concerns with the Governor's speech and the rework of the 2017 budget, but we could end up ahead due to the car mill rate tax abatement. Chaplin also received a few thousand dollars in grant money.

They are currently wrapping up the 2014-15 audits; auditors to present at the Monday meeting. The funds appropriated for the elementary school at the last Town meeting didn't pass through correctly but has been resolved and it will reflect on financial statement from auditors.

Regarding the salary increase for the Library Director – Mr. Weingart asked on behalf of the BOF that they be given documentation prior from the BOS so the BOF can review. Bill Rose agreed that this would smooth out the process and this can be given to the BOF in advance.

**D. Correspondence**

Mr. Cunningham read a letter from U.S. Department of Justice regarding investigation due to complaints in voting/referendums in some towns and they are looking for our policies/practices in Chaplin. He confirmed no complaints in Chaplin.

**E. Building/Infrastructure**

Matt Cunningham reported that the Town hall lighting is complete and is more energy efficient. ConServ is also working on a quote at the elementary school. Bill Rose reported on the Bedlam Road bridge –a couple of engineering firms may need to be engaged regarding quotes again. Regarding England Road bridge, we received some Federal funds for repair.

**F. Discussion regarding Recreation Commission**

Mr. Cunningham reported the commission is still working on volunteers.

**6. Old Business**

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

Mr. Cunningham reported on Darling Pond dam repairs and that all precast is in and Mattern Construction will be back in 2-3 weeks; we are ahead of schedule and within budget. Regarding North Bear Hill road the STEAP grant is in place. WMC engineering is working with DOT and DEEP. DOT wants a lot of rip rap, and DEEP fisheries want no rip rap. They are trying to come together to get a mutual agreement and hope to get started by 4/1.

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

Ms. Gluck reported that one FOI request was received from Rosae Watrous of Storrs on 2/3/16. Maintainers, dietary staff, custodial and road workers contracts were requested.

**C. Discussion regarding Shuba Lane**

Matt Cunningham reported no new updates.

**D. Status of School Study**

Bill Rose reported that the Boards of Education are developing their own survey to be mailed to residents of Scotland, Chaplin and Hampton.

**E. Employee Handbook Policies**

Matt Cunningham asked the Board to review the employee sick accrual policy. Currently Town employees are allowed to carry over 30 sick days, he asked the Board to consider aligning this policy with the DPW Union contract which allows them to carry over 70 sick days. The Board agreed to move this discussion to Executive Session.

**F. Mowing Maintenance/DPW discussion regarding organization and structure**

Mr. Cunningham stated the job description for the Foreman is being reviewed by the Town Labor attorney. The BOS discussed shared services, incorporating the mowing jobs into DPW and the purchase of equipment. Ms. Schein recommended a decision be made ASAP seeing it is budget time. The Board agreed more discussion should be held in a special/workshop meeting.

**G. Mansfield/Chaplin Border Study**

Mr. Cunningham reported that the Mansfield Town council met w/legal counsel and some of the town council had concerns about deeds and how they are written; they want the border to stay as close to the old border as possible. Our attorneys and assessor are going through the properties in question.

Bill Rose also brought up Old Route 6 – the Town owns it but it was never a town road. The State deeded to the Town of Chaplin as a piece of property. Mr. Cunningham will contact Gerry Stefon to get a quote for him to research this property.

Bill Rose also recommended Mr. Stefon look into the end of S. Bear Hill Road where it crossed into Chewink the Town never closed the piece by the cemetery so it can be addressed at Town meeting if necessary.

**H. Discussion regarding Public Safety and Resident Trooper Program**

Bill Rose stated that due to the 30% increase in the Trooper Program from last budget, this issue needs further discussion. The Board agreed that a presentation at a BOF budget public hearing would be helpful and have Trooper Black attend.

**I. Discussion on Energize CT Grant**

Matt Cunningham reported he is waiting for a quote from Stafford Mechanical for a new heat pump for Town hall to eliminate the multiple air conditioners being used.

**J. Job Descriptions**

No discussion.

**K. Neighborhood Watch: Discuss new signage request for Ridge and Palmer Roads**

Ms. Schein stated there are many wandering dogs and asked if we have a leash law. Matt Cunningham will reach out to NECCOG.

**L. Discussion on new vendor for GIS online mapping services.**

Mr. Cunningham reported that the Assessor, IWWC Agent, and Zoning Official have been working with the new vendor on functionality of the new GIS system. All requested changes have been made immediately.

**M. Discussion and possible action regarding leasing space in the Old Post Office Building.**

Mr. Cunningham and Bill Rose walked through the area to determine what repairs are needed. They need to determine what the lease per sq. foot (approx. 675 SQ FT) should be and also how the heating bill will be divided with the Trooper office.

**7. New Business**

**A. Tax Collector Refunds**

Bill Rose made a motion to approve a tax refund to Nissan Infiniti in the amount of \$289.52. Irene Schein seconded the motion. All in favor.

**B. Resignations/Appointments: Paul Carbone, Resignation-Board of Directors SR CTR.; Peter Stick, Appointment - Alt. IWWC.**

Matt Cunningham read a resignation letter from Paul Carbone. Irene Schein made a motion to appoint Peter Stick as an alternate for the Inland Wetlands Commission. Bill Rose seconded the motion. All in favor.

**C. Annual Reports**

No discussion.

**D. NECCOG – Resolution for Regional Revaluation**

According to Mr. Cunningham, the revaluation resolution needs to be accepted at town meeting. The NECCOG contract was reviewed by the Town Attorney, Dennis O'Brien. Bill Rose made a motion to endorse the resolution and the signing of the contract for the NECCOG Regional Revaluation pending approval of the legislative body at Town meeting. Irene Schein seconded the motion. All in favor.

**E. Transfer Station Attendant Open Position – Applications/Interviews**

Mr. Cunningham is finishing up the interviews and should have a new hire next week.

**F. Discussion Regarding Annual Budget/CIP Committee**

Mr. Cunningham reported that a CIP meeting is scheduled for 2/17/16. The Board agreed to schedule a Special Meeting on Monday, February 8, 2016 at 11:00am for a CIP/Budget workshop.

**8. Other Business**

Bill Rose suggested getting quotes to fix the sidewalk at Town Hall. If they are over \$7500 it needs to go out to bid. Matt Cunningham stated that Stafford Mechanical is getting a quote for heat for the Senior Center community room. Ms. Schein stated that they also have an underused kitchen at the Senior Center and these facilities are underused. It can be used as a Junior/Senior Center recreation facility. Mr. Cunningham agreed and stated that the recreation commission would like to continue the concerts in the winter time and this would be a great space.

**9. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.**

Sandra Horning stated that in addition to Jessica Jahnke being underpaid it is also a retention issue. Research was done to determine her appropriate pay rate by looking at other towns under 5000 residents as a comparable. She currently makes \$20.19, asking \$29.00 per hour. The CT Library Association recommends a minimum of \$27 per hour at entry level with MLS.

Dick Weingart stated he would like to see the Town establish and evaluate the salaries every few years and not do it during budget time per individual request. Mr. Rose stated that the benefit package comparisons need to be done.

**10. Agenda Suggestions for next meeting**

Communications and Reports

- Trooper Report
- Board Members Report
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Discussion regarding the Recreation Commission

Old Business

- STEAP Grant (Darling Pond, North Bear Hill Bridge)
- Discuss All Pending and New FOI Requests
- Status of School Study
- Employee Handbook Policies
- Mowing Maintenance/DPW discussion regarding organization and structure
- Mansfield/Chaplin Border Study
- Discussion regarding Public Safety and Resident Trooper Program
- Discussion on Energize CT Grant
- Job Descriptions
- Discussion and possible action regarding leasing space in the Old Post Office Building.

New Business

- Tax Collector Refunds
- Resignations/Appointments
- Transfer Station Attendant Open Position – Applications/Interviews
- Discussion Regarding Annual Budget/CIP Committee

**11. Date, time, and place of next meeting (March 3, 2016 @ 7:00pm @ the Town Hall)**

**12. Executive Session: Discussion concerning the performance of a public officer or employee per Connecticut General Statutes section 1-200(6) (A).**

Irene Schein made a motion to enter into executive session at 8:51pm. Bill Rose seconded the motion. All in Favor. Executive session ended at 9:30pm.

**13. Possible action on Executive Session discussion.**

Bill Rose made a motion that no merit raises will be approved at this time due to the economic climate and stretched budget for the Town of Chaplin. Irene Schein seconded the motion. All in favor.

**14. Adjourn**

The meeting adjourned at 9:32pm.