

**BOARD OF SELECTMEN  
REGULAR MEETING  
Chaplin, Connecticut  
Thursday, February 7, 2019  
MINUTES**

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

**Members Absent:** Matthew Cunningham, Selectman.

**Others Present:** Dick Weingart, Chairman/Board of Finance; Leslie Ricklin, Economic Development Commission; Suzanne Gluck, Administrative Assistant; William Hooper, Board of Education; Bill Jordan, Resident.

**1. Call to Order:** Meeting was called to order at 7:03pm

**2. Additions to Agenda: None**

**3. First Audience of Citizens:**

Mr. Weingart asked the Board if there might be any action regarding the Treasurer's position between now and November before elections. Mr. Rose stated they are exploring the idea of making the Treasurer's position hired and not elected. This position evolved from doing the Finance Manager's job at one time and now that we have a Finance Manager the treasurer's role diminished but pay stayed quite high. The previous Treasurer recommended cutting the salary. Since this was done we looked more into the position and want to have an existing staff member do the treasurer job for just a couple of hours a week at an hourly pay. Currently it is over \$8000 a year for 2 hours a week work which is pretty good pay. With these minimum hours, the current staff member could also be cross trained in payroll. For \$50 a week versus a couple hundred a week we can use an in-house person, maybe the Administrative Assistant. Mr. Rose received ordinances from area towns who changed to a paid treasurer and they have been sent to our Town attorney for review. The Board of Selectmen plan to present this at the May Town meeting for the legislative body to discuss and vote on.

Mrs. Ricklin suggested re-writing the job description for event coordinator to focus on bicentennial and athletic events. Mr. Rose believes it is still in the Recreation Commission budget so will need to talk to the commission.

Bill Jordan asked the Board of Selectmen if they would consider helping him with costs to dispose of tires on his property – the majority of them were for the Mud Race a couple years ago. He thought he could use them but turns out he can't. Mr. Rose made a **MOTION** to split the tire fee for tire disposal from a Town event. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

**4. Approve minutes of:** Board of Selectmen Special meetings on January 10, 2019, January 22, 2019 and January 29, 2019. Mr. Pinto made a **MOTION** to approve the 1/10/19 Special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the 1/22/19 Special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the 1/29/19 Special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

**5. Communications and Reports**

**A.** Trooper Report: The Board reviewed the Trooper reported, numbers have been consistent.

**B.** Board Members Reports: None

- C. Board of Finance Discussion:** Mr. Weingart reported that they are in the final stages of the 2017-18 audit. Auditors will be at Board of Finance meeting Monday night to do review and the Board of Finance will vote to approve. Prior audit findings from 2016-17 were removed but still had one from 10 years ago for financial procedures. The business office drafted a financial procedures manual and there is a financial working group. Will Hooper, Board of Education, presented the Board of Education draft manual. We had a good financial year; fund balance is up. Expenses for the new plow truck, roof on the Senior Center and tree work will adjust this fund balance, no final numbers yet. The 2019-20 budgets are coming in. This year the agencies do not have a sit down with the Board of Finance to do presentations, unless asked. The Request for Proposals for Auditors is due back by March 4<sup>th</sup>. We would like to have Link Diwan come in to review bid opening procedure. Discussed process when receiving the bids. Mr. Weingart discussed the CIP (Capital Improvement Project) meeting – tried to reduce the request for 2019-20, but some new items came up. A lot of infrastructure projects – time to start replacing items, fixing parking lots now. These are not bonded out.

Also reviewed was the assessors grand list - values went down, appraisals went down. About 15% increase in grand list, revenue increase would be \$925,695. The Board of Finance will determine what goes to infrastructure, back to residents, etc.

- D. Correspondence:** Mr. Rose reported on a letter received by Department of Environmental Protection and the initiative to increase recycling in the Town. He suggested simplifying recycling to just bottles, cans and no more plastics. There is too much contamination with plastics. Also received was correspondence regarding a bill in the State for a budget cap. Doug Dubitsky is looking into if we exceed 2.5% budget increase we will be penalized and not get our grants. Some exempt items, special education (not regular ed), emergency services, etc.

There will be a tristate marathon on 8/24 coming through Chaplin on the Airline trail.

- E. Building/Infrastructure:** Mr. Rose reported that a new well was drilled at the library/senior center, waiting for lab tests to come back, using potable water right now. Mr. Rose will contact the furniture restorer for the cupboard at the William Ross Library.

## 6. New Business

- A. Tax Collector Refunds:** Mr. Rose made a **MOTION** to approve tax collector refunds for: VM Credit Leasing LTD - \$808.00; VM Credit Leasing LTD - \$970.53; Alberrt & Priscilla Trudeau - \$52.00; CAB EAST LLC - \$295.10; Richard & Rita Dicarolo - \$21.35. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
- B. Resignations/Appointments:** Mr. Rose read resignation from Michael Maggs as an alternate on the Economic Development Commission. Mr. Pinto made a **MOTION** to appoint Michael Maggs as a regular member of the Economic Development Commission with a term of 2/2/19 to 2/1/2022. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- C. Human Resources:**
- 1. Discuss and possible action regarding a new Longevity Policy:** Mr. Pinto made a **MOTION** to approve the employee longevity policy (see attached). Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

2. **Discuss and possible action regarding the 457 Mass Mutual Employee Retirement fund:** Mr. Rose explained that currently the 457 plan is set up for employees to have to reach \$3000 for the year in order for the Town to put in \$1500. The Board discussed options from lowering the employee amount to \$1500 or doing a percentage match. Tabled until next meeting.
3. **Discuss and possible action regarding the Town of Chaplin Employee Policy Manual:** Mr. Rose explained that there will be 3 manuals – Union Handbook, Non-Union Employee Handbook, and Employee Policy Manual which applies to both groups. Mr. Pinto made a **MOTION** to approve the Employee Policy Manual dated 12/13/18. Mr. Rose seconded the **MOTION**. Discussion: Mr. Weingart asked the effective date of longevity; Mr. Rose stated that employee evaluations will be done in May of this year and longevity issued before the end of FY 2018-2019. All in favor. **MOTION** passed.

## 7. Old Business

- A. **STEAP Grant (North Bear Hill Bridge):** Mr. Rose met with DOT and engineers to review final numbers; about \$2.4 million at completion. STEAP funds, \$650,000 (25% of 2.4 million funds leftover) are unspent, we will try to transfer to another bridge project.
- B. **Discussion regarding England Road Bridge Project:** Mr. Rose reported England bridge needs a complete replacement or no grants. The deck is good but put on original abutments, these can be patched but long term will need to do something.
- C. **Discussion regarding North Bear Hill Drainage Project:** Mr. Rose will be at NECCOG tomorrow to get an update from the engineers.
- D. **Discussion regarding Bedlam Road Bridge Project:** Mr. Rose stated there are issues with wingwalls on the bridge. Makes more sense to replace Bedlam bridge after what the costs would be to repair.
- E. **Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.:** The Selectman's office will recruit members for the committee.
- F. **Discuss All Pending and New FOI Requests:** Mr. Rose reviewed two requests, one from American Transparency (1/28/19) and the other from Kathi Newcombe (2/4/19).
- G. **Discussion regarding the Department of Public Works:** DPW received new highway plow truck, paid in full.
- H. **Discussion on Hampton/Chaplin Ambulance Corp:** The Board of Selectmen met with Ben Brockett, Hampton/Chaplin Ambulance Corp and Bob Williamson/Chaplin Fire Department to discuss options. Mr. Brockett will be putting a packet together for the Board. Mr. Rose will contact him in another week or so to get an update.
- I. **Discuss solar panels/roof replacement – Senior Center/Library building:** The new roof was replaced, panels reinstalled, and we negotiated new agreement. Mr. Pinto made a **MOTION** to accept new power purchase agreement with CEFIA Holdings LLC and the Town of Chaplin. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- J. **Discussion regarding the move of the Emergency Command Center:** The Emergency Command center is to be moved from Town hall to the firehouse. The deadline is April Board of Selectmen meeting to get all quotes for the antenna move.
- K. **Municipal Building Usage Ad-hoc Committee: Discuss and possible action regarding new policies, regulations, and applications for the use or rental of the Joseph Ferrara Community Room, Chaplin Volunteer Fire Department Hall, Library Meeting Room, and Garrison Park buildings.** Mr. Pinto made a **MOTION** to approve the new policies, regulations, and applications for the use or rental of the Joseph Ferrara Community Room, Chaplin Volunteer Fire Department Hall, Library Meeting Room, and Garrison Park 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.** Mr. Hooper stated as an EMT that he does not recommend private ambulance services, they are not up to par.

**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

STEAP Grant (North Bear Hill Bridge)

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

Human Resources: Discuss and possible action regarding the 457 Mass Mutual Employee Retirement fund

**10. Date, time, and place of next meeting (March 7, 2019 @ 7:00pm @ the Town Hall)**

**11. Adjourn:** meeting adjourned at 9:05pm

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

## 2.6 Longevity

This policy does not apply to elected officials, union, part-time or seasonal workers and the employee must have a positive review on their annual review.

Employees must be full time with a minimum of an approved continuous 24-hour work week.

The number of years of employment is to be used in the calculations of the amount of the bonus to be paid. The following years of service will determine the longevity bonuses:

1. For 5 to 10 years of continuous service the amount would be 1% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 5<sup>th</sup> year anniversary and continuing to their 9th year anniversary totaling 5 payments.
2. For 10 to 15 years of service the amount would be 5% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 10<sup>th</sup> year anniversary and continuing to their 14th year anniversary totaling 5 payments.
3. For 15 plus years of service the amount would be 10% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 15<sup>th</sup> year anniversary and continuing for the term of their employment with the town. The longevity bonus will be capped at the 10% percent annual rate.

The Longevity Bonus is subject to all applicable taxes, withholdings, etc. as required by law and is the responsibility of the employee.

The town reserves the right to discontinue the Longevity Bonus plan and/or to adopt an alternative plan at any time.