

**BOARD OF SELECTMEN
Chapin, Connecticut
March 18, 2020
SPECIAL MEETING
Minutes**

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

Members Absent: None

Others Present: Dick Weingart, Chair/Board of Finance; Suzanne Krodell, Administrative Assistant.

- 1. Call to Order:** Meeting was called to order at 6:04pm
- 2. First Audience of Citizens:** Mr. Weingart discussed the Governor's executive order and that the Town can delay the budget process 30 days. The Board of Selectmen and Mr. Weingart agreed that the delay would be a good plan. This means that the Annual Town meeting would be scheduled in mid-June. We are looking at approximately \$200,000 to \$210,000 decrease in revenue. There is approximately \$1.3 million in the unallocated fund balance leaving us at about 15% reserve.
- 3. Discussion regarding COVID-19:** Mr. Rose reported that if we close to the public, we can either do video or audio for the meetings. We tested GoToMeeting where the public and board/commission members can conference into the meeting. Also, we can do a drop box for documents and the administrative assistant can meet people outside to get them. We will post the closures to the website and use Google groups. Mr. Rose made a **MOTION** to close all town buildings to the public starting Monday, March 23, 2020 until further notice. Town employees will continue to work. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Discussion: Currently the Senior Center and Library staff are working, and the buildings are closed to the public. The board discussed the part-time cooks and assistant librarian salaries due to the closures. The Board agreed because the town would have to pay unemployment anyway, these employees will continue to get paid.

Mr. Pinto reported on a call he was on with other medical professionals and EMS staff. They are distributing expired N95 masks, other states received an extension on the dates but not Connecticut yet. Mr. Pinto reiterated that if you have a fever and cough you should self-quarantine. Also, 72 hours after the fever is gone you can go out in public as you are not contagious anymore. He developed a procedure for the fire department which he shared with the Board. He will announce it to the fire department tonight. Mr. Randall, Emergency Preparedness Director, wanted cots moved to the Senior Center Community room and the Board agreed that this was not a good idea and that the emergency shelter is the Chaplin Elementary School.

An emergency declaration was provided to the towns to adopt which Mr. Rose read to the Board. Mr. Pinto made a **MOTION** to adopt the Declaration of Local State of Emergency for the Town of Chaplin, Connecticut. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

4. **Discussion regarding Town fireworks event:** Mr. Rose stated that the Town would like to continue with the fireworks celebration every year. We will ask for donations via Go Fund Me page and asked Mr. Weingart the best way to set up these funds. Mr. Weingart suggested he discuss with the Board of Finance at the budget presentation. Mr. Rose also asked if the Town can also have contingency funds aside to help supplement the event. Total cost of the event including police and porta-potty's is approximately \$15,000.
5. **Discuss and possible action to support the Veteran's Base Camp for a grant application:** Mr. Rose read a letter from the Veteran's camp regarding support for a USDA grant. Mr. Pinto made a **MOTION** to support the Veteran's Base Camp application to for a USDA grant by the Board of Selectmen submitting a letter on their behalf. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
6. **Resignations and Appointments:** Mr. Rose read an email from Mary Muckenhoupt requesting the Board to appoint her to the Senior Center Board of Directors as an alternate member. He also read a letter from Ann Lewis, Agent for the Elderly, requesting the same appointment. Ms. Irene Schein, Chairman of Economic Development Commission, sent an email endorsing Ms. Lewis. Mr. Fortier stated that after reviewing the credentials of Ann Lewis she seemed to be good fit. Mr. Pinto agreed. Mr. Fortier made a **MOTION** to appoint Ann Lewis as an alternate member of the Senior Center Board of Directors. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
7. **FY 2020-2021 Budget Workshop:** The Board reviewed the budget and discussed changes. Salary increases for employees will be discussed in an Executive meeting.

Building/grounds/maintenance:

- Mowing increase
- 38104 NECCOG charge for on staff engineer, they will look at intersection on North Bear Hill Road near Route 198 where the swoop is and also drainage on Nutmeg Lane
- Fuel went up
- 38111 – OSHA audit and we bought safety materials last year, now caught up this year
- 38114 – monitor smoke alarms, new system
- 38115 – increase in tree work due to epidemic, this is also in CIP and can move it there
- 38121.1 – cable internet – Mr. Rose will look into better internet solutions

Building official – Contracted position. We needed updated code books as the old ones were obsolete

General Government - the Board discussed the phone stipends. Mr. Weingart informed the board that the Treasurer is requesting a phone stipend and asked if there was a Town policy.

8. Second Audience of Citizens: None

9. Adjourn: Meeting adjourned at 7:50pm.

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