

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, December 5, 2019
MINUTES**

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

Members Absent: None

Others Present: Suzanne Gluck, Administrative Assistant; Dick Weingart, Chairman Board of Finance; Jim Randall, Emergency Preparedness Director.

1. **Call to Order:** Meeting was called to order at 7:02pm
2. **Additions to Agenda:** Mr. Pinto made a **MOTION** to move agenda item #6D to agenda item #11 and #11 will be agenda item #12. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
3. **First Audience of Citizens:** Mr. Randall reported on the Governor's mock terrorist exercise on Tuesday which was attended with Rick Nichols, Will Hooper and various NECCOG towns. He also stated that the Red Cross is still offering free smoke detectors to residents. Mr. Randall gave the Board some documentation on ambulance services.
4. **Approve minutes of: Board of Selectmen regular meeting on November 7, 2019.** Mr. Rose first wanted to welcome the full Board of Selectmen at the meeting. Mr. Fortier made a **MOTION** to approve the Board of Selectmen regular meeting minutes on 11/7/19. Mr. Rose seconded the **MOTION**. **Vote: Yes – 2. Mr. Pinto abstained. No discussion. MOTION passed.**
5. **Communications and Reports**
 - A. **Trooper Report:** The Board reviewed the statistics showing Trooper Manbeck handles about 30% of the calls and Troop D handles the rest.
 - B. **Board Members Reports:** Mr. Rose informed the board that the town purchased some used office equipment – 2 fire proof cabinets, 6 desks and chairs, and 6 tall locking/swiveling filing cabinets which will be used for the Town Clerk's vault. Total purchase was about \$1350 – a very good price.
 - C. **Board of Finance Discussion:** Mr. Weingart reported on the town audit – he checked with auditors and Mr. Offerdahl and still waiting for fixed assets from Dave Field. The Board discussed other options for tracking fixed assets, we can use other firms at same cost or buy a module for QuickBooks as we are already collecting the information, we just need to produce the form with new software. Mr. Weingart also stated that at the December Board of Finance meeting on Monday they will be electing officers and should be approving by-laws for the board. Next year's budget prep is starting, and they are hoping to get budget requests out by Christmas. The financial procedures for the Board of Education went to the auditors and the Town copy needs to be sent.
 - D. **Correspondence:** Mr. Rose read an email from Diane Cox regarding the Library Board's concerns about a member's absence from all the meetings, a tentative resignation on the condition they appoint the person he endorses. She asked the Board to not appoint any Library Board members without consulting them first. Mr. Rose explained that if the Library Board does not appoint a member within 30 days of a vacancy then the Board of Selectmen will appoint one but will consult them before this happens. The member in question has not resigned yet.
 - E. **Building/Infrastructure:** Mr. Rose mentioned that the new pick-up truck with the plow cleared the new, wider sidewalk at the last storm – it saved a lot of time for the DPW crew.

- F. **Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** No report until next quarter.

6. New Business

A. Tax Collector Refunds:

Mr. Fortier made a **MOTION** to approve tax refunds to Daimler Trust for \$387.73; John Vanostrand III for \$68.25; and David M. Shenker for \$98.15. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

- ### B. Resignations/Appointments:
- Mr. Rose read resignations from Sharyn Rusch, Inland/Wetlands Commission; Doug Cates, Inland/Wetlands Commission - he was elected to both member and alternate seats and is resigning from the alternate position so Deb Field can be appointed. Bruce Raymond, Registrar of Voters - Ann Lewis automatically appointed from Deputy to Registrar per State Statute.

Mr. Pinto made a **MOTION** to appointment Deb Field as an alternate member to the Inland Wetland & Watercourses Commission for a term of 11/7/17 to 11/7/23. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose read the appointment of Angelina Pearce as Assistant Treasurer from Diana Alvarez, Treasurer. Mr. Rose expressed concerns of nepotism because they are siblings.

Mr. Fortier made a **MOTION** to appoint Lisa Courcier to the Zoning Board of Appeals as a regular member for a term of 11/5/19 to 11/4/25. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Fortier made a **MOTION** to appoint Russell Johndrow as a regular member to the Recreation Commission for a term of 7/1/19 to 6/30/21. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

- ### C. Update Approved Wage Sheet for FY 2019-2020:
- Mr. Rose explained that the new wage sheet wasn't updated and approved when the DPW Supervisor received an increase. Also, we are now contracting services for the Building Official so that line has been removed. Mr. Pinto made a **MOTION** to approve the 12/5/19 Approved Wage Sheet for FY2019-2020. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

7. Old Business

- ### A. Discussion regarding England Road Bridge Project:
- Mr. Rose reported that the surveying is done. He contacted DOT and reviewed with them. There is a new representative for the Federal Grant, Mark Brian, and the survey was done due to the application that was submitted 7 years ago.
- ### B. Discussion regarding North Bear Hill Drainage Project:
- Mr. Rose reported that the project is done with the exception of some landscaping work to be completed in the Spring which retainage was withheld due to this. So far it looks like we may be in the black a couple thousand dollars, this project was a success.
- ### C. Discussion regarding Bedlam Road Bridge Project:
- Mr. Rose stated that engineering will get him a quote for CIP (Capital Improvement Project). He will apply for local bridge grant 70/30 match and also look for STEAP grants, regardless we should put some funds away. Local bridge grants do not have as many requirements as the federal bridge program but if we do a grant there will be endangered species surveys and also Army Corps will be involved.

- D. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.** As of today, there is a tentative first meeting date for 1/7/20 at 2pm.
- E. Discuss All Pending and New FOI Requests:** The Town received three requests which are available in the Selectman's office for review.
- F. Discussion regarding the Department of Public Works:** The staff finished the conversion into snow removal equipment – it is installed and running. The new pick-up truck with a lift gate has been used often.
- G. Discussion on Hampton/Chaplin Ambulance Corp.** The Board reviewed a letter that was sent certified (second request) to Ben Brockett of the Hampton/Chaplin Ambulance Corp which references who will get the PSAP needed to run an ambulance service for the Town and also requesting asset information as the towns of Chaplin and Hampton have a vested interest in it. Since the letter was sent Mr. Rose talked to Judy Reynolds from the Department of Safety – we have our own PSAP and we decide who we give it to and who is providing ambulance service. So far, the Town has been talking to KB Ambulance Corps, Windham, and Willimantic for contracting services. One concern with contracting with surrounding towns is the span of travel for the ambulance which may be too long of a distance. Current quotes were discussed, still waiting on Willimantic to send a quote. Mr. Rose also received a call from American Ambulance this week offering services. The Board would like to have it finalized in January as the due date to have service in place is April.
- H. Discussion regarding the move of the Emergency Command Center:** Mr. Rose reported they ran into an issue with the antenna and the building inspector is talking to Marcus Radio about relocating the antenna to another area to handle wind shear.
- I. 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)**
- Mr. Rose made a **MOTION** to approve the Town of Chaplin to implement Protocol and Procedures, Administration of Naloxone (NARCAN), Opioid Overdoes Reversal Policy, Standing Order, Municipal Buildings, Nasal Naloxone (NARCAN). Mr. Pinto seconded the **MOTION**. Discussion: Mr. Pinto said absolutely not, if you are not medically trained so much goes wrong. Often two doses of Narcan are required and patient can be combative. He doesn't think someone should administer without an EMT present. Mr. Rose doesn't feel staff is qualified to administer, he explained this Eastern Highlands District program would be implemented for all town buildings and schools. Narcan would be housed in AED devices located in the buildings.
- Vote: No – 3. Yes - 0. MOTION did not pass.**
- J. Discussion regarding shared and contracted services.** Mr. Rose stated that he is happy with the Building Official services from Windham. He is still waiting to hear from the CT State Police which trooper will be assigned to Chaplin.
- K. Human Resources:** None

- 8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Mr. Randall discussed EPPI and cyber security.

9. Agenda Suggestions for next meeting

Communications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence

- Building/Infrastructure
- Chaplin Elementary School and Regional District #11 Quarterly Budget Report

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
- Discussion regarding shared and contracted services.
- Human Resources

10. Date, time, and place of next meeting (January 2, 2020 at 7:00pm, Chaplin Town Hall).

11. An executive session to discuss strategy and/or negotiations with respect to collective bargaining regarding the highway unit per General Statutes section 1-200(6)(A), upon motion and vote of the Board of Selectmen.

Mr. Pinto made a **MOTION** to enter executive session. Mr. Fortier seconded the **MOTION**. Mr. Rose, Mr. Pinto, and Mr. Fortier entered executive session at 8:26pm.

Executive session ended at 9:15pm

The Board of Selectmen re-entered the regular meeting at 9:15pm.

12. Adjourn: The Board of Selectmen regular meeting was adjourned at 9:15pm.

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