

BOARD OF SELECTMEN
Chaplin, Connecticut
February 7, 2018
Special Meeting
MINUTES

Members Present: Matthew Cunningham, First Selectman; William H. Rose IV, Selectman; Anthony Pinto, Selectman (arrived at 2:25pm).

Members Absent: None

1. **Call to Order:** Mr. Cunningham called the meeting to order at 2:21pm.
2. **Discussion and Possible action regarding the FY 2018-2019 Budget.**

TRANSFER STATION:

44505	Salary: Attendant	8,736.00
44510	Salary: Assistant	505.14
44515	Advertising	0.00
44517	Containers	0.00
44520	Decals	0.00
44525	Disposal - Anti-Freeze	1,000.00
44530	Disposal - Bulky Waste	13,000.00
44535	Disposal - Household Chemicals	1,750.00
44540	Disposal - Refrigerant	500.00
44543	Disposal - Singlestream	0.00
44545	Disposal - Tires	400.00
44550	Haul Bulky Waste/Iron	11,500.00
44553	Haul Singlestream	0.00
44555	Light Iron (Credits)	(1,500.00)
44560	Permit Fees	0.00
44565	Supplies	700.00

Discussion: Salaries will be discussed in Executive session. Mr. Cunningham to follow up regarding new rates for MID-NEROC. He will also check with DPW employee that works at the transfer station if a porta potty is needed, or if he prefers to use the DPW bathrooms. The permit is not due again until 2022, remove this cost.

SANITATION:

40510	MSW & Collection	51,500.00
40515	Recycling - News # 6, Commingled	0.00
40520	Residential Collection	123,800.00
40525	Singlestream (Credits)	(1,250.00)

Discussion: Willimantic Waste contract states a 3% increase.

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27100	First Selectman's Salary	42,970.56
27101	Selectman's Salary	4,100.50
27102	Selectman's Salary	4,100.50
27103	Salary - Admin Assistant	38,134.28
27104	Secretary	0.00
27105	Conferences/Dues	300.00
27106	Legal Notices	850.00
27107	Mileage	600.00
27108	Office	750.00
27109	Postage	150.00

Discussion: The salaries will be discussed in an Executive session.

TOWN MEMBERSHIPS:

44050	ACCESS Agency	500.00
44055	Area Trail Maintenance Program	250.00
44060	Chaplin Section 8 Housing (New FY 14-15)	0.00
44100	CT-Conference of Municipalities	0.00
44101	COST	725.00
44102	Covenant Soup Kitchen	200.00
44103	Dial-a-Ride	4,717.00
44104	Meals on Wheels	1,050.00
44105	NECASA (Substance Abuse)	0.00
44106	No Freeze Shelter	400.00
44107	Sexual Assault Crisis	825.00
44106	United Social & Mental	1,613.50
44109	VNA East (Service ends FY 13-14) Capital Region Purchasing Council	500.00
44110	Walking Weekend-Last Green Valley	250.00
44111	WINCOG/NECCOG	2,142.00
44112	Windham Reg Comm Council - VA	1,000.00

Discussion: The Board agreed to remove CCM and to continue with COST only. Mr. Rose made a **MOTION** to remove 44109 VNA East and add in Capital Region Purchasing Council. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to remove WINCOG from line item 44111. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Rose stated that NECCOG is also pushing to offer municipalities Veteran Affairs services.

Mr. Cunningham reported that NECASA is not asking for funds due to the State budget cuts to this organization. Some type of restructuring is planned; this is a shame due to the fact there is an opioid epidemic and these services are needed.

Mr. Rose discussed with the Board the benefits of the Capital Region Purchasing Council and that there are many different services the Town can take advantage of at a reduced rate. Also, no letter/request received from Chaplin Section 8 housing and no funds budgeted for the last few years, remain at 0.00.

BUILDING, GROUNDS AND MAINTENANCE:

28050	Armor Security	0.00
28075	Building Maintenance	TBD
28075.1	Volunteer Fire Department	TBD
28075.2	Town Hall	TBD
28075.3	Library	TBD
28075.4	Senior Center	TBD
28075.5	Old Post Office (Trooper Office)	TBD
28075.6	Old Museum	TBD
28075.7	William Ross Library	TBD
28080	Cemeteries	
28080.1	Grounds Maintenance	100.00
28080.2	Lawn Maintenance/Mowing	10,000.00
28080.3	Monument & Marker Maintenance	3,000.00 TBD
28080.4	Cemetery Stipend	1,511.43
28080.5	Monument & Corner Posts Purchases	0.00
28080.6	Cemetery Software	0.00
28080.a	Grant – # 024-01-17	0.00
28080.b	Maintenance and Supplies	1500.00
28101	Cleaning Supplies	250.00
28102	Custodian	3750.00
28105	Grounds Maintenance/Mowing	0.00
28106	Hardware and Software	
28106.1	Equipment Purchase/Hardware	1500.00
28106.2	Software	500.00
28106.3	MS E-Mail Exchange	4,000.00
28106.4	Copiers - Lease	TBD
28106.4.a	Coper – Town Hall	TBD
28106.4.b	Copier – Town Clerk	TBD
28106.4.c	Copier – Senior Center	TBD
28109	Web Development/IT Support	
28109.1	IT Support	4,000.00
28109.5	Web Development and Maintenance	550.00
28115	Utilities	
28115.1	Cable/Internet	960.00
28115.2	Electricity	8,300.00
28115.3	Heating Fuel/Propane	3,000.00
28115.4	Telephone	3,000.00

Discussion: The Board discussed creating sub-categories under the Building Maintenance (line item 28075) showing each building. This way it is separate and easier to track and all repair requests should go through the Board of Selectmen. New line items to be set up and discussed for next budget meeting.

Mr. Pinto mentioned the siding repair at the firehouse and if this should go under CIP, Mr. Rose said yes if over \$5000.00 and a one-time repair. Mr. Pinto also asked about the new porch and moving the air handlers (recommend they be moved and not a temp roof built).

Mr. Cunningham requested that the fence be installed at Bedlam cemetery.

Mr. Rose made a **MOTION** to remove 28080.a Grant-#024-01-17. Mr. Cunningham seconded the **MOTION**. All in favor. **MOTION** passed.

The Board discussed the cost of the new leased copiers. These expenditures should also have sub-categories to show the separate costs from Town Hall, Town Clerk, and Senior Center copiers. Mr. Cunningham will talk to Dick Weingart, Board of Finance Chairman, about this change.

Mr. Cunningham reported that the old museum still has an electric meter that needs to be pulled. This is costing the Town approximately \$40.00 a month and it is not needed. The Board agreed that the heating costs should also be separate by building.

Mr. Cunningham will check with cemetery sexton regarding the Monument & Marker Maintenance costs.

Cemetery stipend to be discussed in Executive session. Data entry costs for the new cemetery software will be out of maintenance and supplies.

3. **Personnel Matter: CONFIDENTIAL** discussion regarding a request for a change in job classifications at the library to include a wage increase for the Assistant Librarian position; subject to be discussed in **Executive Session** per General Statutes section 1-200(6)(A), upon motion and vote of the Board of Selectmen.

Mr. Cunningham made a **MOTION** to enter into Executive Session to discuss a request for a change in job classifications at the library to include a wage increase for the Assistant Librarian position. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Cunningham, Mr. Rose, and Mr. Pinto entered into Executive session at 5:11pm.

Executive session ended at (INCOMPLETE INFORMATION). The BOS special meeting resumed at (INCOMPLETE INFORMATION).

B. Possible action on items discussed in **Executive Session**. (INCOMPLETE INFORMATION).

4. **Adjourn:** The Special meeting adjourned at (INCOMPLETE INFORMATION).