

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, August 3, 2023**

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

Members Absent: None

Others Present: Richard Weingart, Chairman/Board of Finance, Jim Randall

1. **Call to Order:** Meeting was called to order at 7:00 pm
2. **First Audience of Citizens:** Jim Randall inquired about the status of the flagpole behind the Fire Department. J Roman responded that due to the cost quoted for the use of a crane (\$5,000) for repair work that there are no plans to repair the existing pole, rather a new flagpole may be erected in front of the Fire House. J Randall stated that he would prefer the existing one to be fixed. J Roman thanked him for his input.
3. **Additions to the Agenda:** None
4. **Approve Minutes of the Board of Selectmen Regular Meeting on July 6, 2023.** *J. Roman made a MOTION to approve the July 6, 2023 Regular Meeting Minutes as presented. K. Fortier seconded the MOTION. All in favor, MOTION passed.*
5. **Communications and Reports**
 - A. Trooper Report – J Roman read out the report for July 2023 submitted by Trooper Shaun Tucker. See attached.
 - B. Board Members Reports:
None
 - C. Board of Finance Discussion: Chair of the Board of Finance, Dick Weingart, reported that the annual audit is getting underway. The auditors will physically be at Town Hall on 8/21 & 8/22/2023. A list of items requested by the auditors will be discussed with staff on Tuesday, August 8, 2023. D. Weingart also reported that he will be providing the Selectmen with documents outlining spending restrictions for both nip bottle deposit funds and opioid settlement funds received by the Town. The Board of Finance will next meet on Monday, August 14, 2023 where they will review Annual Report request paperwork and a fund balance policy.
 - D. Correspondence: J Roman reported receiving a press release from CT DOT announcing the beginning of installation of the centerline rumble strips along Route 6. The work is slated to begin 8/6 through 8/16/2023 with work being done at night. J Roman also reported that Eversource presented Jim Randall, Emergency Management Director, with a grant check in the amount of \$1,115.00 for the purchase of fire safety

equipment. J Roman thanked Jim Randall for the work he did to obtain this grant.

- E. Building/Infrastructure: J Roman reported no structural damage from the recent severe thunderstorms which have gone through town. The National Weather Service determined that a tornado did not touch down in town. J Roman also informed the Selectmen that an application has been submitted to the Community Connectivity Grant program, which provides grants specifically related to sidewalk projects. This application is for the construction of a sidewalk along Route 198 from the Senior Center to the Town Hall. This application was submitted in addition to the Community Investment Fund Grant applied to for the full project in June of 2023.
- F. Treasurer Report: None
- G. Department of Public Works Report: None
- H. Chaplin Volunteer Fire Department Report: Tabled until next month's meeting.

6. New Business

- A. Tax Collector Refunds: none
- B. All Pending and New FOI requests: J Roman reported that a new FOI request was received on 7/31/2023 from Openthebooks.com requesting an electronic copy of 'any' or 'all' vendor payee payments for the year 2022. The FOI was acknowledged as received on 7/31/2023.
- C. Appointments and Resignations: None
- D. Discussion of Griggs & Browne quarterly extermination service for the Town Hall: J Roman reported that the Town Hall has been experiencing issues with ant infestations and received a quote from Griggs & Browne for quarterly extermination treatments. A quote of \$395 for the initial treatment and a quarterly charge of \$130 for maintenance treatments. The Board of Selectmen concurred that treatments are necessary.
- E. Discussion of developing an Electronics Policy for employees and Town organizations: J Roman reported that the Recreation Department recently reported purchasing tablets for their members with Dave Stone, Rec Chair, asking about a Town Electronics Policy. Paperwork was found for documenting electronic receipt, possession, repair and replacement having to do with town owned phones and laptops. **Joe Pinto made a MOTION to add tablets and their accessories to the Electronics Equipment Inventory Checklist and to put the Electronics Equipment Inventory Checklist & Property Receipt Form into effect. K Fortier seconded the MOTION. MOTION passed.**
- F. Discussion of Cyber Security training with Parish Hill IT/Windham IT: J Roman reported that he recently met with Alex Hill and Marshal Hudson from Parish Hill High School IT regarding implementing a cyber security program for Town employees. J Roman stated that the Town has recently been put under a new Director of IT at the Town of Windham who would also like to implement a cyber security training program. J Roman would

like to see the two IT departments work together in implementing a plan with the training for Town employees to be spearheaded by the Town of Windham IT department per our contract.

- G. Discussion of an agency wide Memo regarding placing stationary objects outside of municipal buildings without BOS review. J Roman stated the need for a policy in which organizations and agencies within town who wish to place and/or dedicate objects to be permanently placed outside of town buildings must go through the overseeing body of said organization or agency with the request for permanent placement ultimately being presented to the Board of Selectmen for approval. J Pinto and K Fortier agreed. J Roman to draft a memo to all Department Chairs outlining this procedure.
- H. Discussion of establishing an employee performance review schedule: J Roman noted that while annual reviews are performed yearly by the Board of Directors at both the Chaplin Public Library and the Chaplin Senior Center, there is no evidence in Town Hall employee's HR files that performance reviews have regularly occurred. J Roman to work on establishing an annual review procedure and schedule.

7. Old Business

- A. American Rescue Plan Funds: J Roman reviewed the ARPA Special Revenue Account balance which currently stands at \$614,238.67.
- B. Update on Community Investment Grant Application: No new updates
- C. Update on HVAC upgrades at the Fire House: J Pinto reported that the new HVAC system is working well and that an after installation clean up punch list was completed.
- D. Update on the paving of Nyberg Road: Paving work on Nyberg Road has been completed.
- E. Update for the construction of a fire pond and dry hydrant: J Roman reported that a Wetlands Permit was approved at the IWWC July meeting with a condition that an engineering recommendation as to the sizing of a culvert pipe be received. Heritage Builder's have received the IWWC's blessing to begin work in the upland areas of the project site.
- F. Discuss Updates on Bedlam Road and England Road Bridges: A Request for Qualifications Public Notice for the England Road Bridge project has been re-submitted for publication after the Hartford Courant failed to publish the original state-wide. Letters of interest are due on 8/17/2023. A pre-advertisement meeting for construction services (England Road Bridge) is scheduled for 8/4/2023 with the project engineer liaison service, Close, Jensen & Miller, P.C. The Bedlam Road Bridge project is still in it's preliminary engineering phase.

8. **Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion:** Jim Randall stated that he does not wish to see the speed limit dropped on Route 6. J Roman and J Pinto would

like to see the speed limit reduced on the stretch of Route 6 from the Windham town line to Route 198 given the high volume of businesses along this stretch. D Weingart reported that the new auditor has requested the contact information of Board of Selectmen and Board of Finance members. He will ask new auditor about level of detail required.

First Selectman Juan Roman asked both Ken Fortier and Joe Pinto if they are aware of any inquiries or discussions being undertaken to transfer the job of Treasurer to staff at Windham. Both selectmen answered no and that they were completely unaware of any such discussion. J Roman stated that he was recently made aware of this rumor and is also unaware of any such discussion taking place.

9. **Agenda Suggestions for next meeting:** None
10. **Date, time, and place of next meeting (September 7, 2023, at 7:00pm, Chaplin Town Hall).**
11. **Adjourn: *J. Pinto made a MOTION to adjourn at 8:18 pm. J Roman seconded the MOTION. All in favor, MOTION passed.***

*Respectfully Submitted by,
Susan Welshman
Administrative Assistant*

**TOWN OF CHAPLIN
RESIDENT STATE TROOPER
July 2023**

TO: Juan Roman; First Selectman
FROM: TFC Shaun Tucker #1237

Sir,

The following reflect the statistics collected between the dates of July 1, 2023 – July 31, 2023:

	Resident Trooper	CSP (all except RT)	TOTAL
TOTAL CALLS FOR SERVICE	17	59	76
Traffic Accident – No Injury	0	2	1
Traffic Accident – With Injury	0	0	0
Reportable Incidents	1	4	5
Traffic Stops	6	17	23

Notable events/incidents:

There were no notable incidents in Chaplin during the month of July 2023.

The Resident Trooper performed to Pistol Permit background checks during the month.

Respectfully,

TFC Shaun Tucker #1237