

**BOARD OF SELECTMEN
Chaplin, CONNECTICUT
March 26, 2018
Special Meeting
MINUTES**

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

Members Absent: None

Others Present: Suzanne Gluck, Administrative Assistant/Recording Clerk

1. **Call to Order:** Mr. Cunningham called the meeting to order at 2:16pm
2. **First Audience of Citizens.** None
3. **New Business:**
 - A. **Resignations and Appointments:** Mr. Pinto read the resignation letter from Noel Waite. He will be resigning as Fire Marshal effective April 31, 2018. Mr. Waite also stated he would be willing to act as Deputy Fire Marshall for the Town of Chaplin.
 - B. **Discuss town owned equipment:** Mr. Rose discussed town owned equipment and where it should be stored. A few years back it was discussed that elected/volunteer employees should not be keeping Town owned equipment at locations other than Town buildings due to liability (lost, damaged, or stolen). It is his understanding there is some Recreation Commission equipment not stored on site and it should be. Mr. Pinto questioned how it would work for the Fire Department – members will keep gear and equipment in their vehicles. The Board agreed that a policy should be developed so it is clear who can take equipment home. Also discussed was an inventory system, there used to be one where items were bar-coded but that was years ago; this also should be in place again. Mr. Cunningham will check with Town Attorney, Dennis O'Brien and auditor, Darin Offerdahl from MAWC, regarding policy and liability.
 - C. **Discuss and possible action regarding propane contracts.** Mr. Rose informed the Board that during the switch from Osterman Propane to AmeriGas (new State bid contractor) we found out that we do not own the underground tanks at the Senior Center/Library but Osterman does. Therefore, we either have to remove these tanks and purchase new tanks from AmeriGas costing approximately \$4895 each, or stay with Osterman. Mr. Rose spoke with Osterman and they gave us a rate of \$1.45 a gallon, which is a better price than State bid from AmeriGas. The AmeriGas contract was reviewed and the Board discussed all options in detail. Mr. Cunningham will contact Attorney O'Brien to discuss the contract.
4. **Personnel Matter: CONFIDENTIAL** discussion of performance of a public officer or employee and 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. Rose made a **MOTION** to enter into executive session; Mr. Cunningham seconded the **MOTION**. All in favor. Mr. Cunningham, Mr. Rose, Mr. Pinto entered Executive session at 2:47pm. The Board of Selectmen also invited Suzanne Gluck, Administrative Assistant, into Executive session.

Ms. Gluck left executive session at 3:15pm.

Executive session ended at 4:06pm. Special meeting resumed at 4:06pm.

A. Possible action on items discussed in Executive Session.

Mr. Pinto made a **MOTION** that in order to minimize an anticipated end of the fiscal year budget shortfall for public works employees, which, based on wages to date and projected forward is over ten thousand dollars, I hereby move that the Board of Selectmen lay off the least senior or probationary Labor/Driver in the public works crew, effective March 27, 2018. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** for Matthew Cunningham to evaluate whether he is able to put time in to properly do the job of the First Selectman. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

5. Adjourn: Special meeting adjourned at 4:12pm

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