

**BOARD OF SELECTMEN**  
**Chaplin, Connecticut**  
**April 9, 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, Chairman Board of Finance; Suzanne Krodel, Administrative Assistant.

1. **Call to Order:** Meeting was called to order at 2:04pm
2. **First Audience of Citizens:** None
3. **Approve minutes of:** Board of Selectmen regular meeting on March 5, 2020 and special meeting minutes on March 18, 2020 and March 19, 2020.

Mr. Pinto made a **MOTION** to approve the Board of Selectmen regular meeting minutes for 3/5/2020 and special meeting minutes for 3/18/2020 and 3/19/2020. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

4. **Communications and Reports**

**A. Board Members Reports:** Mr. Pinto reported on quarantine options for EMT's in the event they are exposed to COVID-19. The Board agreed a local hotel to support Chaplin business was the best option to house them. Mr. Pinto will talk to the hotel owners. Mr. Rose stated that we should be able to get reimbursed by FEMA funds.

Mr. Rose also wanted to recap with the Board that at the 3/18/2020 meeting they signed a Declaration of Local State of Emergency for the Town of Chaplin.

**B. Board of Finance Discussion:** Mr. Weingart asked for clarification regarding the executive orders changing the deadline of the budget process – are they still required to file a legal notice for hearings? Mr. Rose stated it would be best to post the legal ad.

Mr. Weingart gave an update on the budget and forecast shows we will have about \$200,000 less revenue for upcoming year at same mill rate. Reduction of 70,000 in state funding and reduction of tax revenue due to depreciation of personal property taxes, specifically Algonquin. This equals about one mill. Chaplin Elementary School budget is up by \$90,000+, stayed to 2.5% increase. Also discussed was the RD11 (Regional District) share. Chaplin share has been 37.5% for the past couple of years, next year it will be about 40% which is about a \$173,000 increase in the budget. Our fund balance was 12.5% and this year about 15%.

Mr. Rose stated that some programs may need to be eliminated, especially if they decide on the option for tax deferment due to the COVID-19 outbreak. The paving

of the Senior Center/Library parking lot can be pushed out. Some equipment in DPW must be replaced i.e. over the rail mower and street sweeper. The Board also discussed the possibility of borrowing money in order to get through the tax deferment time frame.

Mr. Rose talked about the Bedlam Road bridge that it is continuing to deteriorate and not sure what will be available for funds given the state of emergency in Connecticut right now.

## 5. New Business

### A. Tax Collector Refunds: None

### B. Discussion and possible action regarding the delay of tax payments:

Mr. Rose reiterated that under an Executive Order 7S items A&B from the Governor the towns are to offer two options to the residents. They can defer payment until October 1<sup>st</sup> if they sign an affidavit stating they were impacted at least by 20% of a decrease in their income due to the COVID-19 outbreak, this is on the honor system. The least complicated plan would be to offer the tax deferment across the board for all the taxpayers otherwise trying to sort through the applications from residents requesting deferment will be a complicated mess.

The other option is the low interest plan but it can be complicated changing from 18% to 3% and then back to 18% in October and then potentially retro to 18% during the grace period if taxpayer is one day late on October 2<sup>nd</sup>. Trying to explain all of this to taxpayers will be very confusing.

Mr. Rose was told that we may get ECS grant funding earlier, if that is the case then it could help us float during this loss of revenue. He contacted Martin Heft at OPM/State and he is checking into it for us. Because Hampton and Scotland use the same tax department out of Windham, he checked with them and they also agree that a 90-day deferment for all taxpayers makes more sense. This still needs to go to Town Council in Windham before a final decision is made before the deadline of 4/25/2020.

Mr. Fortier read the Resolution Requiring the Town of Chaplin to Participate in the Tax Collection Deferment Program established by Executive Order of the Governor. Mr. Fortier made a **MOTION** to adopt the Resolution Requiring the Town of Chaplin to Participate in the Tax Collection Deferment Program established by Executive Order of the Governor. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

### C. Discussion and possible action on a Resolution to Extend the Dates of the Annual Town Budget meeting and Referendum to June 8, 2020 and June 16, 2020 or a Resolution to Authorize the Board of Finance to Adopt the Annual Town Budget without the Annual Town Budget meeting and referendum.

Mr. Rose recommended to approve the resolution to authorize the Board of Finance to adopt the budget without a town meeting or referendum due to the

fact that it is still unknown how long the COVID-19 outbreak will last with social distancing.

Mr. Pinto made a **MOTION** to adopt the Resolution to Authorize the Board of Finance to Adopt the Annual Town Budget without the Annual Town Budget meeting and referendum. Mr. Fortier seconded the **MOTION**. Discussion: The board discussed that it was their understanding the 30-day extension still applies. Also discussed was when the mill rate will be set. The Board voted on the **MOTION**. All in Favor. **MOTION** passed.

## 6. Old Business

- A. Discussion regarding COVID-19:** Mr. Rose reported that Will Hooper, Deputy Emergency Management Director, is putting together the EOP (Emergency Operations Plan). Part of this is an ordinance will need to be passed regarding the chain of command in the event of an emergency. The ordinance is not drafted yet, but in the meantime, there should be a motion. Mr. Rose made a **MOTION** that the chain of command starts with the First Selectman, if they cannot fulfill the duties then the second chain of command will be the selectman who received the second most votes during the election and if the second in command could not fulfill the duties, then it would defer to the last selectman. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

The Board discussed the statistics provided by the Eastern Highlands Health District and how a lot of New Yorkers are coming into the state in Southeastern CT. As far as Chaplin goes, we were ahead of the curve and some processes implemented during this pandemic will stay. Some staff are working from home and have electronic equipment needed to get the work done. Town departments have their phones forwarded to them so they can continue business even though the Town Hall is closed to the public. We are using software to do audio conferencing and we can continue this practice after the pandemic, maybe reduce the days town hall is open and be open late two nights a week vs one night a week. We will establish more policies and procedures in the future.

- B. Discussion regarding England Road Bridge Project:** No updates
- C. Discussion regarding North Bear Hill Drainage Project:** Contractor to seed for grass this spring and then we can close this project and finalize payments.
- D. Discussion regarding Bedlam Road Bridge Project:** No changes but discussed possibility of borrowing money for the Town's portion of the grant.
- E. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** They will be voting soon to select a new logo representing the Town for the bicentennial.
- F. Discuss All Pending and New FOI Requests:** None
- G. Discussion regarding the Department of Public Works:** Mr. Rose reported that the staff are working staggered shifts and not sharing equipment. He

receives compliments every day on the job they are doing and the new hire, Jake Garrison, is a great asset mechanically with welding and equipment repairs.

**H. Discussion regarding the move of the Emergency Command Center:**

Mr. Pinto reported that the holes were dug today, rods set, and pad will be poured tomorrow.

**I. Discussion regarding shared and contracted services:** No updates

**J. Human Resources:** No updates

**K. Discussion regarding FY2020-21 Budget:** The Board of Selectmen will be presenting the budget to the Board of Finance next week. Mr. Rose wanted to mention that any compensation requests must go through the Board of Selectmen first. He was told of a request for a phone stipend and wants to remind everyone it must come to the BOS with documentation.

**7. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Mr. Weingart mentioned a tree that was taken down near Tower Hill Road and part of it is sticking in the road. Mr. Rose stated this is Eversource contractors and our DPW crew have been going around town cleaning up this debris.

**8. Agenda Suggestions for next meeting**

Communications and Reports

- Board Members Reports
- Board of Finance Discussion

New Business

- Tax Collector Refunds

Old Business

- Discussion regarding COVID-19
- 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
- Discussion and possible action to undeclare State of Emergency for the Town of Chaplin.

**9. Date, time, and place of next meeting (May 7, 2020 at 7:00pm, Remote meeting via GoToMeeting).**

**10. Adjourn:** Meeting adjourned at 3:45pm

**DECLARATION OF LOCAL STATE OF EMERGENCY  
FOR THE TOWN OF CHAPLIN, CONNECTICUT**

**WHEREAS**, on March 10, 2020, the Governor of the State of Connecticut declared a public health and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

**WHEREAS**, the effects the transmission of COVID-19 has resulted in the spread of infections in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

**WHEREAS**, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor of this State, and a national emergency by the President of the United States, and the spread of COVID-19 to an unknown and growing number of Connecticut residents as a result of the global pandemic, the First Selectman as Chief Executive Officer of the Town of Chaplin and its Board of Selectman, hereby find that a local state of emergency now exists in the Town of Chaplin; and

**WHEREAS**, due to the significant danger to public health posed by the spread of COVID-19 and possible shortages of supplies and equipment necessary to protect the public health and safety, the First Selectmen must take action for the purpose of ensuring civil preparedness and mitigating the effects of this public health emergency situation upon the residents of the Town of Chaplin.

**WHEREAS**, it is critically important that the Chief Executive Officer have all authorities necessary to limit the spread of the COVID-19 and protect public health and safety within the Town of Chaplin; and

**WHEREAS**, upon the declaration of a local state of emergency by the First Selectman as Chief Executive Officer, Sections 7-12b and 28-8a of the General Statutes authorizes the First Selectman to obligate the Town in an amount of money necessary to cope with such emergency, and to do whatever he/she may deem necessary for the purpose of meeting the emergency.

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** pursuant to Connecticut General Statutes Sections 28-8a(a), 28-1(8), and 28-22a, it is hereby declared that a state of local emergency now exists in the Town of Chaplin, Connecticut; and

**IT IS FURTHER PROCALIMED AND ORDERED**, that during the existence of said emergency, the Chief Executive Officer of the Town of Chaplin, Connecticut, its First

Selectman, William H. Rose IV, shall assume the powers, functions and duties prescribed and provided by law, including but not limited to Connecticut General Statutes Sections 7-12b, 28-8(a), 28-1(8), and 28-22a, and the Civil Preparedness Agency Ordinance of 1976, and Civil Emergency Preparedness Team Ordinance of 2013 of the Town of Chaplin, and may take such action as necessary to protect the public health and mitigate this emergency; and

**IT IS FURTHER PROCLAIMED AND ORDERED**, that this state of emergency shall remain in effect until declared terminated; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that this order shall be available for review and inspection in the Office of the Town Clerk of the Town of Chaplin during regular business hours and shall be posted on the Town website.

Dated: 3/18/2020

  
\_\_\_\_\_  
**William H. Rose IV, First Selectman  
Chief Executive Officer**

**AGREED:**

  
\_\_\_\_\_  
**Kenneth Fortier  
Selectman**

  
\_\_\_\_\_  
**Joe Pinto  
Selectman**

Attested: Shawn Smith  
\_\_\_\_\_  
**Town Clerk  
Town Clerk**

**TOWN OF CHAPLIN, CONNECTICUT  
Board of Selectmen  
Chaplin Town Hall  
495 Phoenixville Road  
Chaplin, CT 06235**

**RESOLUTION REQUIRING THE TOWN OF CHAPLIN TO PARTICIPATE IN THE TAX  
COLLECTION DEFERMENT PROGRAM ESTABLISHED BY EXECUTIVE ORDER OF THE GOVERNOR**

Provided that similar resolutions are timely adopted and communicated no later than April 25, 2020, to the Office of Policy and Management of the State of Connecticut by each of the towns of Windham, Hampton and Scotland, pursuant to the authority provided to and election required of this Board of Selectmen by paragraph 6, and in particular subparagraph 6a, of the April 1, 2020 Executive Order 7S of the Governor of the State of Connecticut, limited only by Escrow payments made pursuant to subparagraph 6d of said Order 7S, it is RESOLVED that the Town of Chaplin is hereby required to offer to any taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days each of the payment of any taxes on real property, personal property, or motor vehicles from their due date of July 1, 2020, subject to the further Order of the Governor and subsequent Resolution of this Board.

So Moved by *Kenneth Fortier* Selectman      Second by *Anthony Pinto* Selectman

Dated at Chaplin, Connecticut this *9<sup>th</sup>* day of April, 2020

**TOWN OF CHAPLIN, CONNECTICUT  
Board of Selectmen  
Chaplin Town Hall  
495 Phoenixville Road  
Chaplin CT 06235**

**RESOLUTION AUTHORIZING THE BOARD OF FINANCE TO ADOPT THE ANNUAL TOWN BUDGET  
WITHOUT THE ANNUAL TOWN BUDGET MEETING AND REFERENDUM**

Pursuant to the authority provided to this Board of Selectmen by paragraph 13 of the March 21, 2020 Executive Order 7I, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, it is RESOLVED that the Board of Finance of the Town of Chaplin is hereby authorized and required to promptly and timely adopt the annual Town budget of the Town of Chaplin for the fiscal year beginning July 1, 2020, without the usual annual town meeting on the budget and subsequent referendum authorized or required by State law and local ordinance, but rather in compliance with said paragraph 13 of Executive Order 7I, and also with paragraph 1 of the March 14, 2020 Executive Order 7B of the Governor of the State of Connecticut, subject only to the further Order of the Governor and the subsequent Resolution of this Board.

So Moved by Anthony Pinto Selectman      Second by Kenneth Fortier Selectman

Dated at Chaplin, Connecticut this 9<sup>th</sup> day of April, 2020