

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, April 5, 2018
MINUTES**

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

Members Absent: None

Others Present: Dick Weingart, Chairman Board of Finance; Jim Randall, Emergency Management Director; Irene Schein, Economic and Community Development Commission; Leslie Ricklin, Economic Development Commission; Warren Church, Historic District Commission; Helen Weingart, Planning & Zoning Commission; Sandra Horning, Library Director; Dennis O'Brien, Town Attorney; Residents Chris McKleroy and Rusty Lanzit.

1. **Call to Order:** Mr. Cunningham called the meeting to order at 7:07pm

2. **Additions to Agenda:** None

3. **First Audience of Citizens:**

Chris McKleroy discussed the old museum and the letter from the State Historic Preservation Office from Director, Kristina Newman-Scott's and her recommendation that properties relocated that are on historic register are automatically delisted without prior approval from the State Historic Preservation review board and National Park Service. It is recommended by SHPO that consideration be given to retain the historic property on its original site and maintaining the National Register status. If prerequisites not done, the whole town of Chaplin can be removed from historic register. The Chaplin museum is not on the Chaplin historic register as an individual building but the group of buildings is on the registry. Mr. Cunningham reiterated in his conversations with SHPO if it were delisted, it can be re-listed but he would follow the recommendations that Mr. McKleroy stated. Mr. McKleroy also suggested selling the building vs. moving it. Mr. Cunningham stated that this will be on the agenda for the May Annual town meeting to get input from the public.

Ms. Horning reported on behalf of Eunice Edelman to discuss handicapped access in the library. They have concerns about people getting up the ramp and use after hours. Mr. Cunningham stated use of that room after hours will be a part of rental discussion for library /senior ctr. If it is to be used for private citizens after hours it should be discussed. The Board also stated any handicapped ramp changes must go through the Historic District Commission.

Jim Randall mentioned that on top of the box that controls air conditioners at the firehouse there is a brass cone shaped device, not sure what it goes to. Mr. Pinto stated it is a cover and he will swing by after the meeting.

4. **Approve minutes of Board of Selectmen March 1, 2018 Regular meeting minutes; Board of Selectmen Special meeting minutes of March 15, 2018 and March 26, 2018:**

Mr. Rose made a **MOTION** to approve the 3/1/18 regular meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to approve the 3/15/18 special meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to approve the 3/26/18 regular meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

5. Communications and Reports

- A. Trooper Report – March 2018:** The Board reviewed the monthly statistics and call volume is back up again.
- B. Board Members Reports:** None
- C. Board of Finance Discussion:** Mr. Weingart informed the Board that he has been working on the budget, preliminary budget proposal, hard copies are at town clerk office, Sr CTR/library, posted to website, and notice sent out via Google groups. He would like to invite all to the Board of Finance public hearing on Monday 4/9. He also discussed State funding – BOF looked at the proposal from the State and no action taken yet on budgets. After public hearing they will have time to devote to monthly business at the next regular meeting. Looks like they will cut the mill rate by 1 mill because of increase in grand list due to Algonquin facility. Mr. Weingart discussed the Capital Improvement Plan (CIP) and that the committee had three meetings and discussed were trucks for DPW, firehouse gear, smaller projects for school. If we have additional funds, we can appropriate towards capital items that can't wait, as of 7/1/18 we will need one year of \$25,000 to purchase new truck. If you want the funds for 7/1 this year please make decision in writing. Although there are funds for the drainage project on North Bear Hill Road we may need more so the BOF will need to know this and how much. We will have a surplus left at the end of this year, more than last year due to issues with state aid. Funds don't need to go into CIP right now. Mr. Rose discussed Bedlam road bridge, we received STEAP funds, but would need to meet more requirements than we felt necessary and blew up costs on this project. It is still a high priority, must happen soon and need to earmark funds for it. Mr. Weingart asked if he had any numbers and Mr. Rose stated engineering already done a few years ago, just need to be updated. No grant funds were applied for or received in the last few years; before that we had about 1.5 million in grants received.
- D. Correspondence:** None
- E. Building/Infrastructure:** Mr. Rose asked that the Bedlam Road bridge be added to the next agenda.
- F. Discussion regarding Recreation Commission:** Mr. Cunningham reported T-Ball signups started.
- G. Discussion regarding the Chaplin Community and Economic Development Commission:** Ms. Ricklin reported on the May 19th Maypole festival - she met with the PTO and the EDC will advertise during their plant sale. Kids will also participate in a Maypole dance. The recreation commission is very helpful and will open baseball season that afternoon and do food. ECD gave funds for a permit. Library will have a tent, there will be a bouncy house too. Virginia Siege wrote an article for neighborhood paper, radio, google groups, signage, banner by the road.

6. New Business

- A. Tax Collector Refunds:** Mr. Cunningham made a **MOTION** to approve a tax refund of \$1636.84 to Corelogic, Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Cunningham made a **MOTION** to approve a tax refund of 99.26 to Richard Vinal. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

- B. Resignations/Appointments:** Mr. Cunningham made a **MOTION** to appoint Roger Bolduc as a regular member to the Recreation Commission for a term of 7/1/17 to 6/30/19. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Cunningham read the resignation from Randy Godaire as a regular member of the Senior Center Board of Directors, effective April 2, 2018.

- C. Discuss and possible action to upgrade to the online version of QuickBooks accounting software.** Mr. Cunningham stated Brian Hathaway, IT Specialist, is researching product and if there are any issues with maintaining 2 versions of the program. Valerie Garrison is calling the auditors to talk to them about the program. Mr. Rose reported that Diana Fiasconaro, Treasurer, has used it and likes it. Mr. Weingart suggested a demo or trial period. Mr. Cunningham stated there is no further support for payroll in current version. Mr. Rose stated we either have to upgrade the PC version or move to online version.

7. Old Business

- A. Update from Matthew Cunningham regarding his ability to put time in to properly do the job of the First Selectman.** Mr. Cunningham stated that there were concerns from the Board and some Town employees regarding the time I put in as of late. I believe I can do the job and I am making steps to be available and physically in the office more often. Mr. Rose stated it isn't just time, but quality time needs to be done and it is said a lot of things are not getting done. It is not necessary to be at Town Hall to get these things done, returning phone calls, emails, and it is more concerning working quality time, not just clocking hours. I want to visit this every meeting to address if the job is getting done, not just hours getting done. Mr. Pinto agreed.
- B. Discussion and possible action to determine propane supplier for Town buildings.** Mr. Rose explained that it wasn't planned to have to purchase underground tanks with a new supplier. Dennis O'Brien, Town Attorney, was invited to discuss the contract with AmeriGas to determine what options are. Mr. Cunningham made a **MOTION** for Town Attorney Dennis O'Brien to draft a letter to AmeriGas that the contract signed on 8/17/17 to be voided with the exception of the purchase of the above ground tanks and gas received for the Trooper Office and Community Center room. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed. Discussion: Letter from Attorney O'Brien will be available at the Selectman's office.
- C. Discuss and possible action on the 2018-2019 Mowing Bids.** Mr. Cunningham reported the mowing bid deadline is 5/3/18. Mr. Rose stated that he will contact last year's low bidder.
- D. Discuss and possible action regarding municipal equipment auction.** Mr. Cunningham stated that the ad was published in the Hartford Courant and courant.com for 2 days on 3/27 and 4/3 for \$69.82. It was also posted to the Chaplin website and sent out via Google Groups. It was not published in the Chronicle due to high cost of \$230.
- E. Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.** Mr. Cunningham read the assessor's update: As of 4/4/18 - Improved Parcel Count/444, Total Measures/431, Total Interior Inspections/158, Entry Rate w/refusals at 46%, Refusals/08/09/No Trespassing/41. There are 16 properties waiting until the spring for appointments. The first Callback Letter mailed out 3/22/18. The second callback letter is scheduled to mail 4/9/18. All Appointments will be taken at Vision's Office. Preliminary analysis is complete. Building Permits will be on-going throughout the project. Data Mailers are scheduled for June 2018. Copy of database received 2/13/18. A static database has been created for the town from that database and renamed Grand list 2017. The live database is remaining in Chaplin and that will be the working revaluation database.

- F. STEAP Grant (North Bear Hill Bridge and Drainage Projects).** Mr. Rose reported that he took over administration of the bridge project. Last meeting delayed due to DOT approval on borings; still a few weeks behind schedule. Mr. Cunningham reported that the plans were not dropped off for the drainage project, engineer had printing issues. There is a call out regarding FEMA funds and a tentative meeting with Jim Larkin (NECCOG) next Wednesday at 9:30am to discuss hazard mitigation funds. Mr. Rose stated that we must get drainage done. Mr. Cunningham will let the Board know when plans come in.
- G. Status of the solar panels at the Volunteer Firehouse, Senior Center/Library buildings:** Mr. Pinto reported that he met with Ross Solar on Tuesday and panels are turned on at firehouse and library/senior center. He noted poor workmanship was done and sent pictures to the company. No remote monitoring available at the firehouse like the senior center/library due to CAT5 cable not connected, they installed it but it is nowhere near the router to connect. Mr. Pinto asked if they received a quote from Action Air yet regarding moving the air handlers at the firehouse. Mr. Cunningham said no but will follow-up with them. Also discussed was the parking lot bumpers to be moved.
- H. Discussion regarding handicapped access at the Senior Center.** Mr. Cunningham reported that the security gate came in. Mr. Pinto asked about warranty of work done by Professional Lock - can we credit the re-keying of town hall towards handicapped access expenses; Mr. Cunningham will reach out to them to find out.
- I. Discussion regarding use of Community Center:** Mr. Cunningham reported that the floor has been stripped and re-sealed. The Pickleball taping has been done on the court – the room looks good.
- J. Status of Chaplin Museum and William Ross Library re-location:** Mr. Cunningham stated that the appraisals were cancelled three times due to the snow – they will revisit in the Spring.
- K. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** The Board agreed to start recruiting members in middle of September 2018.
- L. Discuss All Pending and New FOI Requests:** None
- M. Human Resources Updates/Changes:** None
- N. Discussion regarding the Department of Public Works:** Mr. Rose reported that the Board laid off one of the DPW employees due to budgetary constraints – deficit of \$14,000 by 6/30 if they continued with 4 workers on staff.
- O. Discussion regarding Public Safety and Resident Trooper Program:** No update
- P. Discussion regarding leasing space in the Old Post Office Building:** Mr. Cunningham reported that DPW crew has been working on rehabbing building, cut access through to bathrooms, removed asbestos, electrician disconnected old wires. If a ramp is to be installed it needs to go to the Historic District Commission. He will also find previous information that should be on file from when this was considered before.
- Q. New rental agreement and policies for the Library meeting room/Community Center/Garrison Park (workshop).** Mr. Cunningham made a **MOTION** to establish a new ad-hoc committee under the supervision of the BOS called Municipal Building Usage Ad-Hoc Committee to develop new policies and procedures for the use of Town owned buildings. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

8. **Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Jim Randall asked why air handlers were being moved at the firehouse. Mr. Cunningham explained that it was due to the runoff from the ice/snow from the new solar panels so it wouldn't damage the air handlers.

Warren Church informed the Board at Joshua Trail and Garrison field that there is an issue with the main inlet to pond drainage pipe under trail, not adequate and it floods and creates a ditch. Also beavers plugging up area and flooding trail, would this be Department of Public works repair? Mr. Cunningham said that DPW crew check the dam monthly and we will call Tip Garrett to trap the beavers. Mr. Rose said to talk to Dave Stone, DPW Supervisor, about overtopping and you may need to talk to wetlands. It was also questioned whose property it is.

Leslie Ricklin asked what the old post office building would be leased for. Mr. Cunningham said not for residential but maybe light commercial, business office, studio space; something with low traffic count and small signage. At one-point wetlands/zoning was going to be housed there but it didn't make sense to move the maps from the vault over to this area away from the Town Clerk.

Dick Weingart suggested that regarding DPW budget/salary, seeing you are going into contract negotiations you may want to put funds in salary contingency; but he would like to have affirmative statement that the current budget number is sufficient pending negotiations. The Board of Finance will be meeting 4/16 and 4/24 for budget workshops and he would like this information two weeks from today.

9. **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. Cunningham made a **MOTION** to enter into Executive session at 8:45pm. Mr. Rose seconded the **MOTION**. Mr. Cunningham amended the **MOTION** to enter into Executive session at 8:45pm and to invite Attorney Dennis O'Brien into the session. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Rose, Mr. Cunningham, Mr. Pinto, and Attorney O'Brien entered into Executive session.

Executive session adjourned at 10:20pm.

A. Possible action on items discussed in **Executive Session**: None

10. Agenda Suggestions for next meeting

Communications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence: None
- Building/Infrastructure
- Discussion regarding Recreation Commission:
- Discussion regarding the Chaplin Community and Economic Development Commission:

New Business

- Tax Collector Refunds
- Resignations/Appointments
- Discussion and possible action regarding repair/replacement of the Bedlam bridge.

Old Business

- Update from Matthew Cunningham regarding his ability to put time in to properly do the job of the First Selectman. Mr. Cunningham stated
- Discussion and possible action to determine propane supplier for Town buildings.
- Discuss and possible action on the 2018-2019 Mowing Bids.
- Discuss and possible action regarding municipal equipment auction.
- Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc. Mr. Cunningham reviewed the assessor's update.
- STEAP Grant (North Bear Hill Bridge and Drainage Projects).
- 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 regarding leasing space in the Old Post Office Building.
- Discussion regarding Municipal Building Usage Ad-Hoc Committee
- Discuss and possible action to upgrade to the online version of QuickBooks accounting software.

11. Date, time, and place of next meeting (May 3, 2018 @ 7:00pm @ the Town Hall)

12. Adjourn: Regular meeting adjourned at 10:21pm.

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