

**BOARD OF SELECTMEN  
REGULAR MEETING  
Chaplin, Connecticut  
Thursday, March 3, 2016  
MINUTES**

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

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

**1. Call to Order**

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

**2. Additions to Agenda**

Matt Cunningham asked that a new agenda item be added under new business: F. Review and possible action to approve the legal notice for the Special Town Meeting.

**3. First Audience of Citizens**

Jim Randall asked is the tree trimming company is done in Chaplin. There are still many trees pushing the secondary electrical wires, particularly Ridge Road. Mr. Cunningham will follow up.

Sandra Horning, Library Board Member, commented on the letter of denial for the Library Director's salary increase which was requested by the Library Board. She expressed their disappointment and asked for more clarification as to why. The Library Board turned in good comparables, i.e. Franklin being one, and the Chaplin Library Director is underpaid. Also the comparables offer medical insurance and still pays a higher salary. The Board also felt that this position is comparable to that of the Town Clerk which is higher paid. Mr. Cunningham stated that the other comparables that pay more also work more hours. The ones the Board of Selectmen used were local towns – Scotland, Hampton, and Pomfret. Mr. Edelman also stated that the Library Board was disappointed because they did not have an opportunity to be more involved with the Board of Selectmen during discussions of this matter. Mr. Rose stated that an extensive packet was received by the Library Board and they had much input in this recommendation. This request was handled the same as requests received from other boards. The Library Director's salary is in line with the size of the town in Chaplin and the requirements of this position. Mr. Cunningham stated that it was looked at carefully and agreed the salary is appropriate with the size of Chaplin.

**4. Approve minutes of: Regular Meeting Minutes of February 4, 2016 and Special Meeting Minutes of February 23, 2016**

Irene Schein made a motion to approve the minutes of the February 4, 2016 Regular meeting. Bill Rose seconded the motion. All in favor.

Irene Schein made a motion to approve the minutes of the February 23, 2016 Special meeting. Bill Rose seconded the motion. All in favor. Mr. Rose asked that the minutes be amended under item #2 Annual Budget Workshop – remove "Union Salaries to be negotiated" and replace with "Matt Cunningham will reach out to the Town Labor Attorney to determine when the salary re-negotiations are scheduled to take place."

**5. Communications and Reports****A. Trooper Report – February 2016**

There seems to be a decrease in the amount of calls from Troop D when Trooper Black is not working his shifts. Mr. Cunningham will find out what is the cause of this decrease to be sure we are getting the coverage we need. The Board discussed if Route 6 should or should not be monitored. The majority of the Board agreed it should.

**B. Board Members Reports**

None.

**C. Board of Finance Discussion**

Mr. Weingart reported that the 2014-2015 audit has been submitted to the State and the Town clerk received a copy. The auditors did a presentation to the Board of Finance on February 22nd. On March 14th the Boards & Commission start presenting their budgets. Mr. Cunningham, Ken Henrici, and Town Attorney Dennis O'Brien have been working on an appeal regarding the MBR shortfall in the education budget and hopefully by the end of March the appeal will be received by the State Board of Education.

CIP Committee met on February 17th and reviewed requests. The next meeting is scheduled on March 17th to finalize the plan.

**D. Correspondence**

None

**E. Building/Infrastructure**

Mr. Cunningham reported that they hope to have the North Bear Hill project started in the spring, but most likely will not start for 4/1/16 due to State agency approvals. WMC Engineering sent tree cutting survey so we can now remove the trees ourselves or hire a contractor. DOT is now ok with the rip rap which has been the issue between DEEP and DOT causing 6 months of delays. Currently it is not out for bid.

**F. Discussion regarding Recreation Commission**

Mr. Cunningham reported that basketball season is done and two teams went into the playoffs. Baseball season is starting soon.

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

Mr. Cunningham reported that the work at Darling Pond should resume in the next few weeks. Most of the work is complete, now grates and housekeeping needs to be done. Mr. Rose expressed concerns with the North Bear Hill Bridge project and that it has not gone out to bid yet – we may need to check about the Federal Bridge grant if there are limitations and if we need to re-apply.

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

None

**C. Status of School Study**

Matt Cunningham reported that as of today the Tri-Town BOE survey to the town residents has not been sent. According to the last Tri-Town BOE meeting they are looking for funds to pay for the mailing and may ask the First Selectman's of the Towns to use the grant money.

**D. Employee Handbook Policies**

None

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

Mr. Cunningham reported that he talked to Mansfield regarding shared services for mowing and they were not interested due to the moving of equipment, etc. Chaplin mowing bids are due April 7<sup>th</sup>. Regarding DPW he is still waiting on the job description for DPW from the Town labor attorney.

**F. Mansfield/Chaplin Border Study**

Mr. Cunningham reported that Mansfield was concerned that the Town border that they were observing is a resident border. Our assessor went through all the borders and this is not the case. This finding was sent to Rich Roberts and the Town attorney for Mansfield.

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

Mr. Cunningham spoke with Trooper Black regarding literature that can be distributed to residents. Unfortunately Trooper Black cannot do the DARE program. Mr. Rose suggested checking with Troop D. Ms. Schein asked that information be sent out regarding animal control and to update the website to make it easier to find.

**H. Discussion on Energize CT Grant**

Ms. Schein will bring information regarding a local solar workshop to the next meeting.

**I. Job Descriptions**

None.

**J. Discussion regarding leasing space in the Old Post Office Building.**

Mr. Cunningham reported that the resident interested in leasing changed their mind. He still wants to move forward with getting the building ready to lease and will do a walk through with the DPW foreman to see what needs to be done.

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

Mr. Cunningham finished interviews and will be offering the position to one of the candidates. There is a class for certification held by DEEP scheduled in March and he will send the new employee.

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

Bill Rose made a motion to move this agenda item to New Business – 7G. Irene Schein seconded the motion. All in favor.

**7. New Business****A. Tax Collector Refunds**

None

- B. Resignations/Appointments: Peter Stick, Appointment – Regular Member, IWWC.**  
Ms. Gluck reported that the previous appointment of Peter Stick as an Alternate for IWWC could not work due to the minority representation was not met, per Scott Matthies, Mr. Stick agreed to be a regular member instead. Ms. Schein made a motion to appoint Peter Stick as a Regular Member for the Inland, Wetlands, & Watercourses Commission. Bill Rose seconded the motion. All in Favor.
- C. Discussion regarding use of Community Center.**  
Steve Laume reported on activities at the community center and if there were changes to the room it can be utilized more, i.e. badminton, volleyball, in addition to pickle ball. The existing stage is not being used, if removed it would gain more area. Piping would need to be boxed in and a 4' enclosed area could remain for storage (emergency mgt materials). Current lighting is fine and heating seems sufficient. Mr. Rose suggested that the Recreation Commission should oversee this area. Mr. Cunningham was in agreement.
- D. Discussion and possible action regarding the NECCOG RPI Resolution.**  
Mr. Cunningham presented the RPI resolution to the board and that NECCOG has different programs that they are looking for the Town to endorse. Some examples are an addition to the Animal Control facility to house the excessive amount of cats; also hazardous waste facility and shared equipment services. The Board agreed that it could endorse the whole packet and choose the specific programs at a later date.
- E. Discussion and possible action to participate in the 2016 Small Cities CDBG Grant Application.**  
Bill Rose made a motion to participate in a 2016 Small Cities CDBG Grant Application to the Connecticut Department of Housing to continue the Hampton Regional Housing Rehabilitation Program, and authorize the First Selectman to sign the Joint Application Cooperation Agreement. Irene Schein seconded the motion. All in Favor.
- F. Review and possible action to approve the legal notice for the Special Town Meeting.**  
Bill Rose made a motion to approve the legal notice for the Special Town Meeting to be held on Wednesday, March 16, 2016 at 7:00pm at the Chaplin Town Hall, 495 Phoenixville Road, Chaplin, CT. Irene Schein seconded the motion. All in Favor.
- G. Discussion Regarding Annual Budget/CIP Committee**  
Public Works
- Reduce equipment rental to \$4,000
- General Government
- Paramedics – waiting on quote
  - Mowing – bids are not due until 4/7/16
  - Cemetery Software – added for \$5000

Emergency Preparedness

- Stipend for the Emergency Preparedness Director was discussed. Mr. Randall stated he did not want a stipend at this time.
- The Board discussed moving the disaster emergency center location from Town Hall to the Fire Department. The fire department is a much better location, more central and a larger area. Mr. Randall stated the antennas must be moved and there is a cost, but he has about \$12,000 in the fund to do this. Ms. Schein made a motion to move the Emergency Operations Center from the Town Hall to the Fire Department by October 1, 2016. Bill Rose seconded the motion. All in favor.

Employee Fringe Benefits and Costs

- Salary Increases - Mr. Cunningham reported that the Chaplin Elementary school gave a 3.5% salary increase last year and PHHS received a 3.0% increase. Should the town employees be aligned with the schools? Mr. Rose stated they never did before and also that the schools are union. He suggested waiting until the COLA is announced.

CIP Plan

- Vehicle Replacement – Mr. Cunningham stated at the last CIP meeting we wanted to develop a vehicle replacement schedule. Currently there is \$25,000 a year. The DPW has 3 plow trucks (1998, 1993, and 1994) and one needs to be replaced in the next couple of years, maybe another one in 5 years. Approximately \$140,000 per truck, minus the plow and sander. The Town should plan on purchasing a truck in 2019, the Board Agreed to set aside \$45,000 a year.
- Road Maintenance – DPW Foreman is getting quotes and suggests we increase the funds.
- NECCOG Reval – we don't need to keep putting \$12,000 aside. When it is time to renew we will see where we are at then.
- Relocation of museum – total budget to move is approximately \$50,000. Matt Cunningham to get updated quotes and present at Town meeting for the legislative body to decide.
- Bedlam Bridge – we need to get a quote from WMC.
- England Road – has been approved for Federal funds, do we need to put Town funds aside now for it.
- North Bear Hill Road drainage –\$250,000 for construction, we budgeted on \$200,000. Bump the \$40,000 up to \$50,000

**8. Other Business**

None

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

Mr. Randall discussed the community center and past use and that the emergency equipment is stored there because it is an emergency shelter for Chaplin.

**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.
- Discussion regarding use of Community Center

New Business

- Tax Collector Refunds
- Resignations/Appointments

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

**12. Adjourn**

Irene Schein made a motion to adjourn the meeting at 9:32pm. Bill Rose seconded the motion. All in favor.

**FOR JOINT COMMUNITY APPLICATION COOPERATION AGREEMENT**

**CONNECTICUT SMALL CITIES COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM**

This agreement entered into on the 17th day of March, 2016, by and between the Town of Hampton and the Town of Chaplin.

WITNESSETH:

WHEREAS, the Towns of Hampton and Chaplin have identified need in the municipalities to provide decent housing and related conditions, and

WHEREAS, the Town of Hampton contemplates submitting jointly with the Town of Chaplin an application for single purpose Block Grant funds under the Small Cities Program of the Connecticut Department of Housing for the purpose of meeting such needs, and

WHEREAS, the Towns of Hampton and Chaplin understand that the Town of Hampton will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract.

WHEREAS, it is understood that the Towns of Hampton and Chaplin and DOH have access to all participants' community development block grant records and authority to monitor all activities.

NOW, THEREFORE, pursuant the Towns of Hampton and Chaplin agree to cooperate in the submission of an application for such Block Grant Funds, and agree to cooperate in implementation of the submitted Small Cities Program, as approved by the Department of Housing.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development or other lawful authority, which it presently possesses.

ADOPTED on the 17th day of March, 2016.

On behalf of the Town of Hampton:

\_\_\_\_\_  
Allan Cahill, First Selectman

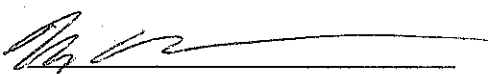
ATTEST: \_\_\_\_\_

Leslie Wertam, Town Clerk

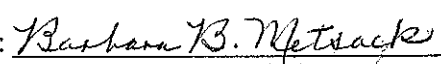
(SEAL)

The above cooperation Agreement has been authorized by the governing body of the Town of Chaplin, Connecticut, on March 3, 2016.

On behalf of the Town of Chaplin:

  
\_\_\_\_\_  
Matthew Cunningham, First Selectman

ATTEST: \_\_\_\_\_

  
Shari Smith, Town Clerk

Asst.

(SEAL)