

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, February 1, 2018
MINUTES**

Members Present: William H. Rose IV, Selectman; Anthony Pinto, Selectman.

Members Absent: Matthew Cunningham, First Selectman.

Special Guests: Donna Hamzy and Kevin Maloney from CCM (Connecticut Conference of Municipalities).

Others Present: Dick Weingart, Chairman Board of Finance; Sandra Horning, Head Librarian; Marvin and Eunice Edelman; Peggy Church; Chris McKleroy; Robert and Stephanie Lawlor; Daniel Ostman; Warren Church; Thomas Moser.

1. **Call to Order:** Meeting was called to order at 7:01pm
2. **Additions to Agenda:** Mr. Rose added agenda item #7F – Discussion and possible action regarding the Town of Chaplin Employee Wage Schedule.
3. **Connecticut Conference of Municipalities (CCM) Presentation by Donna Hamzy and Kevin Maloney:** CCM representatives discussed the benefits of membership with their organization.
4. **First Audience of Citizens:**
Warren Church asked about the status of the Horizontal Curve Project (curve signs that were installed) and if the First Selectman received information from Town Council, it has been 2 months. Mr. Rose stated he does not have an update from Mr. Cunningham but will talk to the Town Attorney Dennis O'Brien to get an update.

Chris McKleroy wanted to see if any action has been taken on the appraisals for the old museum and William Ross Library yet and if the update can be conveyed back to Nell DeVane and himself. Mr. Rose will talk to Mr. Cunningham to see where it is at.

Peggy Church, asked about getting lines painted on roads. Mr. Rose stated we were supposed to get lines on the corners of where the new curve signs were installed. Other areas it should go to Town meeting to get opinion from the residents.

Sandra Horning stated that she had concerns about the handicapped access doors at the Senior Center/Library building. She was not a part of the discussions regarding this project and was unaware until she saw that the doors were partially installed. Mr. Rose did not know she wasn't involved in the plans. Mr. Rose discussed the expandable accordion door to close off the Senior Center area when library is open and if the Senior Center is closed. Ms. Horning was concerned about evening events with handicapped people, do they come in through Senior Center then the library and have to have a key to the whole building? Why are we taking out the ramp and access for handicapped in front of the library? Mr. Rose stated if they don't take it out it must get fixed. Maybe the library meeting room shouldn't be used for these meeting, instead use the community room. During the workshop on the use of Town buildings they will address this issue.

Thomas Moser, 499 Tower Hill Road, asked for an update on road repair near his house, gutter is about a foot deep now. One side of the road was repaired but not the other side. Mr. Rose will follow up with David Stone, DPW Supervisor. Mr. Church also mentioned a section on Chaplin Street needs repair.

5. Approve minutes of: Board of Selectmen Special Meeting Minutes of January 8, 2018, January 10, 2018, January 24, 2018, and January 26, 2018.

Mr. Pinto made a **MOTION** to approve the 1/8/18 BOS Special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the 1/10/18 BOS Special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to approve the 1/24/18 BOS Special meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to approve the 1/26/18 BOS Special meeting minutes. Mr. Pinto seconded the **MOTION**. Discussion: Minutes to be amended, time change to when Executive Session ended at 4:50pm and when the Special meeting resumed at 4:50pm. All in favor. **MOTION** passed.

6. Communications and Reports

A. Trooper Report – January 2018: The Board reviewed the report and it remains consistent.

B. Board Members Reports: Mr. Pinto discussed the purchase of items from Connecticut Casket and that he felt the expenditures were too high. Matthew Cunningham, First Selectman, was going to talk to the owner about this issue to get a refund. Mr. Pinto spoke with the owner and he confirmed that he will refund the Town \$800 for the used oil burner purchased and we should get a check at the end of the February. Mr. Pinto questioned why we are not getting a refund for the Jolley blocks. Mr. Rose explained in more detail the purchases from Connecticut Casket Company by the Town.

C. Board of Finance Discussion: Mr. Weingart reported that the 2018-19 budget process is underway. All agency budgets are due by 2/9 and the first presentation meeting to the Board of Finance is scheduled for 2/26. Mr. Weingart stated they would like to meet with the Board of Selectmen on 3/12 for their presentation and the Board of Education on 3/19. The Board of Finance hearing is scheduled for 4/9.

Mr. Weingart also discussed the CIP Committee and that they met twice so far and should be one more meeting to finalize the projects. The BOF approved financial statements for 2016-17, audit is complete. At the last town meeting there was an appropriation for the school due to a deficit – they are documenting financial procedures so we don't have a situation in the future. A working group has been put together to document financial procedures (Mr. Rose, Cesar Beltram and William Hooper).

D. Correspondence: None

E. Building/Infrastructure: Mr. Rose reported that DPW is working on the community center and prepping for paint work. A contractor was hired for tile work, but no date scheduled right now.

F. Discussion regarding Recreation Commission: Mr. Rose reported that a new ice skating rink was installed under the pavilion at Garrison Park.

G. Discussion regarding the Chaplin Community and Economic Development

Commission: Irene Schein updated the Board that the commission continues to work on the Maypole festival. She also met with Pastor Roger Bolduc and they will join forces with the festival and Country Fair. Darcy Richards made a template for the festival signs. The commission is still working on music and vendors.

She is also going to Mansfield Senior housing to take pictures to see if they have plot plans to review to determine if this is what we want in our town. Discussed senior housing.

Ms. Schein also asked if an event coordinator position can take place of the current recreation director position.

7. New Business

- A. Discuss and possible action on wage increase for the Assistant Librarian:** The Board reviewed the proposal submitted by Sandra Horning, Library Director, and stated that this will be discussed in more detail during an Executive Session to be scheduled at a later date.
- B. Tax Collector Refunds:** None
- C. Resignations/Appointments: Re-appoint Chaplin Community and Economic Development Commission members Virginia Siegel and Irene Schein as regular members.** Mr. Pinto made a **MOTION** to appoint Irene Schein to a one-year term as a regular member for the Chaplin Community and Economic Development Commission. Mr. Rose seconded the **MOTION**. Discussion: Ms. Schein stated the terms are now 3 years after the first year of appointment. **MOTION** did not pass. Mr. Pinto made another **MOTION** to appoint Irene Schein to a three-year term as a regular member for the Chaplin Community and Economic Development Commission. Mr. Rose seconded the **MOTION**. All in favor.

Mr. Pinto made a **MOTION** to appoint Virginia Siegel to a three-year term as a regular member for the Chaplin Community and Economic Development Commission. Mr. Rose seconded the **MOTION**. All in favor.

- D. Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.:** Mr. Rose reported that the Town is due for the 5-year partial revaluation which started on 2/1 and has been communicated to the residents.
- E. Update on the status of the Transfer Station and curbside pickup with Willimantic Waste:** Mr. Rose reported that the Town was asked to write a letter to the State/DEEP department supporting Willimantic Waste in their temporary facility due to the fire they had. Mr. Rose made a **MOTION** to sign the letter supporting Willimantic Waste. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
- F. Discussion and possible action regarding the Town of Chaplin Employee Wage Schedule:** Mr. Rose made a **MOTION** to approve the updated wage schedule reflecting the changes to Department of Public Works showing the employees names to mirror the current Union Contract. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

8. Old Business

- A. STEAP Grant (North Bear Hill Bridge):** Mr. Rose reported that the project is a few weeks behind. Mr. Pinto stated that the issue of flooding a resident's property has been addressed, there were concerns that due to flooding and ice melt it was cutting emergency access to the resident's property from the road.
- B. Status of the solar panels at the Volunteer Firehouse, Senior Center/Library buildings.** Mr. Rose reported that he spoke with the Administrative Assistant at Ross Solar regarding the unsigned contracts. The hold up now is that the dates for the milestones in the contract were not correct – this is a moot point seeing the project is complete and these panels need to be turned on. Mr. Pinto made a **MOTION** to have Matthew Cunningham, First Selectman, sign the remaining solar panel contracts and return to Ross Solar asap. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- C. Discussion regarding handicapped access at the Senior Center:** Mr. Ross reported that the bollard will be mounted outside in the ground next to sidewalk. Inside bollards will be mounted on wall. Ms. Horning asked about signage, Mr. Rose assumes it will be done by Professional Lock. Mr. Rose also added that an accordion panel needs to be installed. Mr. McKleroy also mentioned that handicapped parking will need to be reallocated too. The Board agreed.

- D. Discussion regarding use of Community Center:** Mr. Rose stated a workshop needs to start regarding use of the room and other Town facilities.
- E. Status of Chaplin Museum and William Ross Library re-location:** Mr. Rose didn't not have an update on the status of this. Leslie Ricklin has requested a cabinet be moved from the old Ross Library to the new library. Mr. Rose will be going there on Friday with her to see if it is in a safe place or in danger of deteriorating warranting a move right now. Peggy Church also added that her family has some items in the old library that they may want back.
- F. Status of Dissolution Study and Add/Withdraw Grades Study:** Mr. Weingart reported that he attended the RD11 Board meeting and that the Chair of Dissolution Study Committee, Jennifer Nelson, reviewed steps of study. She also stated that the assigned attorney said once report was accepted by the State Department of Education, the committee is required to hold informational meetings to explain why they reached their decision.
- G. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** No update
- H. Discuss All Pending and New FOI Requests:** None
- I. Human Resources Updates/Changes:** No update
- J. Discussion regarding the Department of Public Works:** Mr. Rose called on the Groton truck, and was told Eastern CT truck sales would have it last week but haven't heard anything.
- K. Discussion regarding Public Safety and Resident Trooper Program:** No update
- L. Discussion on Energize CT Grant:** Mr. Rose reported that the Town received a check for \$5000 to possibly use towards the Senior Center HVAC system. Mr. Weingart stated it may be 2 years out in the CIP project.
- M. Discussion regarding leasing space in the Old Post Office Building:** DPW continues to work on building during downtime.
- N. Discuss and possible action on Public Act #PA17-155-An Act Concerning Temporary Health Care Structures:** No update from Planning & Zoning at this time.
- O. Discussion regarding new rental agreement and policies for the Library meeting room/Community Center/Garrison Park (workshop).** The Board discussed starting a workshop to include someone from the Board of Selectmen. Ms. Schein stated she would also like to be a part of it.

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

Robert Lawlor, DPW employee, asked why the solar panel contracts are not signed off yet. Mr. Rose stated that they hoped to address tonight with the First Selectman. Mr. Pinto and I had a conference call with Ross Solar to see what needed to be completed, it seems only the dates for the milestones needed correction but that is no longer relevant because the panels are already installed and building inspector signed off.

Mr. Lawlor also wanted to make a comment regarding Connecticut Casket Company – we purchased waste oil heat, but when purchased DEEP was called in and it was classified as unknown substance so we purchased materials and then paid to have removed, it couldn't be burned. Essentially, we paid for the material twice; town paid to have tested and was charged again to move properly. This deal was done with the First Selectman and Connecticut Casket – not a good deal for the Town. Mr. Rose stated that there was some leakage and we were cited by DEEP and now have to pay for material/dirt to be removed. Mr. Pinto stated that the DPW crew also transported these items and that the Jolley blocks were purchased for \$100, not the \$1 reported; plus, DPW staff moved these items. Mr. Lawlor reiterated that the \$1 purchase was misrepresented by the First Selectman to him. Mr. Pinto stated that we will get some funds back but just for the bad tank as far as he knew.

10. Agenda Suggestions for next meetingCommunications and Reports

Trooper Report
Board Members Reports
Board of Finance Discussion
Correspondence
Building/Infrastructure
Discussion regarding Recreation Commission
Discussion regarding the Chaplin Community and Economic Development Commission

New Business

Tax Collector Refunds
Resignations/Appointments

Old Business

STEAP Grant (North Bear Hill Bridge)
Status of the solar panels at the Volunteer Firehouse, Senior Center/Library buildings.
Discussion regarding handicapped access at the Senior Center
Discussion regarding use of Community Center
Status of Chaplin Museum and William Ross Library re-location
Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
Discuss All Pending and New FOI Requests
Human Resources Updates/Changes
Discussion regarding the Department of Public Works
Discussion regarding Public Safety and Resident Trooper Program
Discussion on Energize CT Grant
Discussion regarding leasing space in the Old Post Office Building.
Discuss and possible action on Public Act #PA17-155-An Act Concerning Temporary Health Care Structures.
Discussion regarding new rental agreement and policies for the Library meeting room/Community Center/Garrison Park (workshop).

11. Date, time, and place of next meeting (March 1, 2018 @ 7:00pm @ the Town Hall)

12. Adjourn: Mr. Rose made a **MOTION** to adjourn at 8:34pm. Mr. Pinto seconded the **MOTION**. All in favor. MOTION passed.

*Respectfully submitted by Suzanne Gluck
Administrative Assistant/Recording Clerk*