

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, November 2, 2023**

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

Members Absent: None

Others Present: Susan Welshman, Recording Secretary; Dick Weingart, Board of Finance Chair; Diana Alvarez, Treasurer

1. **Call to Order:** Meeting was called to order at 7:05 pm
2. **First Audience of Citizens:** None
3. **Additions to the Agenda:** None
4. **Approve minutes of the Board of Selectmen Special Meeting on October 17, 2023. *J. Pinto made a MOTION to approve the October 17, 2023 Special Meeting Minutes with correction. K. Fortier seconded the MOTION. All in favor, MOTION passed.***
5. **Communications and Reports**
 - A. Trooper Report – J Roman read out the report for October 2023 submitted by Trooper Shaun Tucker. See attached.
 - B. Board Members Reports:
None
 - C. Board of Finance Discussion: D Weingart reported that the town audit continues to progress smoothly and that a draft audit may be available before Thanksgiving .The Board of Finance next scheduled Regular Meeting is Monday, November 13, 2023, 7 PM at the Town Hall. Budget requests and Capital Improvement Project requests will be going out soon for FY 2024-2025. D Weingart also reported that the re-val process has seen a completion of field work and data entry is currently taking place. Re-val notices may go out to residents at the end of November. After the notices are sent out, the re-val firm will take appointments to explain and describe the numbers for residents. After the February 1st Grand List is published, residents may begin appeals process with the Chaplin Board of Assessment Appeals.
 - D. Correspondence: None
 - E. Building/Infrastructure: None
 - F. Treasurer Report: Diana Alvarez reported that work will continue with Berkshire Bank fter the upcoming Municipal election on 11/7/2023.
 - G. Department of Public Works Report: None
 - H. Chaplin Volunteer Fire Department Report: Fire Chief, Joe Pinto, reported that in the month of September, the CVFD responded to 15 medical calls, one vehicle fire and one camper fire. During the month of October, the

CVFD responded to 26 medical calls and one outdoor fire behind Zlotnick's gas station.

6. New Business

- A. Tax Collector Refunds: ***K Fortier made a MOTION to approve a tax collector refund to Victoria L. Vose in the amount of \$138.60; Jaqueline N. Deveny in the amount of \$13.63 and Lisa Madigan in the amount of \$360.62. J Pinto seconded the MOTION. All in favor, MOTION passed.***
- B. All Pending and New FOI requests: None
- C. Appointments and Resignations: ***J Pinto made a MOTION to approve the appointment of Deb Field to the Inland Wetlands and Watercourses Commission as a Regular Member for a term beginning 11/8/2023 and ending 11/4/2028; and the appointment of Michael Jenkins to the Inland Wetlands and Watercourses Commission to fill a vacancy as an Alternate for the term beginning 11/5/2019 and ending 11/4/2025. K Fortier seconded the MOTION. All in favor, MOTION passed.***
- D. Discussion and possible action on adding a fourth maintainer to the Department of Public Works: Juan read out the document titled "Chaplin Public Works Additional Labor Justification". Please see attached. K Fortier stated that he felt that this was a good idea. J Roman stated that this proposal would prevent the need to sub-contract work out. D Alvarez stated that a 4th maintainer used to be a part time per diem position. D Weingart stated that there would be a few issues that will need to be addressed. J Roman stated that he will be attending the next BOF meeting to present this request and discuss.
- E. Discussion and possible action for the approval of the Board of Selectmen Annual Report for FY 2022-2023: J Roman, J Pinto and K Fortier read the draft Annual Report. ***J Pinto made a MOTION to approve the draft of the Board of Selectmen Annual Report for FY 2022-2023 to be presented to the Board of Finance. K Fortier seconded the MOTION. All in favor, MOTION passed.***
- F. Discussion and possible action for the approval of the hourly rate for a new substitute Town Clerk: J Roman explained that Town Clerk Shari Smith is training a Town Clerk to act as her substitute during absences. S Smith stated that the request pay rate of this experienced Town Clerk substitute is \$30/hr. ***J Pinto made a MOTION to approve the rate of \$30/hr. for the new substitute Town Clerk to be paid out from the Town Clerk's budget. J Roman seconded the MOTION. All in favor, MOTION passed.***
- G. Discussion and possible action on the acquisition of a Square payment system to be used by the Recreation Commission: J Roman explained that the Recreation Department is requesting the purchase and use of a Square Payment System to accept payment for goods and services with

the use of debit/credit cards remotely when at Rec Commission events. He explained that the account for the Square will be tied in directly to the Recreation Department's special revenue account. ***J Pinto made a MOTION to authorize the purchase and use of a Square Payment Account by the Recreation Commission to be used in conjunction with the Rec Department Special Revenue Account. K Fortier seconded the MOTION. All in favor, MOTION passed.***

H. Discussion of Park Drive Title Search: J Roman explained to the Board that the Town had recently ordered a Title Search to find out who the owner of the private road, Park Drive, is. This is being done with the hope that an owner can be found, and that this information can be passed on to the homeowners on the road to allow them to address and solve road use issues. J Roman also stated that the title search will also confirm whether or not the Town of Chaplin has any liability in regard to this private road.

7. Old Business

- A. American Rescue Plan Funds: J Roman reported that the replacement of floor and ceiling tiles at the Chaplin Senior Center is complete. The Senior Center/Library currently has heat functioning on older thermostats. He stated that the replacement/upgrade of the building's HVAC system should be complete in 2 weeks.
- B. Update for the construction of fire pond and dry hydrant: J Pinto reported that the job site is much drier and should have work being performed there. He reports that the contractor is getting close to completing the work stated in order to receive his second installment payment. J Roman stated that Dave Stone, DPW Supervisor, will inspect the work completion before the second installment payment is issued.
- C. Discuss/updates on Bedlam and England Road Bridges: Bids were opened on November 2, 2023 at the Town Hall for the awarding of the construction contract for the England Road Bridge project. Five bids were received, and one was disqualified because a document was missing the required corporate seal. The bids are to be reviewed by the State liaison before the Town is granted permission to award the bid to the apparent low bidder. J Roman also reported that he will be discussing the transfer of funds from the Bedlam Road Bridge Project back over to the England Road Bridge Project to help cover incidental expenses before reimbursement with the Board of Finance at their November Meeting.

8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion: D Weingart stated that since Veterans day will be observed on Friday, November 10, 2023. The Board of Finance will still meet on Monday, November 13, 2023 even if the Town Hall is closed to observe the holiday.

9. Agenda Suggestions for next meeting: None

10. Date, time, and place of next meeting (December 7, 2023, at 7:00pm, Chaplin Town Hall).

11. Adjourn: *J. Roman made a MOTION to adjourn at 8:29 pm. K Fortier seconded the MOTION. All in favor, MOTION passed.*

*Respectfully Submitted by,
Susan Welshman
Administrative Assistant*

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

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

Sir,

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

	Resident Trooper	CSP (all except RT)	TOTAL
TOTAL CALLS FOR SERVICE	35	37	72
Traffic Accident – No Injury	0	2	2
Traffic Accident – With Injury	0	0	0
Reportable Incidents	0	8	8
Traffic Stops	15	2	17

Notable events/incidents:

None to report.

Respectfully,

TFC Shaun Tucker #1237

Chaplin Public Works Additional Labor Justification

Cost:

The approximate cost to add one additional employee is currently **\$80,000** per year – per finance manager.

This includes average overtime costs, insurance, workers compensation, etc.

Immediate Savings:

Ability to drastically reduce annual CIP budget for road maintenance by **\$100,000**. (see CIP plan)

The current plan for 2024-2025 is funding **\$268,673**. The proposal is to reduce that by **\$100,000** and starting in 2024-2025 we work with **\$168,673** plus a 3% increase per year afterwards. For example, 2025-2026: **\$173,733.19**, 2026-2027: **\$178,945.19** and so on reoccurring as it is set up now.

Reduce the road maintenance budget?! Pavement preservation is nothing less than simply extending the life of asphalt as long as possible. Taking care of good asphalt with sealants and treatments, then more invasive treatments as the asphalt degrades and road base becomes affected such as overlays, milling, recycling, and finally full depth reconstruction. The cost of these increases as the process becomes further intensive. With age, asphalt will shrink causing cracks, potholes, and base degradation. The asphalt also loses its emulsion qualities that bind the aggregate and “oil” together. Asphalt is also only as good as the base under it, so proper drainage is extremely important in pavement maintenance and extension of surface life.

Right now, with the current work force, we do not have the time to properly extend the life of our roads as long as they should. Because of this, we attend to asphalt treatments and paving more frequently than we should. With just one additional employee, we would be able to maintain what we have more, subsequently increasing pavement life span by decreasing the frequency for costly treatments. For example, we could more effectively handle patching, leveling and drainage concerns.

Residual Savings:

We have an aging drainage infrastructure. Current inventory is 307 catch basins and cross culvert pipes totaling approximately 15,000 total feet in length. Much of which was installed many decades ago and is ready for replacement within the next 20 years. We also have the need for new drainage. Our drainage, for the most part, was designed for far less driveways and residences so we have many residents who deal with drainage problems that can be corrected. Most of these areas where our current system, or lack thereof, causes damage to private property are the same areas where we have problems with pavement preservation as well.

One additional employee will allow us to almost double the number of drainage upgrades and installations we are able to complete per year. Right now, we use subcontractors to help keep up with those and we are still not accomplishing as much as we should per year. As an example, we spent \$20,000 this year replacing just three drainage systems on Miller road. This could have been done in two weeks in house with 2 employees. We just did not have the time to do so with everything else we had going on.

The most important justification of an additional employee besides cost is that a fourth laborer would allow us to either separate into two crews, work more safely as one large crew, and most importantly we would be able to schedule work without interruption. Essentially, DPW's production would double. I say that with confidence because we did have 4 back in 2017-2018 and it was amazing. The busy season for production is Spring-Fall, and that's when its easiest to allow our fantastic help to use their paid time off, this just drastically effects scheduling and fluidity of projects. The additional employee would enable far less disruption to productivity.

As mentioned before, the additional employee would allow for essentially 2 crews so as one crew is sweeping or doing drainage work, the other can continue our focus on tree work and vegetation management with mowing. This would lead to more cost savings for the Town as with two crews, we could easily meet our growing tree demands in-house. As of now, we are spending over \$45,000 per year on contracting tree work out. If done in-house, that's likely an additional \$30,000 in savings – if we had a bucket truck.

10/27/23

Dave Stone