

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, September 1, 2016
MINUTES**

MEMBERS PRESENT: Matthew Cunningham, First Selectman; Irene Schein, Selectman; William H. Rose IV, Selectman

MEMBERS ABSENT: None

OTHERS PRESENT: Jim Randall, Director of Emergency Preparedness; Residents Chris and Peg Mckleroy, Paul Siege and others.

1. Call to Order

Matt Cunningham called the meeting to order at 7:04pm.

2. Additions to Agenda

None

3. First Audience of Citizens

Jim Randall requested the Town purchase 3 aluminum awnings for the firehouse doors. He also requested cabinets be purchased for both bathrooms at the firehouse to store extra paper items to get them off the counter. Discussed flagpole and that the Town was approached to see if it can be used as a potential cell tower.

4. Approve minutes of: Regular Meeting Minutes of August 4, 2016

Ms. Schein made a motion to approve the regular meeting minutes of August 4, 2016. Bill Rose seconded the motion. All in favor. Matt Cunningham stated on page 2 under appointment for Paul Siege it does not state that motion passed, must add "Motion Passed". Ms. Schein made a motion to add "Motion Passed" under item 6B of the August 4, 2016 minutes. Bill Rose seconded the motion. All in favor.

5. Communications and Reports

A. Trooper Report – August 2016

Matt Cunningham reported that according to Troop D, the slight decrease in activity is due to low call volume throughout the region.

B. Board Members Reports

Mr. Cunningham reported that the new Chaplin newsletter called "Chaplin Neighborhood News" is coming out the middle of September, distributed to all residents and also at the Senior Center, Library, and Town Hall.

C. Board of Finance Discussion

None

D. Correspondence

None

E. Building/Infrastructure

Matt Cunningham reported that Ross Solar Company feels the overall cost of the project will be cheaper because the measurements worked out within 1-2% from what they figured. Now it gets submitted to CT Greenbank and they will come out to verify findings, if agreed with Ross Solar then the project will move forward before the winter.

F. Discussion regarding Recreation Commission

Mr. Cunningham reported on the Labor Day weekend events at Garrison Park. Flyers were handed out, posted information on Facebook – there will be camping, bed race, bands, movies, etc.

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

Irene Schein made a motion as suggested by the Tax Collector to approve a refund of \$138.92 to Carmen Cruz. Bill Rose seconded the motion. All in favor.

Irene Schein made a motion as suggested by the Tax Collector to approve a refund of \$74.66 to Gerard J. Labbe. Bill Rose seconded the motion. All in favor.

B. Resignations/Appointments

None

C. Proclamation Recognizing Red Ribbon Week for the Natchaug River Young Marines of Dayville, CT.

Matt Cunningham read the proclamation to the Board. The Board recognizes on behalf of the Town of Chaplin 2016 Red Ribbon Week for the Natchaug River Young Marines.

D. Discuss and possible action on the updated Fiscal Year 2016-2017 Employee Wage Schedule.

Matt Cunningham stated the Employee Wage Schedule needs to be re-approved due to the new hourly rates of the road crew and removal of mechanics rates. Bill Rose made a motion to approve the Fiscal Year 2016-2017 Employee Wage Schedule dated as of 9/1/16. Ms. Schein seconded the motion. All in favor.

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

Matt Cunningham reported that according to the engineer group, RTGroup, they received all outstanding Mattern Construction documents including as-built drawings and we are now just waiting on the final bills. We will be over budget, not sure how much at this point.

B. Discuss and possible action on the North Bear Hill Road Bridge project bids

Matt Cunningham reported a total of 9 bids were received this morning. Mattern Construction was the low bid at \$2,181,100.00. Engineer group WMC is verifying all bids, they will send to the State who in turn will make a recommendation (based on price and contractors reputation). They will also research if they have any outstanding workman's compensation bills, etc. If so, they will be eliminated from bids. It will then go to the Board of Selectmen. State engineers from CJM will also review the bids. Bill Rose informed the Board there once was a committee put together and they should probably be brought together again, we are required through the grant program to have this committee. Mr. Cunningham will follow up.

C. Discussion regarding handicapped access at the Senior Center

Matt Cunningham found a contractor, Professional Lock & Safe of Willimantic. The doors will either have to be modified or replaced and Professional Lock said it would probably be cheaper to replace the doors. Their quote for Senior Center door was \$9,434.90 and Library door \$5,485.00. Matt will be getting quotes from commercial door installers – Bill Rose suggested using the one who did the Town Hall doors. If the project is over \$7500 it has to go to bid. This will probably be CIP project that has to be approved by the Town.

D. Discussion regarding use of Community Center

No updates at this time.

E. Status of Chaplin Museum re-location.

No updates at this time.

F. Status of Dissolution Study

Matt Cunningham reported that the appointment by the Board of Finance to the Add/Withdraw Committee was Matt Foster and for the Dissolution Study Committee was Cesar Beltram. Moving forward all meetings will be posted to the Chaplin website to keep people informed.

G. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.

Matt Cunningham reported that Director of the Senior Center, Roxanne St. Jean started compiling memoirs. The next CIP meeting he will discuss setting up an account for this project.

H. Discuss All Pending and New FOI Requests

None

I. Employee Handbook Policies

None

J. Department of Public Works re-organization.

Mr. Cunningham reported the entire DPW either left or retired. We had no staff for about a week. New employees have been hired: Dave Stone, Supervisor; Justin McAvoy-Laflamme, Laborer/Operator; and Robert Lawlor, Laborer/Operator. Dave Stone will be attending UCONN T2 classes for more training; he also has a lot of experience as a supervisor.

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

Matt Cunningham stated that he talked to Ben Brockett and received justification on increase in contract. Per Ben the cost of training, stocking Narcan which is a new state requirement for first responders and the cost of epipens was an overall increase of \$5295.89 and \$2400.00 of that was passed onto us. This information was sent to Dick Weingart so he can bring to the Board of Finance. Bill Rose informed the Board that Jonathon Lillpop from the State, Mr. Muskett and Ben Brockett was supposed to submit a Chaplin EMS plan, it has been in the works for 2 years now. Matt will follow up on status.

L. Discussion regarding Public Safety and Resident Trooper Program

Matt Cunningham stated Trooper Black should hear soon about seatbelt grant he applied for.

M. Discussion on Energize CT Grant

Matt Cunningham stated in order to receive grant we have to benchmark energy use and show that it decreased. We didn't start benchmarking yet. Val Garrison, Finance Manager, is working on propane, oil bills, etc to start tracking.

N. Job Descriptions

Mr. Cunningham shared the attorney approved job description for Head Cook. Irene Schein made a motion to approve the 9/1/16 Head Cook job description. Bill Rose seconded the motion. All in favor.

O. Discussion regarding leasing space in the Old Post Office Building.

Matt Cunningham reported that the new DPW crew will be working on a plan to finish repairs to be done during slow days.

P. Review status of Conservation Commission.

Matt Cunningham will be meeting with Juan Sanchez after the holiday to discuss status of the commission.

8. Other Business

None

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

Peg Mckleroy asked if they are still considering the Old Post office location for the museum and is a lease in that space going to interfere with it. Mr. Cunningham said this space is still a consideration for the museum. Mr. Rose stated that the Town will have to vote to change the use of the building so leasing in the meantime will still be an option.

Jim Randall asked if a handicapped ramp will be installed at the Trooper's office. Bill Rose stated it is not required at the Trooper's office now, but if the space in front will be used then one needs to be installed.

Jim Randall stated that at the last meeting the bids were postponed until next year. Mr. Cunningham said it could not be postponed due to the federal grant money. Mr. Randall also asked about what repair is being done to the bridge on Rte. 198. Mr. Cunningham stated it is a State project and we do not have all the details on the repair.

Mr. Mckleroy asked if the new DPW supervisor can monitor the empty museum building and maintain it on a regular basis. Mr. Cunningham stated it can be added to his regular list of tasks.

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

Discuss status of new Chaplin EMS Plan

Old Business

STEAP Grant (Darling Pond, North Bear Hill Bridge)

Status of North Bear Hill Road Bridge project

Discussion regarding handicapped access at the Senior Center

Discussion regarding use of Community Center

Status of Chaplin Museum re-location.

Status of Dissolution Study

Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.

Discuss All Pending and New FOI Requests

Employee Handbook Policies

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

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.

Review status of Conservation Commission.

11. Date, time, and place of next meeting (October 6, 2016 @ 7:00pm @ the Town Hall)

12. Adjourn

Irene Schein made a motion to adjourn the meeting at 8:02pm. Bill Rose seconded the motion. All in favor.