

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, November 4, 2021
MINUTES **AMENDED****

Members Present: Juan Roman III, First Selectman; Anthony Pinto, Selectman; Kenneth Fortier, Selectman

Members Absent: None

Others Present: Richard Weingart, Chairman/Board of Finance; Suzanne Krodel, Administrative Assistant; Irene Schein, Chairman/Economic Development Commission and Sr. Ctr Board of Directors; Jim Randall, EMD; Bill Rose, Zoning Board of Appeals; Victor Boomer, Chairman Library Board; Adele Swart, Library Board; Lisa Kegler, Senior Center Director.

1. **Call to Order:** The meeting was called to order at 7:00pm

2. **First Audience of Citizens:** Bill Rose congratulated the new board on the election and stated it will be a great next 2 years. He asked the board to consider approving a new Ad Hoc Museum Committee to relocate the museum to a place in town where the property can be enjoyed down near the library makes most sense. He also would like to see the museum be dedicated to William Philbrick as the William Philbrick Memorial Museum; he put his heart and soul into it for many years and kept it going. We will need more funds in CIP to get the move accomplished, it would take approximately \$50,000-\$60,000 to complete and currently we have approximately \$35,000 in CIP. B. Rose will volunteer for the committee and maybe they could meet monthly to discuss different events and expositions to be held and suggested 4-6 members.

Adele Swart asked about the status of the cupboard at the William Ross library. B. Rose stated they were waiting for room in Andy Belisle shop so DPW can move it over, it should happen in the next week or so.

3. **Additions to the Agenda:** J. Roman added "Traffic Sign" to 6D. J. Pinto requested addition of "Surplus Equipment" to 6E.

4. **Approve minutes of the Board of Selectmen regular meeting on October 7, 2021, and special meeting minutes on October 26, 2021.** J. Pinto made a **MOTION** to approve the regular meeting minutes of October 7, 2021 and special meeting minutes of October 26, 2021. K. Fortier seconded the **MOTION**. Yes votes – two (2), J. Roman abstained. **MOTION** passed.

5. **Communications and Reports**
 - A. **Trooper Report:** The Board reviewed the report and noted the 23 calls and that numbers were down this month due to trooper training. He also worked the DARE program at the school and processed pistol permits.
 - B. **Board Members Reports:** None
 - C. **Board of Finance Discussion:** D. Weingart welcomed the board and offered to sit down with J. Roman to review the upcoming budget process. The audit is underway, and they are currently working with the school then next week with the tax collector. We should have a draft audit report in December in time for the Board of Finance meeting.

Looking at the next couple of years projection there are more requests than we can budget for. Budget request letters for FY2022-2023 should go out by the end of November. A new budget calendar was drafted this year to help with the process. In reference to the last Board of Selectmen meeting and the purchase of the fire truck, he asked about the pre-payment savings. B. Rose explained that by using the current funds of \$295,000 they could save approximately \$5860. They also discussed the trade-in and if it would be more lucrative to sell it out right. J. Pinto will look into it. D. Weingart asked the Board that in the future if there are funds that are needed to communicate with the Board of Finance sooner than later.

- D. **Correspondence:** J. Roman reported that the CIP letters went out to the Boards and Commissions and project requests are due in December. J. Pinto asked for a later time to meeting with the CIP Committee so he can attend.
- E. **Building/Infrastructure:** J. Roman reported that Goodell Road is being prepped for work in the Spring. B. Rose stated that there is a rotten pipe under the road that needs replacement. J. Pinto informed the board that there is a leak in the bathroom vent at the firehouse. They also discussed the roof leaking at the library and that the contractor who installed the solar panels will be coming out to take a look at it. J. Pinto said the whole roof is ice shield so for it to have a leak it must have been damaged.
- F. **Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** The Board reviewed the report, and it appears 18.77% of the school budget has been spent so far.
- G. **Discussion regarding COVID-19:** Lisa Kegler, Senior Center Director, asked about the status of the mask requirements in town buildings and if they anticipate anything changing. It has been very challenging to police the wearing of face masks with the different groups at the center. She said Lebanon and Ashford are not requiring masks, the other six towns she talked to are. K. Fortier stated that they are following recommendations by the State even though it is a local agency decision and if they ease restrictions on elementary schools then we can do the same for town buildings as well. J. Roman stated that he just read potential changes in lifting the recommendations by December. S. Krodel informed the board that the \$18,000 in CRF COVID funds runs out at the end of this calendar year. We have approximately \$3900 left and she recommended ending the remote meeting subscriptions as they are not being used with the exception of Planning & Zoning as we are storing many files for this commission as required by FOI (Freedom of Information). She reached out to the Senior Center and Library to see if they need any additional COVID related items.

6. New Business

- A. **Tax Collector Refunds:** None
- B. **Resignations/Appointments:** K. Fortier made a **MOTION** to appoint the following:
Scott Matthies as a regular member to the Inland Wetlands Watercourses and Conservation Commission for a term of 11/3/21 to 11/2/27 effective 11/4/21.
Virginia Walton as an alternate member to the Inland Wetlands Watercourses and Conservation Commission for a term of 11/3/21 to 11/2/27 effective 11/4/21.
Sharyn Rusch as a regular member to the Inland Wetlands Watercourses and Conservation Commission for a term of 11/3/21 to 11/2/27 effective 11/4/21.

Janice Godaire as a regular member to the Senior Center Board of Directors for a term of 7/1/20 to 6/30/23 effective 11/4/21. J. Pinto seconded the **MOTION**. All in favor.

MOTION passed. K. Fortier read the resignation by Lisa Courcier from the Zoning Board of Appeals effective immediately.

- C. **Benjamin Chaplin's cupboard – William Ross Library:** L. Ricklin suggested when the move takes place maybe there can be some publicity via the Chronicle or at least pictures of the move. J. Roman offered to take photos and the Board thought it was a good idea.
- D. **Traffic Sign:** J. Roman reported that new electronic speed signs or going up between ~~**Route 193~~ 198, Tower Hill Road and Palmer Road These have battery backups, GPS, and are anti-theft. B. Rose stated that there is no cost for these signs, it is a UCONN T2 project. J. Pinto made a **MOTION** to install the digital radar signs on Tower Hill Road and Palmer Road. J. Roman seconded the **MOTION**. All in favor. **MOTION** passed
- E. **Surplus Equipment:** J. Pinto made a **MOTION** to surplus one (1) set of turnout gear with boots. K. Fortier seconded the **MOTION**. Discussion: J. Pinto stated that a member moved out of town, the other town offered to buy from us. The Killingly Fire department is interested in purchasing them and he suggests between \$500-\$1000. It won't fit anyone else in department because it is too large. The board discussed changing the motion to reflect the purchase and price. J. Pinto amended the **MOTION** to surplus one (1) set of firefighter turnout gear with boots and to sell to the Killingly fire department for no less than \$600. K. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

7. Old Business

- A. **Discussion regarding the Economic Development Commission:** Chair, Irene Schein, reported that she attended a virtual meeting 10/19 from Windham Regional Interfaith Working Group and their focus was the homeless but another one she attended discussed what affordable housing is, do we need it, how do we fulfill it, what kind of housing, and how do we make it happen. COST was offering a workshop, but the commission is not ready yet for it. She stated that there is no point in having another meeting until we know what we are doing as a commission. She suggested talking to NECCOG to see what we should be doing, we need to see who is interested to join this commission, maybe do workshops in town. J. Pinto stated he would like to see for community development to work on affordable housing then maybe have a consultant/developer to come in and form a partnership to assist Chaplin. It takes time, like a 3 year build out. K. Fortier stated that Planning & Zoning Commission has a requirement to put a plan together and that Jim Larkin from NECCOG is working with them. B. Rose stated that there would be no economic development commitment until Planning & Zoning finishes zoning changes first. I. Schein stated that there are not enough members in the Economic Development Commission - only 3 active members and she won't have a meeting this month.
- B. **Discussion regarding the sale of Tutko Road:** Tabled
- C. **Discussion regarding the Chaplin Museum:** J. Roman made a **MOTION** to create a AD HOC Museum Committee with five members. B. Rose will recruit members. J. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
- D. **Discussion regarding American Rescue Plan Funds – COVID19:**

**J. Roman reported that the auditor told him once he is comfortable with the audit numbers he would look into ~~for~~ the loss revenue calculations, he can then determine how much of the \$331,000 can move into the general fund. B. Rose reported that the new HVAC system for the library and firehouse will qualify. D. Weingart asked how much money was allocated to the school. B. Rose wasn't sure, but he can check with NECCOG.

E. Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.

Tabled

F. Discussion regarding England Road Bridge Project: J. Roman reported that the preliminary design meeting was done, another meeting scheduled for 11/30. B. Rose stated that there were four designs to consider, and the consensus of engineering firms was the design for a truss over was best. On 11/30 they will present more detailed design of truss over; there will also be easements in place.

G. Discussion regarding Bedlam Road Bridge Project: No updates

H. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022: J. Roman read an update from the Chair, Leslie Ricklin – “Over the last year the Ad Hoc Bicentennial Committee has focused on planning events, walks, talks, a play to reenact the first town meeting, and a day of celebration at Garrison Park. To this end, we created a commemorative calendar to sell as both a fundraiser and a way for townspeople to be able to participate in as many events as possible. This is selling well, and we have ordered 50 more copies. Working with the Recreation Commission, we have a tentative schedule of events for the big celebration day at Garrison Park on September 10, 2022. We are now at the stage of our planning where we want to get the word out about the bicentennial. We need to get signs, use the media, and spread the word. Three of us had a lengthy interview with Traci Hastings from the *Chronicle* recently. We are exploring different avenues for advertising such as through radio and the *Chronicle*. Besides the calendar, we are designing a T-shirt which we hope will be a more lasting item of the celebration.” L. Ricklin also reported that Ann Lewis will do a Facebook page. They discussed the cost of doing something with the radio station which was expensive, B. Rose suggested they contact Dennis O'Brien about going on his show. A parade was also discussed and getting volunteers to help coordinate it.

I. Discuss the status of the drone purchased by the Emergency Management Director. J.

Roman asked J. Randall if he prepared a timeline for the Board but he did not. He estimates it will take about 15 months to find pilots, get training, and the proper permits and approvals. J. Roman stated that this project will have 15 months to be complete if not then it will be scrapped. For now, they will not have it on the agenda until a timeline is presented for review.

J. Discuss All Pending and New FOI Requests: None

K. Discussion regarding the Department of Public Works: J. Roman stated that the crews are leaf blowing, cleaning storm drains, and continuing with tree work.

L. Discussion regarding shared and contracted services: No updates

M. Human Resources: No updates

N. Discuss and possible action regarding the Affordable Housing Plan: S. Krodel stated that the deadline to use the \$15,000 grant funds ran out and they need to request for an extension until March 2022. To do this they need to approve another resolution and submit the extension paperwork. J. Roman read the resolution (see attached). J. Roman

made a **MOTION** to approve the Affordable Housing Grant Resolution. K. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

- O. STEAP Grant – Electronic Programmable Sign:** B. Rose reported that the sign is ready to go, digging to begin by DPW crews, electrical will be done by Danny Cates. J. Pinto asked about CAT5 and the wiring schematic. J. Roman said it was an internal unit.
- P. USDA Grant – Purchase of a new firetruck:** J. Pinto reported that the truck is ordered and, in a week, or two the truck committee will get the spec sheet to review. Final inspection tentatively in June then it goes to Greenwood. The only issue could be shortage of parts, but they don't expect this. The Board discussed if there was a delay would we still get charged interest during this time, J. Pinto will look into this.
- Q. Discussion regarding the new road at South Chaplin Cemetery/Route 198:** J. Roman reported that he emailed Susan Mattern about the topographical survey, she will let us know on Monday, but she believes she sent a proposal out for the work.
- R. Discussion regarding intersection at North Bear Hill Road and Route 198:** J. Roman reported that we are waiting for DOT permit. The Town can become the general **contractor or put it out to bid, then the contractor awarded the bid will put in an application and the permit gets issued. We don't need a clerk of the works as Dave Stone and J. Roman can oversee it and put it out to bid.
- S. Discussion regarding Chaplin Street flags:** No update.

- 8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** J. Randall asked about the status of the street signs on South Bear Hill Road, he had concerns that they were too close to the road. J. Roman will look into it. He also asked if there will be a public hearing regarding the North Bear Hill Road and Route 198 intersection changes.

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

Old Business

Discussion regarding the Economic Development Commission

Discussion regarding the sale of Tutko Road

Discussion regarding the Chaplin Museum

Discussion regarding American Rescue Plan Funds – COVID19

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 All Pending and New FOI Requests
Benjamin Chaplin's cupboard – William Ross Library
Discussion regarding the Department of Public Works
Discussion regarding shared and contracted services
Human Resources
Discuss and possible action regarding the Affordable Housing Plan
STEAP Grant – Electronic Programmable Sign
USDA Grant – Purchase of a new firetruck
Discussion regarding the new road at South Chaplin Cemetery/Route 198.
Discussion regarding intersection at North Bear Hill Road and Route 198.
Discussion regarding Chaplin Street flags.
Traffic Signs

10. **Date, time, and place of next meeting (December 2, 2021, at 7:00pm, Chaplin Town Hall).**
11. **Adjourn:** J. Roman made a **MOTION** to adjourn at 9:00pm. J. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

*Respectfully submitted by,
Suzanne Krodel
Administrative Assistant*

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

CERTIFICATION¹

I, Shari Smith, Chaplin Town Clerk, certify that below is a true and correct copy of a resolution duly adopted by the Town of Chaplin at a meeting of its Board of Selectmen duly convened on November 4, 2021 and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.

11/8/2021

(Date)

Shari Smith - Chaplin Town Clerk

(Signature and Title of Official)

SEAL

RESOLUTION²

WHEREAS, pursuant to Connecticut General Statute Section CGS §§-8-30j, the State of Connecticut Department of Housing is authorized to extend financial assistance to a municipality for the Affordable Housing Plan Technical Assistance Grant; and

WHEREAS, it is desirable and in the public interest that the Town of Chaplin make an application to the State for funding the Affordable Housing Plan Technical Assistance Grant pursuant to Connecticut General Statute Section CGS-8-30j Program and to execute an Assistance Agreement for such purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF CHAPLIN, BOARD OF SELECTMEN:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by the Connecticut General Statutes, particularly CGS §§-8-30j; and
2. That the filing of applications for Connecticut Affordable Housing Plan by the Town of Chaplin is hereby approved and that Juan Roman III, First Selectman, is directed to execute and file such applications with the State of Connecticut Department of Housing, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Chaplin.

¹ The Official who is named in and signs the Certification (typically the Town Clerk or Secretary) cannot be the same individual who is named in the Resolution as the Authorized Signatory for the Master Assistance Agreement (typically the Mayor or First Selectman).

² Attach a copy of the applicable page(s) of the municipal charter or other municipal governance document(s) which show that the Authorized Signatory named in the Resolution is authorized to enter into contracts/sign documents on behalf of the City/Town.