

**BOARD OF SELECTMEN
REGULAR MEETING REMOTE/TOWN HALL
Chaplin, Connecticut
Thursday, April 1, 2021
MINUTES **AMENDED****

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; Suzanne Krodel, Administrative Assistant

1. **Call to Order:** Meeting was called to order at 7:02pm

2. **First Audience of Citizens:** Mr. Weingart stated that he consulted an attorney regarding protecting the access rights on Tutko Road to his property. He suggested to the Board, and asked for their support, in creating an easement in the deed to allow him to access the length of his property off of Tutko if the town decides to sell it. Mr. Rose stated that there are a few things to consider – value of road, benefit to the town if it is sold, etc. He will contact Attorney Dennis O’Brien for his opinion.

3. **Additions to the Agenda:** Mr. Rose requested that agenda item 11C “Discussion regarding the town meeting“ be moved to 3A.
 - A. **Discussion regarding town meeting.** Mr. Rose reached out to CCM (CT Conference of Municipalities) to find out the status of the Governor’s executive orders for approval of the budget at Town meeting. He read the email which stated “the budget making authority executive order expired last fiscal year. It is no longer an option. Towns are to revert to their pre-pandemic processes for budget adoptions. They are allowed to continue virtual meetings instead of in-person, which can include a town meeting, council, board of selectmen, etc., though they may hold them in-person if they follow standard COVID-19 protocols such as six feet social distancing and mask wearing. If their budget process entails a budget referendum, then it will need to be held in-person. The only thing outstanding is that the legislature may change the absentee ballot process to reflect what occurred this past fall, which allowed COVID-19 to be an excuse for voting by absentee ballot.”

The Board discussed potential ordinances and property sales that would be voted on at referendum: sale of Tutko Road, sale of the William Ross Library, ordinance change for recreation commission members to appointed versus elected at town meeting, ordinance to combine Inland Wetlands and Watercourses Commission and Conservation Commission and make appointed, Snow Removal Ordinance, and the potential move of the museum on Chaplin Street. Mr. Rose will consult the town attorney on these ordinances and the Board of Selectmen will need to meet soon to decide on the Town meeting legal notice.

4. **Approve minutes of the Board of Selectmen regular meeting on March 4, 2021.** Mr. Pinto made a **MOTION** to approve the 3/4/21 BOS regular meeting minutes. Mr. Fortier seconded the **MOTION**. Discussion: Minutes to be amended by replacing “824” to “8-24”, “rumble sticks” to “rumble strips” and 6G funds will come from

undesignated funds. Mr. Pinto amended the **MOTION** to include the changes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

5. **Discuss and possible action regarding the Mowing Bid Contract for FY2021-2022.** The Board reviewed the changes from Dave Stone, DPW Supervisor. The legal ad will be posted to the newspaper for the weekend of 4/10 and 4/17. Sealed bids will be due on 4/26 and opened at a special BOS meeting on 4/27.
6. **Discuss and possible action regarding the Capital Improvement Plan (CIP).** Mr. Weingart requested on behalf of the Board of Finance that Mr. Pinto come up with a replacement schedule for the new fire truck and attend the next Board of Finance meeting to discuss the \$200,000 request for this year. He also suggested it may be helpful creating a workshop to discuss the replacement items for the fire department starting with the depreciation list from the auditors. Mr. Pinto stated that he is applying for a USDA grant which may pay for 35% of the truck. Mr. Rose made a **MOTION** to approve the CIP Plan version 4 dated 3/18/2021 (see attached) with the Board of Selectmen endorsement. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
7. **Discuss and possible action regarding fire department surplus equipment.** Mr. Rose made a **MOTION** to approve the surplus equipment list declaration for the fire department (see attached). Mr. Pinto seconded the **MOTION**. Discussion: Mr. Pinto stated that the West Thompson fire department is in need of these bottles and suggested selling to them for \$25 each. Mr. Pinto made a **MOTION** to sell the 19 bottles to the West Thompson fire department for \$25 each and make all obsolete bottles unusable. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
8. **Discuss and possible action regarding turning the public water supply on at Garrison park.** Mr. Rose informed the board that the water supply will be turned on at Garrison park following the Eastern Highland District guidelines for COVID-19. He mentioned an outside group wanted to use the disc golf field. He checked with the insurance company and they said it was ok to charge for the use of the course and have them sign a waiver, but the group declined.
9. **Human Resources:** Mr. Pinto made a **MOTION** to approve the updated Administrative Assistant job description to 40 hours per week. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Fortier left at 8:01pm.

10. Communications and Reports

- A. **Trooper Report:** The board reviewed the report from Trooper Guertin. Traffic accidents were down from 80% last year. The resident Trooper handled 51% of the calls in town for the month of March.
- B. **Board Members Reports:** Ms. Krodel reported that we are in the process of finishing FEMA reimbursement for Storm Isaias approximately \$20,000 to be received by the end of this fiscal year. Mr. Rose reported that he still has not received the MOU (Memorandum of Understanding) from the State for the STEAP grant. This grant is to purchase an electronic sign. He is also looking into ~~**-~~ the American Rescue fund for

the Board of Education and the town for about \$221,063. He just received the guidelines, and it is to be used for economic recovery and capital improvements. He has been in touch with the Plainfield Selectman who has been working on this to get more information.

C. Board of Finance Discussion: Mr. Weingart reported that the audit is finalized, and auditors will send to the State. The budget is coming along, and the BOF meeting on Monday will discuss town budget requests. The Board of Finance will need to go through the Board of Education budget with a 2.45% increase. There will be a regular BOF meeting on 4/12 to endorse the budget then a public hearing on 4/26. He also discussed the annual report, and a procedure should be put in place for next year.

D. Correspondence: None

E. Building/Infrastructure: The new HVAC systems for the town hall vault and senior center/library building are being installed.

F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report: No report due.

11. New Business

A. Tax Collector Refunds: Mr. Rose made a **MOTION** to give a tax refund to William Hodis for \$112.78; Alain and Darcy Richard for \$238.88; Liberty Bank for \$23.54; LERETA/Real Estate Tax Service for \$1833.00; Jean Hansen for \$177.77. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

B. Resignations/Appointments: None

C. Discussion regarding town meeting. (moved to 3A)

12. Old Business

A. Discussion regarding the sale of Tutko Road: We still need to work out details. Assessor gave value of unbuildable parcel, 4.89 acres on GIS, \$3100 per acre valued at \$15,000 take 5% off due to shape of parcel, value is around \$14,000.

B. Discussion regarding the Chaplin museum: Mr. Rose stated that he would like to create a Steering committee to work on the project and present to the Historic District Commission. We can send email out via Google Groups looking for volunteers.

C. Discussion regarding COVID-19: Ms. Krodell reported that we haven't qualified for FEMA reimbursement funds because it is restricted to ONLY emergency covid items (i.e., PPE, sanitizers, etc.) and also, we don't meet the \$3000 minimum. We have used some of the \$18,000 CRF State funds to purchase remote equipment, GoToMeeting fees, etc. The website upgrade is not covered under CRF only LOCIP which is used for roads so he would like to put aside \$1500 from undesignated funds. Mr. Rose will submit a request to the Board of Finance.

D. Discussion regarding undeclaring the State of Emergency for the Town of Chaplin Table

E. Discussion regarding England Road Bridge Project: Mr. Rose received a quote on a new sidewalk when they replace the bridge which would be 100% out of pocket, not federally funded. Quote was \$120,000. The board agreed this was high and also discussed guardrails and material to use should be galvanized conventional instead of wood and metal.

F. Discussion regarding Bedlam Road Bridge Project: No changes

G. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022: The committee is still working on events.

- H. Discuss and possible action regarding the purchase of a drone by the Emergency Management Director:** Jim Randall, Emergency Management Director is working with Colchester to find out what needs to be done to fly the drone. At this time, he was instructed not to fly it until all permitting and insurance is in place.
- I. Discuss All Pending and New FOI Requests:** None
- J. Discussion regarding the Department of Public Works:** Nothing new to report, the crew is working hard.
- K. Discussion regarding shared and contracted services:** No changes
- L. Discuss and possible action regarding the Affordable Housing Plan Grant:** Mr. Rose is recruiting a steering committee which would have members from Planning & Zoning/Doug Dubitsky, Economic Development/Irene Schein, Board of Finance, Board of Selectmen, Board of Education, Senior Center/Crystal Gebhardt, Resident/Amy Cramer, a local town business, Board of Assessment Appeals, and Agriculture.
- M. Discuss cleaning quotes for Benjamin and Mary Chaplin’s headstones.** Table
- N. Discussion regarding the preparation for listing the William Ross Library for sale:** Discussed earlier.
- O. Discussion regarding cyber insurance:** The policy from Beasley will be \$4000 which will be split with the school.
- 13. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion:** Dick Weingart asked how to dispose of the Coleman propane tanks. Mr. Rose said we don’t take them at the transfer station but will find out.
- 14. 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 the sale of Tutko Road
- Discussion regarding the Chaplin museum.
- Discussion regarding COVID-19
- Discussion regarding undeclaring the State of Emergency for the Town of Chaplin
- Discussion regarding England Road Bridge Project
- Discussion regarding Bedlam Road Bridge Project
- Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
- Discuss and possible action regarding the purchase of a drone by the Emergency Management Director
- Discuss All Pending and New FOI Requests
- Discussion regarding the Department of Public Works
- Discussion regarding shared and contracted services
- Discuss and possible action regarding the Affordable Housing Plan Grant
- Discuss cleaning quotes for Benjamin and Mary Chaplin’s headstones.

Discussion regarding the preparation for listing the William Ross Library for sale.
Discussion regarding town meeting

15. **Date, time, and place of next meeting (May 6, 2021 at 7:00pm, Chaplin Town Hall and Remote via GoToMeeting).**
16. **Adjourn:** Meeting adjourned at 8:45pm

*Respectfully submitted by,
Suzanne Krodel
Administrative Assistant*

Surplus Equipment List Declaration

Board of Selectmen – Regular Meeting

April 1, 2021

LOT#	ITEM
1	2.2 Scott air Pack bottles (fire department) – total 19

TOWN OF CHAPLIN

04/01/2021 version5

5-Year Capital Improvement Plan for Fiscal Years 2022-2026

SCHEDULE OF CAPITAL IMPROVEMENTS

CIP Comm Reviewed: 3/18/2021
BdOfSelectmen Reviewed: 4/1/2021

Bd of Finance Reviewed:
Bd of Finance Approved:

- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable,
E=Deferred, X=Complete

CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority	Dept	CIP	CURRENT BALANCE as of 3/16/21	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
								(AUDITED) FY 2019-20	Approved BOF FY 2020-21	Proposed FY 2021-22	Planned FY 2022-23	Estimated FY 2023-24	Estimated FY 2024-25	Estimated FY 2025-26
General Government														
# 3335	Conservation Fund - Open Space	Conservation Comm.	Ongoing	D	E		10,625	0	0	DEFER	0	0	0	0
# 3320.9	Relocate Museum	Board of Selectmen	On Hold	D	E		35,000	0	0	DEFER	0	0	0	0
# 3320.11A	Playscape at Garrison Park	Recreation Comm.	On Hold	C	A		0	0	0	16,000	0	0	0	0
# 3325.1	Handicapped Access: Library/Senior Ctr	Board of Selectmen**	Complete	B	X		2,810	0	0	0	0	0	0	0
#3320.13	Chaplin 2022 Bicentennial Celebration	Board of Selectmen	Ongoing	C	A		15,000	5,000	10,000	10,000	20,000	0	0	0
# 3320.12	Install split system HVAC unit-Town Hall	Board of Selectmen**	Complete	C	X		0	0	793	0	0	0	0	0
# 3320.4	Plan of Conservation & Development	Board of Selectmen	Ongoing	C	B		7,653	0	0	0	0	0	0	0
# 3325.3	Library/Senior Center Roof	Board of Selectmen	In Progress	B	A		5,840	0	0	0	0	0	0	0
# 3320.14	Annual Chaplin Day - Fireworks	Board of Selectmen		D	E						10,000	10,000	10,000	
Subtotal General Government:							76,928							
Public Safety														
# 3340.6	SCBA Bottles	CVFD	On Hold	C	E		12	0	0	0	0	0	0	5,000
# 3340.7	Firefighter Gear Replacement	CVFD	Ongoing	C	C		13,109	6,000	0	6,000	6,000	6,000	6,000	7,000
# 3340.9	Fire Hose	CVFD	Ongoing	C	C		0	0	0	10,000	10,000	0	10,000	0
# 3340.13	Vehicle Replacement	CVFD	(Notes 3 & T)	A	A		120,000	25,000	25,000	225,000	25,000	25,000	25,000	35,000
# 3340.19	Lucas Device-automatic CPR	CVFD**	Complete	C	X		626	0	16,000	0	0	0	0	0
# 3340.16	Ambulance Replacement - CANCELLED	Service to be provided by Willimantic Fire Dept.	CANC	CANC			0	30,000	0	0	0	0	0	0
# 3340.18	Replace SCBA System-reqd. for safety.	CVFD	Complete	A	X		1,502	0	150,000	0	0	0	0	0
# 3340.20	Generator Replacement	CVFD		B	A					20,000				
Subtotal Public Safety:							135,248.82							
Public Works Department														
# 3305.4	Road Maintenance (inc. approx. 3%/yr)	Public Works-Ongoing	(Note 1)	B	A		-22,503	231,750	238,700	245,875	253,250	260,848	268,673	276,733
# 3315.6	Bedlam Road Bridge	Public Works	Design Only	B	E		6,000	10,000	0	0	0	0	0	0
# 3315.7	England Road Bridge	(Funding source Undetermined)	On Hold	C	A		15,000	0	DEFER	500,000	0	0	0	0
# 3305.9	North Bear Hill Road Drainage	Public Works	Final Stages	C	A		5,505	350,000	0	0	0	0	0	0
# 3305.13	Equipment Replacement	Public Works	Ongoing	B	A		50,898	20,000	25,000	35,000	25,000	25,000	25,000	25,000
# 3305.19	Vehicle Replacement	Public Works	(Notes 5 & J)	B	A		44,449	55,000	35,000	35,000	40,000	40,000	35,000	35,000
# 3325.5	HVAC System: Library/Senior Center	Public Works	(NOTE A)	C	A		0	0	0	30,000	30,000	20,000	0	0
# 3305.18	Drainage Infrastructure Rehabilitation	Public Works	Ongoing	C	A		35,597	20,000	20,000	20,000	20,000	20,000	20,000	20,000
# 3305.7	Tree Removal	Public Works	Ongoing	C	A		23,500	25,000	30,000	15,000	10,000	10,000	10,000	10,000
# 3305.20	Nutmeg Lane Drainage & Paving	Public Works	Design Only	C	E		10,000	10,000	0	0	0	0	0	0
# 3305.22	Town Hall Sidewalk Replacement	Public Works**	Complete	C	X		0	30,000	0	0	0	0	0	0
# 3305.21	Town Hall Parking Lot Paving	Public Works	Final Stages	C	A		2,050	50,000	0	0	0	0	0	0
# 3325.4	Senior Center Parking Lot Paving	Public Works		C	A		25,000	0	25,000	25,000	10,000	0	0	0
# 3305.23	Sander Roof Rack	Public Works		C	C		0	0	0	0	10,000	0	0	0
Subtotal Public Works:							195,496							
Education - Chaplin Board of Education														
# 3300.14	Replace Gym Foam Wall Safety Panels**		Complete	B	X		1,043	11,500	1,500	0	0	0	0	0
# 3300.13	Install Chain Link Fence Around Entire Pre-K**		Complete	B	X		0	8,000	0	0	0	0	0	0
# 3300.15	Replace Gym/Auditorium/All-Purpose Room Curtain			C	D		0	0	0	0	0	0	12,500	12,500
# 3300.12	Replace carpets with tile - hallways, classroom, office		Ongoing	C	A		0	0	20,000	10,000	0	0	0	0
# 3300.16	Replace Gym Floor with Rubberized Floor		(NOTE Q)	C	C		0	0	0	0	0	0	20,000	35,000
# 3300.17	HVAC- Replace two boilers (original equipment when school was built)		(NOTE R)	C	C		0	0	0	0	0	40,000	40,000	0
# 3300.18	HVAC - Replace building electrical controls		(NOTE S)	C	A		0	0	0	12,500	12,500	12,500	12,500	0
# 3300.19	Building Wing Air Conditioning			C	A		0	0	0	78,000	38,000	0	0	0
Subtotal Education:							1,043							
Total Capital Improvement Plan (CIP):							408,716	887,250	596,993	1,293,375	509,750	469,348	494,673	471,233
Expected reimbursement from respective fiscal year State Local Capital Improvement (LoCIP) funds:								(27,102)	(26,379)	(26,862)	(26,862)	Unknown	Unknown	Unknown
Transfer from General Fund Reserved Account(s):								0	0	0	0	n/a	n/a	n/a
Transfer from GENERAL FUND UNASSIGNED FUND BALANCE:								(350,000)	(150,000)	(900,000)	(100,000)	See NOTE 6.		
Transfer from existing CIP Account(s):								(6,410)	(37,197)	(5,981)	0	See NOTE 7.		
Funding from CIP Unassigned Fund Balance:								0	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	TOWN OF CHAPLIN													04/01/2021	version5		
2	5-Year Capital Improvement Plan for Fiscal Years 2022-2026																
3	SCHEDULE OF CAPITAL IMPROVEMENTS																
4					CIP Comm Reviewed: 3/18/2021				Bd of Finance Reviewed:								
5	- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable,				BdOfSelectmen Reviewed: 4/1/2021				Bd of Finance Approved:								
6	E=Deferred, X=Complete																
7																	
8	CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority	CURRENT BALANCE	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26				
9						as of 3/16/21	(AUDITED)	Approved BOF	Proposed	Planned	Estimated	Estimated	Estimated				
10							FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26				
70	Net CIP Funding from General Fund Budget (FY 20, FY21, FY 22):						\$503,738	\$383,417	\$360,532	\$382,888	\$469,348	\$494,673	\$471,233				
71							Approved	Approved	Proposed	Planned	Estimate	Estimate	Estimate				
72	CIP Unallocated Fund Balance at June 30, 2020, 2021, 2022:						\$50,696	\$50,700	\$50,700	Unknown	Unknown	Unknown	Unknown				
73	2021 Notes:						Audited	Estimate	Estimate	n/a	n/a	n/a	n/a				
74	Note 1:	Partially reimbursed from respective fiscal year State Local Capital Improvement (LoCIP) funds.															
75	Note 3:	Based on vehicle replacement schedule from (CVFD). CVFD - Need schedule ASAP!															
76	Note 5:	Based on vehicle replacement schedule from (BOS/PW).															
77	Note 6:	General Fund transfers: May 2019 -\$350,000 for NBH Road drainage; May 2020 : Transfer of \$150,000 from General Fund.															
78		May 2021 : Planned transfer \$500,000 England Bridge, \$200,000 fire truck, \$40,000 HVAC School, \$10,000 DPW Equipment replacement															
79	Note 7:	CIP Fund transfers: May 2019 -Funds not used in projects #3300.1, #3300.5 & #3300.11. May 2020 -Projects #3320.1, #3340.16, #3305.22 & #3300.13.															
80		May 2021 -Projects #3325.1, #3340.18; #3340.19; #3300.14.															
81	NOTE A:	Current system likely to require replacement by FY 2023-24.															
82	NOTE J:	Replacement vehicle schedule: July 2018 -Purchase new plow truck. July 2019 -Purchase new pick-up truck. Planned-July 2023 : Purchase new plow truck.															
83	NOTE Q:	Current gym floor likely to require replacement by FY 2025-26.															
84	NOTE R:	Current original boilers likely to require replacement beginning FY 2023-24.															
85	NOTE S:	Current original system controls require replacement beginning FY 2021-22.															
86	NOTE T:	Replacement vehicle schedule: Planned-July 2024 : Purchase new fire truck.															
87	**	Projects closed out by the Board of Selectmen on 3/4/2021															