

**BOARD OF SELECTMEN
REGULAR MEETING - REMOTE
Chaplin, Connecticut
Thursday, June 4, 2020
Minutes**

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

Members Absent: None

Others Present: Dick Weingart, Chairman/Board of Finance.

1. Call to Order: Meeting called to order at 7:00pm.

2. First Audience of Citizens: None

3. Approve minutes of Board of Selectmen regular meeting on May 7, 2020: Mr. Pinto made a **MOTION** to approve the May 7, 2020 regular Board of Selectmen meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

4. Communications and Reports

A. Trooper Report: The Board reviewed the trooper statistics for March, April, and May.

B. Board Members Reports: Mr. Rose reported on the tax bills and flyers. One flyer discusses the deferred taxes regarding the Executive Order from Governor Lamont. The other flyer representing Sustainable CT and the Arboretum that will be built asking for donations which are matched through Sustainable CT.

Also, they are doing a Community Walk Audit in Chaplin. The audit will discuss how the Town can be more walkable.

Legislators holding a meeting to look into enacting regulations regarding PSAPS and consolidation.

C. Board of Finance Discussion: Mr. Weingart reported on the Board of Finance meeting last week, budget passed and mill rate set (same as last year). Tax collection budget based on gross tax bills and collection percentage. Mr. Weingart discussed Grand List and there was a discrepancy of about \$200,000 – apparently there were a number of vehicles sold/traded/out of state and this is why there was a change. He will modify revenue budget at the next meeting for future audits. The Town will be working with the auditors in the beginning of August and will get started on documentation for them. The school is switching payroll companies, but the town continues to use Intuit/QuickBooks.

D. **Correspondence:** None

E. **Building/Infrastructure:** Mr. Rose reported to the board that the paving RFP went out this week for N. Bedlam Road paving and miscellaneous shimming throughout town. Natchaug Street is under State contract.

Also, NECCOG Engineer came out and we want to address the intersection at the end of North Bear Hill Road. Once engineering is done, we can then discuss project using CIP funds.

Application for Bedlam Road bridge has been submitted. Still watching for STEAP grants which have not been available.

F. **Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** No report. The Governor approved outdoor graduations for up to 250 people.

5. New Business

A. **Tax Collector Refunds:** None

B. **Resignations/Appointments:** Angie Hill resigned as the Senior Center recording clerk. In regard to RD11 elections – Town Attorney Dennis O'Brian informed us that we have to have an election between 6/27 through 6/30. Currently we only have one vacancy. We will have to set a meeting date for a virtual election using GoToMeeting. The Board discussed how voting will work remotely. No other business can occur at this meeting. We can adjourn the meeting then open again for voting for recreation members. The Board discussed the voting in more detail, set the meeting for the 6/29 or 6/30.

C. **Discuss and possible action to authorize a transfer of \$150,000 from the General Fund to the CIP fund for the purpose of replacing the Fire Department's self-contained breathing apparatus (SCBA) system.** Mr. Fortier made a **MOTION** to authorize the transfer of \$150,000 from the General Fund to the CIP Fund for the purpose of replacing the Fire Department's self-contained breathing apparatus (SCBA) system. This action is taken in accordance with Governor Lamont's Executive Orders #7B, #7S, and #7CC. Furthermore, we find this action is necessary to permit the orderly operation of the Town of Chaplin and that it is otherwise necessary for the protection of persons and property within the town. Mr. Pinto seconded the **MOTION**. Discussion: None. All in favor. **MOTION** passed.

D. **Discuss and possible action to sponsor the Census Bureau's use of the Joseph Ferrara Community Room at the Senior Center for training purposes.** Dates are tentative, probably for a whole week. Mr. Pinto made a **MOTION** for the BOS to sponsor the Census Bureau to use the Joseph Ferrara

Community Room at the Senior Center for training purposes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to change agenda item 5E to “Notary Services” and add agenda item 5F “Review and Approve New Town Logo”. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

E. Notary services: Mr. Rose stated that in order for the town’s insurance company, CIRMA, to cover an employee offering notary services it must be in their job description. The treasurer’s job description needs to be updated. Mr. Fortier made a **MOTION** to change the Treasurer’s job description to include services as a notary public. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

F. Review and approve new town logo: The Board reviewed the new logo. Mr. Pinto made a **MOTION** to approve the new town logo. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

6. Old Business

A. Discussion regarding COVID-19: Mr. Rose asked about the long-term recovery coordinator position. The Board discussed if Chaplin needed this coordinator due to the size of the town, they recommended a municipal town planner which we don’t have. Mr. Fortier will write up a description and then it can be sent out via Google Groups to see if we can get a volunteer; maybe a regional person makes sense.

FEMA and State can reimburse us for the COVID-19 expenses. FEMA is 100% reimbursable but a minimum \$3500 in expenses before we can apply. The State is offering reimbursement through OPM (Office of Policy Management). We are waiting on some more supplies, gloves for example that are on backorder. We can get reimbursed for cleaning services which will need to be done before we open to the public.

Garrison park hasn’t opened officially, water testing for public drinking has not be done until we have a date of opening. We gave the State a tentative date of 7/1 but have to report monthly if it keeps changing.

Town Hall – no reason to open at this time, business is happening as normal. Pistol permits are being processed only if fingerprints for background checks were already done because the State stopped fingerprinting services.

Senior Center – Board meeting will be held on Monday. The kitchen staff have been getting paid but if it continues to be closed Mr. Rose will recommend laying them off July 1st or start some services like curbside meals. Strategies need to be put in place for extended shutdowns. Phase II, June 20th in-house

dining is planned for the State, maybe do picnic tables, or use the pavilion for the seniors. These things will be discussed on Monday.

Library – Librarian Sandra Horning put together a draft reopening for Phase I as of May 20th. Phase II, July 1st was reviewed which included limiting patrons, facemasks required, curbside services, senior hours 10-11am, etc. handicapped access to be reviewed in more detail. Phase III to be determined.

Veteran's Base Camp – a tentative community event is scheduled in August and the camp wanted to know if we think it can still take place. At this time it doesn't seem likely.

Transfer Station – the swap shop still closed but other services there are available.

School – Superintendent Ken Henrici is getting a plan together for reopening Chaplin Elementary this fall. Mr. Henrici wants to cut classes in half and is looking for space. The fire department meeting room was ruled out due to no bathrooms.

- B. Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.** Tabled
- C. Discussion regarding England Road Bridge Project:** No updates
- D. Discussion regarding North Bear Hill Drainage Project:** Mr. Rose is wrapping up final numbers, due to the paving the project is now overbudget in CIP.
- E. Discussion regarding Bedlam Road Bridge Project:** An application was sent to DOT for local grant program.
- F. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** No updates.
- G. Discuss All Pending and New FOI Requests:** A PhD student from the University of California requested recent audit financial statements. The Town clerk posted to all audits to the website.
- H. Discussion regarding the Department of Public Works:** Smoke detectors were installed at the garage. Due to the Hot Spot Internet issues, they switched over to cable. The Town saved some money by having the DPW crew dig the trench for the underground cable and the cable company ran the line.
- I. Discussion regarding the move of the Emergency Command Center:** The top section of antenna was wrong one and was shipped back and concrete is in.

J. Discussion regarding shared and contracted services: NO updates

K. Human Resources: No updates

L. Discussion regarding FY2020-21 Budget: The budget passed.

7. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion: None

8. 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 COVID-19
- Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.
- Discussion regarding England Road Bridge Project
- Discussion regarding North Bear Hill Drainage Project
- Discussion regarding Bedlam Road Bridge Project
- Discuss and possible action to sponsor the Census Bureau's use of the Joseph Ferrara Community Room at the Senior Center for training purposes.
- 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

9. Date, time, and place of next meeting (July 2, 2020 at 7:00pm, REMOTE MEETING).

10. Adjourn: Mr. Pinto made a **MOTION** to adjourn at 8:22pm, Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.