

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, October 3, 2019
MINUTES**

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

Others Present: Suzanne Gluck, Administrative Assistant, Recording Clerk; Leslie Ricklin, Economic Development Commission Member

1. **Call to Order:** Meeting was called to order at 7:00pm
2. **Additions to Agenda:** None
3. **First Audience of Citizens:** None
4. **Approve minutes of: Board of Selectmen regular meeting minutes on August 1, 2019.**
Mr. Rose made a **MOTION** to approve the 8/1/19 Board of Selectmen regular meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
5. **Communications and Reports**
 - A. **Trooper Report:** Mr. Rose stated that it has come to his attention that the monthly statistics for the Resident Trooper calls have been incorrect. The percentage of calls the Town Trooper handles is a lower percentage. The Board discussed other variables that will also lower the percentage of calls, i.e. Trooper works 40 hours a week so Troop D will assist with more calls during the remaining shifts, etc. There will be a presentation on Tuesday, 10/8 at 7pm at the Senior Center by the Connecticut State Troopers to discuss what services they currently offer the Town. Also, there was an article published in the Connecticut Examiner stating that the State of Connecticut will be reimbursing municipalities up to 50% of trooper costs.
 - B. **Board Members Reports:** None
 - C. **Board of Finance Discussion:** Dick Weingart, BOF Chairman, was not able to attend the meeting. Auditors are on site reviewing the books and the Town financial procedures are almost complete for the auditors to review.
 - D. **Correspondence:** None
 - E. **Building/Infrastructure:** Mr. Rose reported that the sidewalks at Town Hall are almost done. They made them wider so we can plow with a truck instead of hand shoveling or using a snow blower. The new Department of Public Works pick-up truck was delivered last Thursday, we are just waiting on snowplow and lift gate to come in. The rented bucket truck for tree trimming has broken down three times delaying the job. Also, residents will notice that tree trunks will be left behind standing, but once the trees are trimmed, they will go back with a backhoe to push trunks down; this way they utilize the rental of the bucket truck more efficiently. The Town Hall Parking lot will be paved next Spring and we will use just millings for now.

6. New Business

- A. Tax Collector Refunds:** None
- B. Resignations/Appointments:** Mr. Pinto made a **MOTION** to appoint Monica Arbo as a regular member of the Recreation Commission for a term of 7/1/19 to 6/30/21 effective 10/3/19. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- C. Police Protection Services for the Town of Chaplin:** Previously discussed is the presentation by the CT State Police on 10/8. The Willimantic Police already gave a presentation on services they can offer the Town.
- D. Discussion regarding shared and contracted services:** Terry Bellman, Building Official, turned in his resignation effective 10/31/19. We will be contracting with the Town of Windham for building services, this does not mean we are annexing the Town of Chaplin, just using their contracting services. Windham Building Official, Joe Smith, will start 10/29. He will be available 42 hours a week, which will include a secretary, assist building inspector, and eventually online permitting.
- E. Discuss and possible action regarding an Expense and Reimbursement Policy for Town employees:** Mr. Pinto made a **MOTION** to approve the Expense and Reimbursement Policy for Town employees. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- F. Discuss and possible action regarding the following:**
1. Protocol and Procedures, Administration of Naloxone (NARCAN)
 2. Opioid Overdoes Reversal Policy
 3. Standing Order, Municipal Buildings, Nasal Naloxone (NARCAN)
- Mr. Pinto will be discussing these policies and procedures at the Volunteer Fire Department meeting. The Board has concerns will the liability of having employees administer Narcan. - TABLED.

7. Old Business

- A. Discussion regarding England Road Bridge Project:** Mr. Rose stated that any grant funds would require a bridge replacement, not repair.
- B. Discussion regarding North Bear Hill Drainage Project:** The Board discussed the catch basins which seem to be close together in the road for passage but according to Mr. Rose they are designed to allow cars to easily pass through and/or drive on them. We will need additional funds appropriated at the next Town meeting – we have \$680,000 and the bid came in around \$701,000 plus we will need funds for inspection services.
- C. Discussion regarding Bedlam Road Bridge Project:** Engineers are working on costs so we can apply for grants.
- D. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** Ms. Ricklin stated she talked to the Principal at Chaplin Elementary School and the PTO and was thrilled to see the enthusiasm from the group to participate in the bicentennial celebration. Mr. Rose mentioned two students in town are also working on Chaplin history projects and they should have good information for the committee. An initial meeting will be scheduled to include the current volunteers, Board of Selectmen, David Stone and Steven Landon/Recreation Commission and Roger Bolduk from the church. An Ad-Hoc committee will be developed to include a chair, treasurer, secretary, etc. Funds have been allocated in CIP for the celebration.

- E. Discuss All Pending and New FOI Requests:** Request on 9/16/19 from Smith & Carson Investigative Experts asking for public records background checks/booking photographs for a resident. Request was sent to Department of Emergency Services and Public Protection (DESPP) in Middletown via certified letter.
- F. Discussion regarding the Department of Public Works:** Mr. Rose reported that the department is very busy. The crew is great, especially Supervisor, Dave Stone, with his motivation and organization and his leadership has been fabulous. In turn we are trying to keep them awarded with nice equipment to work with. We had an OSHA courtesy inspection and the DPW crew completed all recommendations from OSHA to keep us in compliance. Dave also goes to a lot of training to keep up to date. He is an excellent supervisor and we are very lucky to have him.
- G. Discussion on Hampton/Chaplin Ambulance Corp.:** The Board of Selectmen has met with the Town of Hampton and the Hampton/Chaplin Ambulance Corp to discuss options for an ambulance and staff. Also, a consultant came in and made suggestions, but it came down to Hampton/Chaplin Ambulance Corp needed to come back to the group to decide how they will be moving forward with the company – new ambulance, hiring staff, better organizational structure and EMT stipends. We were notified Hampton/Chaplin will no longer have an ambulance and we now must either share services with another town or hire a company. We are working on the financials now to determine what we can do (i.e. revenue from insurances). The Board also talked to Scotland and Eastford, but we need financial options before we can continue. The State of CT must approve, and we need to have this in place by 4/1. The Board reviewed the breakdown of the revenue and need more information, the revenue is not a lot of money, we may generate approximately \$20,000. No matter what we do will cost quite a bit of money.
- H. Discussion regarding the move of the Emergency Command Center:** Mr. Rose reported maybe one final meeting to pull it all together. The Board discussed permits and radio company said not needed if it is just moving down the road. Mr. Rose talked to Planning and Zoning, at this antenna height we don't think we need to notify Siting Council. It will take about 5-6 weeks to order antenna, we may not be able to pour concrete until antenna comes in so looking at beginning of December. Will Hooper and Jim Randall are not available right now so we will go ahead and order the antenna.

8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion: None

9. Agenda Suggestions for next meeting:

Communications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure

New Business

Tax Collector Refunds
Resignations/Appointments

Old Business

Discussion regarding England Road Bridge Project
Discussion regarding North Bear Hill Drainage Project
Discussion regarding Bedlam Road Bridge Project
Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
Discuss All Pending and New FOI Requests
Discussion regarding the Department of Public Works
Discussion on Hampton/Chaplin Ambulance Corp.
Discussion regarding the move of the Emergency Command Center
Discuss and possible action regarding the following:

- Protocol and Procedures, Administration of Naloxone (NARCAN)
- Opioid Overdoes Reversal Policy
- Standing Order, Municipal Buildings, Nasal Naloxone (NARCAN)

Police Protection Services for the Town of Chaplin
Discussion regarding shared and contracted services.

10. Date, time, and place of next meeting (November 7, 2019 at 7:00pm, Chaplin Town Hall).

11. Adjourn: Meeting adjourned at 7:38pm.

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