

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

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

Members Absent: None

Others: Dick Weingart, Chairman/Board of Finance; Helen Weingart, P&Z Commission; Sandra Horning, Library Director; Bruce Raymond and Eugene Boomer, Registrars; Kitty LeShay, ZBA and HDC Commission; Warren Church, HDC; Robert Lawlor/DPW and Stephanie Lawlor; Dan Ostman/DPW; and residents.

1. **Call to Order:** Mr. Cunningham called the meeting to order at 7pm.
2. **Additions to Agenda:** Mr. Cunningham requested "6H. Discussion and possible action regarding salary increases for poll workers/registrars" be added to the agenda.

3. **First Audience of Citizens:**

Mr. Brian Dazy, Resident stated that the issues he has been experiencing on Nyberg Road has yet to be addressed by the Town. He has issues with zoning, easement and drainage. A neighbor's woodpile interfered with an ambulance call preventing the driver to get into his driveway. He hired a law group to represent him and he wants the Town to fix these issues.

Kitty LeShay inquired about the status of the removal of the curve signs. Mr. Rose informed the audience that after consulting the Town attorney it may be a liability if removed and a cost therefore it should be discussed at the next Town meeting. Also discussed was traffic counts and if this was done to determine low volume roads. Mrs. Weingart stated that the signs are dangerous and a distraction. Ms. LeShay stated that this project should have been brought to public hearing for resident input and that residents trust elected officials to notify them of these projects. Mr. Cunningham stated that moving forward any project of this scale will be pushed to public hearing.

Mr. Lawlor asked why this project wasn't refused months in advance. Mr. Cunningham stated it should have been brought to a public hearing, he didn't realize there would be such an objection to roadway safety signs. Mr. Rose also stated that this happened to other Towns too and we will discuss further at Town meeting.

Mr. Lawlor inquired about the status of the AED (defibrillator) portable device he requested in September to be used at the Transfer Station but housed at DPW building to include training. Mr. Randall stated the cost is approximately \$1700 then there is training. To be discussed further under agenda item 7L.

4. **Approve minutes of: Board of Selectmen February 1, 2018 Regular meeting minutes; Board of Selectmen Special meeting minutes of February 7, 2018 and February 13, 2018.** Mr. Cunningham made a **MOTION** to approve the 2/1/18 Regular meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed. Discussion: Mrs. Gluck stated that the minutes for 2/7/18 and 2/13/18 are not complete and she needs the information from the Board to complete them; the Board to get them to her.

5. Communications and Reports

- A. Trooper Report – February 2018:** Call volume dropped significantly but Trooper Black handled most of them.
- B. Board Members Reports:** Mr. Rose stated that the approving to pay for the work on the handicapped access prior to completion is unacceptable, the work still isn't complete and it was paid last fiscal year. Mr. Pinto also mentioned that they still do not have keys to the boxes which allows the fire department access to keys for the buildings in an emergency and also still didn't receive keys for the gates.

Mr. Pinto also asked Mr. Cunningham if we received reimbursement from Connecticut Casket, Mr. Cunningham stated we did. Mr. Rose said he just checked and we did not. Mr. Cunningham to follow through and it doesn't appear that the Town will get any reimbursement for the Jolley blocks. Mr. Rose provided a quote showing what the blocks are worth and according to Mr. Cunningham Connecticut Casket wants to do their own research on the value of these blocks to consider reimbursement to the Town.

- C. Board of Finance Discussion:** Mr. Weingart reported that Town agencies started presenting budgets to the Board of Finance. March 12th the Board of Selectmen present their budget and March 19th the Board of Education – looks like their budget will be 4.57% increase. Mr. Weingart explained the MBR (minimum budget requirement) for the schools and that it is about 2 years behind. The CIP Plan has been approved by the CIP Committee – HVAC system for Town Hall was discussed and also vehicle replacement for the fire department. Mr. Weingart informed the board about the latest budget cuts from the Governor, about \$83,000. Also, one installment for town aid road was received in September but the other one is on hold.

Mr. Weingart informed the Board that due to the Board of Education appropriation in December (2 audit issues) the Board of Finance established a financial procedure working group (Cesar Beltran, Dick Weingart, William Rose, William Hooper, and Ken Henrici) met 2/12 and the target is to have final report next meeting which will be the end of March w/procedures done by 6/30. Discussed over expenditures of funds, will talk to Town attorney regarding statutes, individual responsibility, policies to be developed.

Regarding the COST vs CCM membership, Mr. Rose stated, last presentation by CCM was good. Mr. Weingart expressed opinion about benefits of COST vs CCM, both provide good information and he will ask the Board of Finance to support CCM membership again.

- D. Correspondence:** None
- E. Building/Infrastructure:** Discussed was the handicapped access project, Mr. Rose stated that every month the update from the First Selectman it will be worked on next week – this went on for months and he doesn't understand why this isn't operational. Ms. Horning stated she still has concerns about library access and Mr. Rose reiterated that it is not functional without the security gate and that the Library Director should have been notified of the project. It has been months and this should have been completed by now. The electrical portion should come out of the CIP funds for this project.
- F. Discussion regarding Recreation Commission:** None
- G. Discussion regarding the Chaplin Community and Economic Development Commission:** Ms. Schein was unable to attend the meeting but forwarded an update to the Board – "On the Hop front our Commission wrote a letter of support for a grant application to the State for an endeavor by the Ireland family to start a hop farm near Bedlam four corners. Bill Ireland will attend our March meeting to share information on his grant application and the

scope of his project. Most of our focus now is the Maypole Festival as we are getting down to the home stretch. We have made contacts at the elementary school and started a collaborative relationship with the Recreation Commission with Dave Stone as the liaison. We are hoping to have sports activities and the concession stand run by their Commission. Lisa Rose is negotiating with the band Outriggers and we will know soon if this will happen or will need to do a plan B. Leslie Ricklin is attending the next PTO meeting to see if we can get their support. We will work up a draft schedule of the day and create flyers and posters. I will attend a Maypole festival on May 1 to see how it's done."

6. New Business

- A. Tax Collector Refunds:** Mr. Cunningham made a **MOTION** to approve a tax refund to Enterprise FM Trust for \$286.08. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Cunningham made a **MOTION** to approve a tax refund to David L Desjardins for \$50.56, Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Cunningham made a **MOTION** to approve a tax refund to Allen W. and Melinda L. Dziavit for \$45.12, Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
- B. Resignations/Appointments:** Mr. Cunningham read the resignation Victor Boomer/Board of Assessment Appeals effective 2/13/18; Mr. Cunningham made a **MOTION** to appointment Eugene Boomer as a member to the Board of Assessment Appeals for a term from 11/3/15 to 11/5/19, Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- C. Discuss and possible action on the 2018-2019 Mowing Bids.** The Board reviewed the contract and made corrections as suggested by the DPW Supervisor. Mr. Rose asked about last year's bid and why the lowest bidder did not get the bid. Mr. Cunningham stated that they never produced an equipment list. Mr. Rose argued this fact showing documentation that in fact they did and it appears the First Selectman did not return phone calls/emails. The Legal notice for the upcoming bid was reviewed and Mr. Cunningham made a **MOTION** to accept the 2018 Chaplin Municipal Mowing Bid legal notice, Mr. Rose seconded the **MOTION**, all in favor. **MOTION** passed.
- D. Discuss and possible action to install a "No Outlet" sign to be attached to the top of the existing Nyberg Road street sign.** Mr. Cunningham read the request from DPW Supervisor, David Stone, to install a "no outlet" sign on Nyberg Road. Mr. Rose made a **MOTION** to install "No Outlet" signs on all dead-end road connected to State roads in Chaplin. Mr. Cunningham seconded the **MOTION**. Mr. Pinto was opposed. 2 – YES, 1 – NO vote. **MOTION** passed.
- E. Discuss and possible action to approve payment of \$161.21 to Roxanne St. Jean, Senior Center Director, as interim Municipal Agent for the Elderly starting in September 2017 until end of FY 2017-2018:** Mr. Cunningham made a **MOTION** to approve \$161.21 to Roxanne St. Jean as interim Municipal Agent for the Elderly starting in September 2017 until end of FY 2017-2018 and also to appoint Mrs. St. Jean during this time as the agent. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- F. Discuss and possible action regarding municipal equipment auction.** Mr. Cunningham made a **MOTION** to approve the equipment declaration list (see attached) and legal ad for the 2018 Used Municipal Equipment Auction. Mr. Cunningham seconded the **MOTION**. All in favor. **MOTION** passed.
- G. Discuss and possible action to repurchase cemetery plots from Russ Cemetery. –** Mr. Cunningham made a **MOTION**, that pursuant to and fully consistent with paragraph 2 of the Town of Chaplin Cemetery Policy, the Town be authorized to repurchase cemetery lots at Russ

Cemetery, Section A – Lots 9, 10, 11, 12, 13, 14, 15 for the amount of \$280.00 from the Estate of the late Frank W. Postemski, Jr., Beth and Jonathon Clark Postemski, co-executors. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed. Discussion: Mr. Boomer, Cemetery Sexton, stated that these were sold in error and should not be re-sold once the Town buys them back.

- H. Discussion and possible action regarding salary increases for poll workers/registrars.** Mr. Rose made a **MOTION** to support the request for salary increase for FY 2018-19 to \$8000 for Registrars and \$6947 for Election Hires. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Discussion: The Board agreed it is very difficult to find staff for the voting polls and that the increase is overdue.

7. Old Business

- A. Discuss and possible action on wage increase for the Assistant Librarian.** Ms. Horning, Library Director, explained why the increase for the Assistant Librarian – more patron visits, responsibility the same as the Director in the absence of the Director, currently underpaid. She also discussed reducing the wages for the substitute librarian to be moved into the Assistant Librarian salary and change the title of Assistant Librarian III to Substitute Librarian. Mr. Rose stated that we can't ask the residents to pay more for the library than they are. Mr. Cunningham made a **MOTION** to increase the salary for the Assistant Librarian to \$8672. Mr. Pinto seconded the **MOTION**. Mr. Rose opposed. Yes vote – 2, No vote -1. **MOTION** passed.
- B. Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.** Mr. Cunningham read the update from the Revaluation project from the Assessor, Chandler Rose. "The Data Collectors have just about wrapped up the first phase of the inspections in Town. The properties that the Data Collector did not gain access too, a follow up letter will be mailed to the property owner. If the homeowner would like an inspection done of their property, there will be contact information on the letter that they can call or email to set up an appointment with Vision at a time that is convenient from them. Data entry of the information that the Data Collectors have collected will be entered into the Vision software in the coming weeks. Inspections of all properties that have sold will commence in the coming weeks as well."
- C. STEAP Grant (North Bear Hill Bridge).** Mr. Cunningham reported construction issues/setbacks. One month behind schedule, possible credit due to loss of power causing flooding. Also had an injury on job site. Estimated completion beginning of August.
- D. Status of the solar panels at the Volunteer Firehouse, Senior Center/Library buildings:** Mr. Pinto reported that the firehouse solar panels are not on yet and he put a call in to find out why. Also, the air handlers need to be moved and get quotes. Mr. Cunningham stated that Action Air is coming out next week to give us a quote. The Board discussed if project needs to be CIP or not. Also, it was questioned whether the senior center/library panels have been turned on, they suspect not and Mr. Cunningham will contact Greenbank.
- E. Discussion regarding handicapped access at the Senior Center** (see discussion above).
- F. Discussion regarding use of Community Center:** Mr. Cunningham reported that the floor is patched, contractor will come in and remove row of old tiles and put new ones in. We need to strip old wax off and seal whole floor. Mr. Rose stated that we still need to schedule workshop to discuss use of rooms.

- G. Status of Chaplin Museum and William Ross Library re-location:** Mr. Cunningham stated that he spoke with an appraiser and they will be coming out next week to do the appraisal.
- H. Status of Dissolution Study and Add/Withdraw Grades Study:** No update
- I. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.** No update.
- J. Discuss All Pending and New FOI Requests:** Mr. Cunningham stated that on 2/26/18 Mr. Glenn D. Oliver from H2bid, Inc requested an electronic copy of all vendors to include company name, contact person, contact email, telephone, and address. If available, include the category/subcategory and product code for each company. Mr. Oliver was notified on 2/26/18 via email that no such list exists.
- K. Human Resources Updates/Changes:** Mr. Cunningham made a **MOTION** to approve backpay to DPW employee Tad Stimson for 2.5% of his pay totaling \$409.05. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- L. Discussion regarding the Department of Public Works:** Mr. Rose supports purchasing the AED monitor for DPW/Transfer Station. Mr. Pinto mentioned there was at least one medical instance at the Transfer Station. Mr. Cunningham will proceed with Mr. Randall's quote to keep it consistent to where we purchased these. Mr. Rose stated it should come out of public works budget.
- M. Discussion regarding Public Safety and Resident Trooper Program:** Mr. Weingart stated that it appears the State budget is staying the same for Trooper funds.
- N. Discussion on Energize CT Grant:** Mr. Cunningham reported that the \$5000 grant funds will go towards a new HVAC system at Town Hall.
- O. Discussion regarding leasing space in the Old Post Office Building:** The DPW staff continue to work on the building, asbestos in the work area was removed.
- P. Discuss and possible action on Public Act #PA17-155-An Act Concerning Temporary Health Care Structures.** Mr. Cunningham stated that is you don't opt out then anyone can install these structures with no oversight; Planning & Zoning Commission recommends opt-out. Mr. Cunningham made a **MOTION** to opt-out on Public Act #PA17-155-An Act Concerning Temporary Health Care Structures. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- Q. Discussion regarding new rental agreement and policies for the Library meeting room/Community Center/Garrison Park (workshop).** The Board agreed that an email should be sent out to start developing a committee.
8. **Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Mr. Weingart questioned if we have a policy for mileage reimbursement for tree warden, burning official (stipend individuals). The Board of Finance last year said they need clarification if they should be entitled for mileage reimbursement. Mr. Rose stated that we should have a contract for these positions. Mr. Cunningham stated it may be State statute to reimburse them.
9. **Agenda Suggestions for next meeting**
Communications 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

- Discuss and possible action regarding municipal equipment auction
- Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.
- 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
- Status of Dissolution Study and Add/Withdraw Grades Study
- 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.
- Discussion regarding new rental agreement and policies for the Library meeting room/Community Center/Garrison Park (workshop).

10. Date, time, and place of next meeting (April 5, 2018 @ 7:00pm @ the Town Hall)

11. Adjourn: Meeting adjourned at 10:14pm.

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

Surplus Equipment List Declaration

Board of Selectmen – Regular Meeting

March 1, 2018

LOT #	ITEM
1	1997 International 4900 Dump Truck , VIN1HTSDAARXWH562565, Eaton-Fuller 8LL transmission, some frame rot, good mechanically
2	Jetapower 4 cycle Diesel 15k Watt Generator - model MD-151815-WA , does not run
3	Power Pro 5HP – 60 Gallon Air Compressor – 9.4 cfm@90PSI , newer compressor – bad motor
4	Craftsman 5600W/8600 Surge 10HP GenTek Portable Generator – does not run
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TOWN OF CHAPLIN, CT INVITATION TO BID MOWING CONTRACT FOR TOWN CEMETERIES

The Town of Chaplin is seeking sealed bids for mowing of town cemeteries located at various locations in Chaplin, CT. Bid specifications may be obtained at the Chaplin Town Hall, 495 Phoenixville Road, Chaplin CT during normal business hours or by email at assistant@chaplinct.org. Bids will be accepted at the Town Hall until 2:00 pm on Thursday, May 3, 2018. All bids will be publicly opened on May 3, 2018 at 3:00pm in the Town Hall and recorded for review at the Regular Meeting of the Board of Selectmen on May 3, 2018 at 7:00pm. The Town of Chaplin reserves the right to reject any and all bids in whole or in part if it is deemed by the Town to be in its best interest. The contracts for the mowing services will commence July 1, 2018 and end June 30, 2019. EOE