

**BOARD OF SELECTMEN  
REGULAR MEETING  
Chaplin, Connecticut  
Thursday, July 7, 2016  
MINUTES**

**MEMBERS PRESENT:** Matthew Cunningham, First Selectman; Irene Schein, Selectman.

**MEMBERS ABSENT:** William H. Rose IV, Selectman.

**OTHERS PRESENT:** Dick Weingart, Chairman Board of Finance; Jim Randall, Director of Emergency Preparedness; Suzanne Gluck, Administrative Assistant/Recording Clerk; Joe Pinto, Deputy Chief Volunteer Fire Department; Karen Carrancio, Resident; Marvin and Eunice Edelman, Residents; Chris and Peg Mckleroy, Residents; Paul Siege and others.

**1. Call to Order**

Matt Cunningham called the meeting to order at 7:00pm.

**2. Additions to Agenda**

None

**3. First Audience of Citizens**

Jim Randall suggested a second sign at the new Chewink Cemetery. Ms. Schein stated that the new cemetery is an extension of the old and it is technically one cemetery. Mr. Cunningham will talk to the cemetery Sexton to see if it makes sense to add one.

Karen Carrancio read a statement to the Board expressing her concerns on how Mr. Cunningham is handling the educational process with Parish Hill High School and felt that they were misled. She asked that he provide documentation from Woodstock Academy and a more recent letter from E.O. Smith regarding taking our Parish Hill students. Mr. Cunningham informed Ms. Carrancio that he has a letter from Lyman High School and also a 2009 letter from E.O. Smith. His conversation with Woodstock was a high level one discussing struggling enrollment and that they would be open to a discussion in the future for taking P.H.H.S. students, but no formal offer was discussed at that time. He also agreed that documentation of that phone call was an oversight and in the future will be sure to do this.

Mr. Joe Pinto stated he had concerns with Mr. Cunningham posting his pre-election opinion on his Facebook page and felt that he should have a neutral opinion as a running official. Mr. Pinto stated that he contacted the State to confirm if it is ok for an elected official to take a stand on how to vote on an issue. Regarding the opinion on Facebook, Mr. Cunningham feels he is in the right to express his opinion on political issues and he did not do this at the electoral booth which is not legal. He stated that residents need to educate themselves on issues to help decide who to vote for during elections.

**4. Approve minutes of: Regular Meeting Minutes of June 2, 2016, Special Meeting Minutes of June 27, 2016.**

Irene Schein made a motion to approve the June 2, 2016 Board of Selectmen Regular Meeting minutes with a correction to spell out "EOS" to "E.O. Smith School". Matt Cunningham seconded the motion. All in Favor. Ms. Schein made a motion to approve the June 27, 2016 Board of Selectmen meeting minutes with the corrected header. Mr. Cunningham seconded the motion. All in Favor.

**5. Communications and Reports**

**A. Trooper Report – June 2016**

The Board reviewed the Trooper report. Mrs. Mckleroy stated she called the Trooper office to report gun shots in the middle of the night and was transferred to the Danielson barracks and

didn't get the response expected. Mr. Cunningham will follow-up and suggested in the future if they have concerns they should always call 911. The Board discussed that there is no noise ordinance in Chaplin but could consider a lighter ordinance not allowing high noise levels between the hours of 7am and 10pm.

**B. Board Members Reports**

None

**C. Board of Finance Discussion**

Dick Weingart reported that there will be a BOF meeting on 7/11/16 and that the tax bills went out. An engagement letter has been signed with the MAWC (Michaud, Accavallo, Woodbridge & Cusano) auditor group. We should receive at the end of the month a list of materials to be provided to auditors and who responsible for doing this. Audit is scheduled to begin after Labor Day.

**D. Correspondence**

Ms. Gluck reported that the State of CT Library approved the grant of \$4000 to the Town to purchase cemetery software.

**E. Building/Infrastructure**

Mr. Cunningham reported that a contract was signed with ConServ Energy to do the Firehouse lighting project. This will work hand in hand with the solar upgrade. Eversource approved the Town's Library/Senior Center and Firehouse for the solar project. A contract is signed and we are working out details of financing with Green Bank.

**F. Discussion regarding Recreation Commission**

Matt Cunningham reported on the activities scheduled for the Labor Day weekend at Garrison Park. They will be having a festival from Friday to Sunday including bands, food, fishing derby, and ribbon cutting. Also, they plan on having a bed race starting from Chaplin Street to the park if approved by the State to use Rte 198.

**6. New Business**

**A. Tax Collector Refunds**

None

**B. Resignations/Appointments**

None

**C. Status of School Study**

Dissolution vote passed in 2 of 3 towns and the study will move forward. Dan Syme and Alan Cahill have sent letters to RD#11 to initiate the study and assemble the committee.

**D. Discuss and possible action on the 2016-2017 Hampton-Chaplin Ambulance Corps, Inc. contract with the Town of Chaplin.**

Matt Cunningham reported that they are still trying to get justification on the price increase from Ben Brockett. Dick Weingart concurred that the Board of Finance did not approve the 10% increase last year. Irene Schein made a motion to table possible action on the 2016-2017 Hampton-Chaplin Ambulance Corps, Inc. contract with the Town of Chaplin until they get more information on pricing. Matt Cunningham seconded. All in Favor.

**E. Discussion regarding handicapped access at the Senior Center.**

Matt Cunningham spoke with Roxanne and she will see if there is a real need at this time if so they will get a quote. It is handicapped accessible but there is no button for the door to automatically open. It would be Capital Improvement Project (CIP) if approved. Peg Mckleroy stated that this project should be high priority for the Town. You should budget money to fix this and stop spending money on fixing Town roads. Ms. Schein made a motion to get estimates on upgrading to an automatic handicapped door at the Senior Center. Mr. Cunningham seconded the motion. All in Favor. Mr. Weingart suggested that the Library also be looked at when a quote is done.

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

Mr. Cunningham reported that Darling Pond Dam repairs are almost done, major work is done and now we need grass to come in to give final sign off. Regarding North Bear Hill Road bridge the job is now out to bid and bids will close on July 29, 2016. So far 10 contractors requested bid packets and work will begin next April. During construction the road will be closed.

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

Mr. Cunningham reported on an FOI request from Kim Martin asking for copies of letters sent to the Town from surrounding high schools offering to take the Parish Hill students. Documents that we had on file were sent and all fees were waived for copying the documents.

**C. Employee Handbook Policies**

None

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

Mr. Cunningham reported that interviews will be scheduled on Monday for the open Department of Public Works positions. Ms. Carrancio inquired about the Town taking over the mowing and Mr. Cunningham said it was researched and it would be too costly to purchase equipment and better to use a contractor at this time.

**E. Mansfield/Chaplin Border Study**

Mr. Cunningham reported that we are moving forward to finalize this issue. There is a statute which states that if a border crosses through a residence then they have an option of what school district to use for the abutting Towns.

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

No updates at this time.

**G. Discussion on Energize CT Grant**

Matt Cunningham reported that Action Air took measurements for a heat pump at Town hall to determine if this is a good place to spend the grant funds.

**H. Job Descriptions**

Matt Cunningham shared the Recording Clerk job description which was revised by the Town labor attorney. Irene Schein made a motion to adopt the Recording Clerk job description. Matt Cunningham seconded the motion. All in Favor.

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

Matt Cunningham reported that the DPW crew cleaned out the area to be leased.

**J. Discussion regarding use of Community Center.**

Mr. Cunningham stated that Steve Laume is ready to move forward to disassemble the stage. The new Recreation Director will be overseeing this project. Discussion continued regarding the types of activities to be used in the center.

**K. Status of Chaplin Museum re-location.**

Mr. Cunningham reported that he met with Director of Connecticut Conference of Municipalities (CCM) and they will use their resources in investigating what we can or cannot do with the museum. He is working with Mary Dunn from the State Historic Preservation Commission and Director of Grants/Historic Preservation including the CT Historical Register to do a site work; look at the deeds and a possible plan. Chris Mckleroy, Resident, cited CFR-36 and Article 67.3A regarding historic combination of two buildings. Mr. Cunningham stated that his interpretation of the deed, which would need attorney verification, that if the building were to be moved, the underlying land would revert back to the gifters. If the Town were to sell the building, then the heirs of the property would have the right of first purchase. He also stated that the purpose of investigating the move of the building was to put it in a location where they can use the building again and it needs parking and bathroom facilities. If it were to be located near the Library/Senior Center it can be set up with climate control to preserve documents and make it accessible to the public. Mr. Mckleroy stated that there would be no interest if it were to be converted back to a museum. Peg Mckleroy stated they would purchase the building from the Town, she feels that it would be a great expense to move it and how long would they really use it as a museum. Paul Siege stated as a member of a museum board and looking at the building it should stay where it is at. There are very little artifacts left to even be put on display. Ms. Schein stated she wants to see what the State has to say about the building so she too can make an informed decision and see what options we have. This is information gathering right now and is not costing the Town to see what we can do with the building. Mr. Cunningham stated that this would have to go to zoning, historic district and Town meeting to move the museum.

**L. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.**

Mr. Cunningham will work with Board of Finance and CIP committee for funding and also involve the new Recreation Director. He also talked to Roxanne St. Jean, Senior Center Director, about organizing activities to get historical information. Both Joe Pinto and Karen Carrancio volunteered to help.

**M. Review status of Conservation Commission.**

Mr. Cunningham has had difficulties meeting with the commission chair due to schedules; it seems to be a defunct commission at this time. Ms. Schein suggested doing a Google Groups email to look for volunteers. Mr. Cunningham stated that other towns have combined Inland Wetlands Commissions and Conservation Commission which makes sense but still needs to discuss with the Chair.

**8. Other Business**

None

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

Mr. Weingart stated that it would be good to share the results of the inquiry to the State regarding what elected officials can and can't do using private social media.

Mr. Pinto asked for more information on the solar panels. Mr. Cunningham stated the Town can purchase the panels or lease through Green Bank. Green Bank will pay to install and maintain panels with a 20 year lease. The Town must buy the electricity but it is cheaper than what we are paying now. Mr. Pinto asked if he can oversee the project, Mr. Cunningham agreed.

Mr. Pinto also reported that a few years ago the Firehouse was hit by paintballs and he is sending a piece of the siding back to Certainty to get answers to see what they will cover.

#### **10. Agenda Suggestions for next meeting**

##### Communications and Reports

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

##### New Business

Tax Collector Refunds  
Resignations/Appointments

##### Old Business

STEAP Grant (Darling Pond, North Bear Hill Bridge)  
Discuss All Pending and New FOI Requests  
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 regarding leasing space in the Old Post Office Building.  
Discussion regarding use of Community Center.  
Discussion regarding handicapped access at the Senior Center.  
Status of Chaplin Museum re-location.  
Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.  
Review status of Conservation Commission.  
Status of School Study  
Discuss and possible action on the 2016-2017 Hampton-Chaplin Ambulance Corps, Inc. contract with the Town of Chaplin.

#### **11. Date, time, and place of next meeting (August 4, 2016 @ 7:00pm @ the Town Hall)**

#### **12. Adjourn**

Irene Schein made a motion to adjourn at 8:37pm. Matt Cunningham seconded the motion. All in Favor.