

**BOARD OF SELECTMEN  
REGULAR MEETING  
Chaplin, Connecticut  
Thursday, March 5, 2020  
MINUTES**

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

**Members Absent:** None

**Others Present:** Leslie Ricklin, Ad Hoc Chaplin Bicentennial Committee; Jim Randall, Emergency Management Preparedness Director; Sandra Horning, Library Director; Will Hooper, Emergency Management Deputy; Suzanne Krodell, Administrative Assistant; Residents

1. **Call to Order:** Meeting was called to order at 7:00pm
2. **Additions to Agenda:** None
3. **First Audience of Citizens:** Sandra Horning, Library Director, presented a request to the Board for a salary increase from \$14.01 to \$15.00 and to also increase the hours from 32 hours per year to 64 hours per year for the Assistant Librarian II. Additional hours will assist in covering for vacations, sick time, absence during programs and the salary increase is compensation for more responsibilities during these coverages. Mr. Rose stated that the Board will discuss in more detail at the Board of Selectmen budget meeting.

Resident, Brian Cohen, shared pictures showing what his art group does and that they are a non-profit working with Windham Arts. Mr. Rose explained to the Board that the Town owns a small parcel abutting Mr. Cohens property and that it is of no use to the town so he would like the town to consider merging the parcel with Mr. Cohen's property. This will have to go to the Planning and Zoning Commission and Town meeting and Mr. Rose will also contact Zoning Agent and Town Attorney to see what needs to be done.

Resident, Bill Jordan, wanted to thank the Board for assisting with removing the tires from his property that were used in one of the Chaplin events at the park and he would like to offer some money towards the removal. Mr. Rose suggested to wait and possibly make a donation to the next fireworks event for next year. The fireworks were discussed for 2021 in September and possibly a Go Fund Me page to help raise money. This was a very successful event last year and they would like to do it again.

Leslie Ricklin, Ad Hoc Bicentennial Committee, shared logos that were drawn by Eastern students. The logos will be displayed for voting and a decision to be made by the end of April. Mr. Rose stated that he met with two parents starting a Girl Scout Troup and will talk to Troop 440 about joining the celebration. A tentative date for the big celebration will be the second week of September in 2022. Other projects discussed was revitalizing the 'Neighbors' publication and also Alex Hill will submit church history to the group.

Will Hooper reported that he will be getting Hartford Healthcare guidelines regarding COVID-19 virus outbreak. He is currently working on the emergency operations procedures and disease management is at the top of the list. He stated that it is required to have an emergency operations procedure ordinance stating the chain of command and who would be in charge in the event the first person in command is not available. Also discussed were CDC guidelines regarding infection, hand sanitizer dispensers at the Senior Center, Library, and Town Hall.

4. **Approve minutes of: Board of Selectmen regular meeting on February 6, 2020 and special meeting minutes on February 18, 2020 and February 26, 2020.** Mr. Pinto made a **MOTION** to approve the 2/6/20 BOS Regular meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Pinto made a **MOTION** to approve the 2/18/20 BOS special meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Pinto made a **MOTION** to approve the 2/26/20 BOS special meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
  
5. **Communications and Reports**
  - A. **Trooper Report:** Statistics for February were reviewed by the Board. Mr. Rose still has not heard from Lieutenant Sharland on who will be our permanent trooper.
  
  - B. **Board Members Reports:** None
  
  - C. **Board of Finance Discussion:** Mr. Weingart, Board of Finance Chairman, is not present. Mr. Rose stated that the Board of Selectmen need to meet to review the budget as they are scheduled in March to present it to the Board of Finance.
  
  - D. **Correspondence:** None
  
  - E. **Building/Infrastructure:** Mr. Rose stated that the library building has been repaired to prevent ice buildup on the handicapped entrance. Also, weather has been good so the DPW crews have been working on cutting trees and brush.
  
  - F. **Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** Report will be available in April.
  
6. **New Business**
  - A. **Tax Collector Refunds:** Mr. Fortier made a **MOTION** to approve a tax refund of \$24.38 to John R Cournoyer. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
  
  - B. **Resignations/Appointments:** Mr. Rose read the appointment of Adele Swart to the Library Board of Directors – this is informational only as their Board does the appointments.

Mr. Pinto made a **MOTION** to appoint Kasey Pellegrino to the Ad Hoc Bicentennial Committee for a term of 1/7/20 to 7/1/22. Mr. Fortier seconded the **MOTION**. Discussion: the end of term date should be 12/31/22. Mr. Pinto amended the **MOTION** to appoint Kasey Pellegrino to the Ad Hoc Bicentennial Committee for a term of 1/7/20 to 12/31/22. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to appoint Amy Kalisher to the Economic Development Committee for a term of 2/2/19 to 2/1/22 as a regular member. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
  
  - C. **Discuss and possible action to sponsor Parish Hill Booster Club/Trivia Night to use the Volunteer Fire Department Hall.** Mr. Pinto made a **MOTION** to sponsor the Parish Hill Booster Club/Trivia Night to use the Volunteer Fire Department Hall. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

- D. **Proclamation to declare March 12, 2020 to be "Girl Scout Day" (a proclamation on the importance of the All-Girl Space Offered by Girl Scouts).** Mr. Fortier made a **MOTION** to approve the proclamation to declare March 12, 2020 to be "Girl Scout Day". Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
- E. **Discuss and possible action regarding declaration of surplus equipment.** Mr. Rose made a **MOTION** to approve the list of equipment as surplus equipment (see attached). Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Rose informed the Board that Connecticut Casket is no longer in town. After the eviction they left behind a large piece of equipment, a drum sander, that the town can auction off, but this needs to be cleared by the attorney. According to the tax collector they owe the Town \$7500 in back taxes.

## 7. Old Business

- A. **Discussion regarding England Road Bridge Project:** No updates.
- B. **Discussion regarding North Bear Hill Drainage Project:** A drainage easement has been drawn up by the Town attorney and needs to be signed.
- C. **Discussion regarding Bedlam Road Bridge Project:** No local bridge program available yet.
- D. **Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** Discussed earlier.
- E. **Discuss All Pending and New FOI Requests:** The Town received one request which is available in the Selectman's office for review.
- F. **Discussion regarding the Department of Public Works:** No updates
- G. **Discussion on Hampton/Chaplin Ambulance Corp.:** No new news, the Town is happy with Willimantic's services.
- H. **Discussion regarding the move of the Emergency Command Center:** The concrete contractor is out of town, when he returns, he will put the pad in. The tower will be going in the original spot.
- I. **Discussion regarding shared and contracted services:** No updates.
- J. **Human Resources:** Mr. Rose informed the Board that a memo went out to staff reminding them that any requests for employee compensation in the budget must come to the Board of Selectmen first. Also, the Expense Reimbursement Policy in the Employee Policy Manual was updated to reflect the IRS rules for mileage reimbursement. Mr. Rose made a **MOTION** to approve the addition of the IRS rules for mileage reimbursement under the Expense Reimbursement Policy in the Employee Policy Manual. Ken Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
- K. **Discussion regarding FY2020-21 Budget:** The Board of Selectmen will meet first to review the budget and then meet with the Board of Finance.

**8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.**

Ms. Ricklin asked about the status of the corner cupboard at the William Ross Library. Mr. Rose stated that he saw Andy Belisle who will be restoring the cupboard is working on making room in the shop to bring it over.

Ms. Horning asked about who is in charge of the historic items located in a closet at the library. Mr. Rose said there was a committee once that catalogued all the items. He would like to see these items in the designated museum before the bicentennial celebration.

Mr. Hooper suggested there be a plan if employees were out of work due to COVID-19.

**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
- Discussion regarding the Emergency Operations Plan

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 regarding the move of the Emergency Command Center
- Discussion regarding shared and contracted services.
- Human Resources
- Discussion regarding FY2020-21 Budget

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

**11. Adjourn:** Meeting was adjourned at 8:24pm

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

## Surplus Equipment List Declaration

Board of Selectmen – Special Meeting

March 5, 2020

<b>LOT#</b>	<b>ITEM</b>
<b>1</b>	Forestry Skid: 100-gallon tank, 18HP Briggs Engine with pump, 5/8" hose reel, 3" inlet, 1-1 1/2" outlet, 1- 2 1/2" outlet
<b>2</b>	Lincoln Electric – Arc Welder/generator, model AC-225/DC-210/6, serial A1063655
<b>3</b>	10' Fisher Plow