

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, December 6, 2018
MINUTES**

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

Members Absent: Matthew Cunningham, Selectman

Others Present: Suzanne Gluck, Administrative Assistant/Recording Clerk; Dick Weingart, Chairman/Board of Finance; Jim Randall, Director Emergency Preparedness; Irene Schein, Chair/Economic Development Commission; Leslie Ricklin, Economic Development Commission.

1. **Call to Order:** 7:01pm
2. **Additions to Agenda:** Add agenda item under New Business - 6G "Human Resources"
3. **First Audience of Citizens:** Ms. Schein explained to the Board the purpose and goal of the Economic Development Commission to be a certified Sustainable CT Town. There is a workshop scheduled in Norwich on 12/14 that some members will be attending. They would like to see the Conservation Commission re-energized, so they can discuss the natural resources available on the Natchaug River. The EDC will review the town's Plan of Conservation and Development as it is coming up for renewal.

Mr. Randall inquired about the funds for tree work. Mr. Rose stated that the \$15,000 is being spent now but may be reimbursed by NECCOG. Mr. Randall asked about a sign for the transfer station stating hours; Mr. Rose will follow up with Department of Public Works. Mr. Randall also mentioned the Hazardous Mitigation Plan is due in 2020 and once in place funds may be available for the North Bear Hill drainage project.

4. **Approve minutes of: Board of Selectmen regular meeting minutes of November 1, 2018 and special meeting minutes of November 13, 2018.**

Mr. Pinto made a **MOTION** to approve the regular meeting minutes of November 1, 2018. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the special meeting minutes of November 13, 2018. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed

5. **Communications and Reports**

- A. **Trooper Report – November 2018:** The Board noted that Trooper Black's numbers have been consistent.
- B. **Board Members Reports:** Mr. Rose attended the NECCOG meeting on Friday. They are interested in starting another hazardous waste facility. They stated there is \$700,000+ available in grant money right now. The Willington facility closed on November 3rd for the season.
- C. **Board of Finance Discussion:** Mr. Weingart discussed the status of the audit, it was held up due to the report from the Board of Education on post-employment benefits factored into financial statements; the Business Manager Dave Solin sent to the auditors. Mr. Weingart will reach out to the auditor to get an idea when statements are available; we did file for extension of audit. Regarding the 2019-20 budget schedule – the budget request was distributed, except for the BOE correspondence and will send a separate budget letter next week. Budgets due back in early February. For the Annual report, Sue Gluck to talk to Board of Finance board member Link Diwan about adding town meeting minutes to the report. We may have until January to submit annual report because we have an extension on the audit. The audit (RFP) has been on the back burner but we need to get this out and will work on it. In regard to the

Board of Education budget – Dave Solin reported about \$85000 in unanticipated Special Education expenses; but they may have some offsets in budget. Mr. Weingart asked for a written report for the Board of Finance meeting in January.

- D. Correspondence:** Mr. Rose reported that there have been issues with mail delivery on York road and he read a complaint from a resident. The Board didn't feel they can address a Federal issue. Other correspondence was read from the Chaplin Tax Collector's office – the State Library approved destruction of records and the tax collector is asking if they would like the records destroyed in Windham or send to Chaplin Town hall for destruction. The Board agreed to let them do the disposal.
- E. Building/Infrastructure:** Mr. Rose reported on the well at the Senior center - all permits in place. The current well is ok right now, they want to replace expansion tank, water will be shut off for a few days during the week of the Christmas holiday during regular shutdown.
- F. Discussion regarding the Municipal Building Usage Ad-Hoc Committee:** Need one more meeting to finalize new policies.

6. New Business

A. Tax Collector Refunds:

Mr. Pinto made a **MOTION** to refund Ally Financial in the amount of \$334.43 for overpayment of taxes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** Joe motion to refund Justin Trombley in the amount of \$13.00 in overpayment of taxes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

- B. Resignations/Appointments:** Mr. Pinto made a **MOTION** to appoint Catherine Smith as a regular member of the Historic District Commission with a term of 9/1/16 to 8/31/21. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to appoint Michael Maggs as a regular member of the Economic Develop Commission. Ms. Schein informed the board that he has not officially resigned as an alternate from the commission. Mr. Pinto rescinded the **MOTION**.

- C. Discuss and possible action on a resolution for Sustainable CT:** Mr. Rose read the resolution. Mr. Pinto made a **MOTION** for the Board of Selectmen to sign the Resolution Supporting Participation in the Sustainable CT Municipal Certification Program. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- D. Discuss and possible action on the Memorandum of Agreement regarding use of Federal Fiscal Year 2018 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4:** Mr. Pinto made a **MOTION** to approve and sign the Memorandum of Agreement regarding use of Federal Fiscal Year 2018 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- E. Discussion regarding the move of the Emergency Command Center:** Mr. Randall stated he has been busy but told them there is \$16000 in grant funds towards the project. Mr. Rose asked for a deadline on the project, ideally by March. Mr. Randall stated that that timeline should work. Mr. Pinto requested a copy of the print once received for the mast structure.
- F. Discuss and possible action regarding a proclamation for Chaplin School Choice Week:** Agenda item tabled

- G. Human Resources:** Mr. Rose made a **MOTION** to approve a \$2.00 an hour salary increase based on a 24-hour work week for the Senior Center Director and to present a written proposal at the next Board of Finance meeting. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

7. Old Business

- A. Update regarding propane supplier for Town buildings:** Mr. Rose reported that a contract is in place with Osterman. The bottle was converted over at the trooper's office and will switch over once the old bottles are empty. These can go to surplus auction or maybe as a spare for another building.
- B. STEAP Grant (North Bear Hill Bridge):** Work is complete, just a few items to finalize.
- C. Discussion regarding England Road Bridge Project:** No update
- D. Discussion regarding North Bear Hill Drainage Project:** Mr. Rose stated engineer is making progress, a lot of water runoff – very wet year; trees are dying and now more water. We should oversize the drainage there to accommodate more water in the future. Maybe can go out for bid in late February/March and start the project in the summer.
- E. Discussion regarding Bedlam Road Bridge Project:** Still with engineer
- F. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** No update, need to campaign and appoint members to set up the committee.
- G. Discuss All Pending and New FOI Requests:** One request received from Jason Padilla from Texas requesting list of churches and addresses, copy of policy for out of area requests and also lyrics to two songs. Response from the Town was sent on 11/15/18 stating no such list, lyrics, or out of area policy exists at the Chaplin Town Library
- H. Discussion regarding the Department of Public Works:** Mr. Rose reported that tree removal continues. Equipment repairs continue on spare sander. New truck is in, will review progress – can be done in couple of weeks once the body is on the ground. At the first CIP meeting next week we will submit for more money for tree removal.
- I. Discussion regarding condition of the library boiler room:** Mystic Air took samples in boiler from to test for asbestos.
- J. Discussion on Hampton/Chaplin Ambulance Corp.:** Mr. Pinto will be meeting with Ben Brockett in January to discuss the status of them purchasing a new ambulance. It was suggested that they schedule a Board of Selectmen meeting with Hampton/Chaplin Ambulance as guests.
- K. Discuss solar panels/roof replacement – Senior Center/Library building:** The solar panels were removed for roof replacement. Currently negotiating power agreement and it is being reviewed by Dennis O'Brien, Town attorney. Mr. Rose would like to schedule a conference call next week with attorney to discuss. Roofing company will start Saturday, materials are here.

8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.

Ms. Schein asked if the old well at the Senior Center was a dug well. Mr. Rose stated it was drilled, about 80 feet deep, there is a lot of silt clogging the filters. She also expressed concerns if the School Choice proclamation is passed and if everyone leaves the schools then what would happen? She stated a lot of discussion must happen first before this is approved.

Mr. Weingart asked if the Fire Department will be submitting a vehicle replacement list at the upcoming CIP meeting on 12/17. He also asked the Board to submit forms with specific amounts reflecting the pay raise for the Senior Center Director. He asked why money has not be spent for flooring at the Senior Center. Mr. Rose stated they received quotes for the work which he discussed and the low quote was from Schneider's Flooring of America for \$12,591. The other quotes were from Potters Floor Covering for \$13,727 and Dalene Flooring for \$13,666. Only difference is Potters will reinstall the toilet. The Board reviewed the quotes, Mr. Rose will do more research on these.

9. Agenda Suggestions for next meeting

Communications and Reports

- Trooper Report – November 2018
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Discussion regarding the Municipal Building Usage Ad-Hoc Committee

New Business

- Tax Collector Refunds
- Resignations/Appointments
- Discussion regarding the move of the Emergency Command Center
- Discuss and possible action regarding a proclamation for Chaplin School Choice Week

Old Business

- STEAP Grant (North Bear Hill Bridge)
- Discussion regarding England Road Bridge Project
- Discussion regarding North Bear Hill Drainage Project
- Discussion regarding Bedlam Road Bridge Project
- Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
- Discuss All Pending and New FOI Requests: song/church request
- Discussion regarding the Department of Public Works
- Discussion regarding condition of the library boiler room.
- Discussion on Hampton/Chaplin Ambulance Corp.
- Discuss solar panels/roof replacement – Senior Center/Library building.

10. Date, time, and place of next meeting (January 3, 2019 @ 7:00pm @ the Town Hall): Mr. Rose stated that he will not be able to attend this meeting, tentative Special meeting to be scheduled on 1/10/18 (location TBD).

11. Adjourn: Meeting adjourned at 8:48pm

*Respectfully submitted by Suzanne Gluck
Administrative Assistant/Recording Clerk*

**Town of Chaplin
Chaplin, CT
Resolution Supporting Participation
In the Sustainable CT Municipal Certification Program**

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

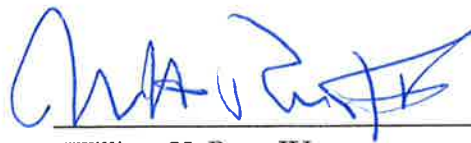
WHEREAS, Chaplin embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of uSelectmen of Chaplin that we do hereby authorize Irene Schein, Chair, Community and Economic Development Commission, to serve as Chaplin's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of Chaplin, CT

RESOLVED, that to focus attention and effort within Chaplin on matters of sustainability, and in order to promote The Board of Selectman's local initiatives and actions toward Sustainable CT Municipal Certification, The Board of Selectmen establishes an advisory Sustainability Team as part of the role of the Community Economic Development Commission.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to Chaplin's Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.



William H. Rose IV

12/6/18
DATE



Anthony Pinto

12/6/18
DATE

CHAPLIN BOARD OF SELECTMEN