

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, November 3, 2022**

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

Members Absent: None

Others Present: Susan Welshman, Administrative Assistant; Dave Stone, Rec Chair & DPW supervisor. Chris Bray, FD; Sandra Horning, Library Director; Leslie Ricklin, Library Board; Lisa Kegler, Senior Center Director; Diana Alvarez, Treasurer.

1. **Call to Order:** Meeting was called to order at 7:00 pm
2. **First Audience of Citizens:** J Randall asked the Board about the status of the Casket Company building and Charles River. J Roman stated that while there is no permit yet, there is no doubt that the move is still planned. L. Ricklin, Library Board of Trustees, 138 England Road commented that there is concern about the maintenance issues occurring at the Senior Center/Library, particularly the HVAC Issues that are being experienced. J Roman assured the audience that this is a priority issue that will be discussed during this meeting. D. Stone, Recreation Commission Chair stated that Chaplin Day will occur on September 8, 2023. D Stone requested that money from the CIP Fund be considered for use in funding the celebration day. The Board of Selectmen stated that this request needs to be brought before the Board of Finance for review and discussion. This topic will be placed on the agenda for the 12/1/2022 Regular Meeting of the Board of Selectmen. Chaplin Street residents Angie Jacques, Michael Maggs, Diane Cox and others were present and all expressed concerns over the speed that cars travel from both ends of Chaplin Street as well as the Tower Hill Road intersection. All have grave concerns about the safety of their children and pets. D Stone, DPW Supervisor suggested the use of a free assessment offered by UConn's T2 Program. The assessment would include recommendations for signage and the ability to design speed bumps specific to Chaplin Street if found to be recommended. D. Cox stated that former First Selectman Bill Rose had suggested placing stop signs at end of road at more of an angle onto Route 198 causing traffic to drastically slow before turning onto Chaplin Street. The Board of Selectmen and residents agreed that looking into the T2 assessment and asking Trooper Tucker for a more frequent presence on the street will be a good beginning toward making Chaplin Street safer.
3. **Additions to the Agenda:** None
4. **Approve minutes of the Board of Selectmen Regular Meeting on October 6, 2022** *J. Roman made a MOTION to approve the October 6, 2022 Regular Meeting*

Minutes. K Fortier seconded the MOTION. All in favor, J Pinto abstained. MOTION passed.

5. Communications and Reports

- A. Trooper Report – J Roman read the Trooper Report out to the Board. Please see report attached to these minutes.
- B. Board Members Reports: None
- C. Board of Finance Discussion: None
- D. Correspondence: None
- E. Building/Infrastructure: J Roman stated that security cameras will soon be installed in different areas of the Town Hall building and Parking lot. J Roman plans to designate a recorded area of the Town Hall parking lot to serve as a safe zone for any transactions including sales or custody transitions which may require a high degree of security. J Roman is waiting to hear back from Election Officials as to any regulations regarding placing cameras near or pointing at outside ballot boxes.
- F. Treasurer Report: D Alvarez updated the Board on the status of the transfer to Berkshire Bank and that there is the potential for large accounts to begin earning interest.
- G. Department of Public Works Report: D Stone reported that Tower Hill Road work has been completed. Chip sealing and sweeping continues. OSHA citations have been addressed ahead of schedule. Chappell Street drainage has been completed and crack sealing is planned for the spring. D Stone requested time be set aside for him to meet with the Board of Selectmen to discuss the details of the Department of Public Works' financial needs going forward. D Stone stated that the DPW is ready for winter. The department purchased \$5,000 worth of salt with D Stone reporting that the price of salt has gone up \$20/ton.

6. New Business:

- A. Tax Collector Refunds: J Roman read the twelve submitted requests for tax refunds individually. *K Fortier made the Motion to approve the following tax refunds: Craig Green, \$14.28; Ryan Hodis, \$22.08; Daniel Pearce, \$40.12; Jean Morrison, \$54.00; Christopher Taft, \$56.16; William Vroman, \$62.00; Lorraine Rainy, \$90.24; Jake Garrison, \$101.27; Lynn & Samuel Spelman, \$146.76; Beth Summers, 179.76; ACAR Leasing LTD, \$459.63; CoreLogic Refunds, \$1,907.85 for a total of \$3134.15. Joe Pinto seconded the Motion. All in favor, Motion carried.*
- B. Appointments and Resignations: None
- C. Discussion and Possible action on the BOS Meeting Dates for 2023 *K Fortier made a Motion to approve the following dates as Regular Board of Selectmen Meeting dates: 01/05/2023; 02/02/2023; 03/02/2023; 04/06/2023; 05/04/2023; 06/01/2023; 07/06/2023; 08/03/2023; 09/07/2023; 10/05/2023; 11/02/2023; 12/07/2023. J Roman seconded the Motion. All in favor, Motion carried.*

- D. Discussion and possible action on a Resolution for the FFY 2022 Homeland Security Grant. J Roman read the Resolution out to the meeting. Please see the attached document. No action required.
- E. Discussion of the Regulations for the use of the Joseph Ferrara Community Room: J Roman read out the Regulations Revised 01/24/2019. Please see attached documents. Lisa Kegler, Senior Center Director and Sandra Horning, Library Director were present at the meeting. L Kegler reported that they are receiving requests for the use of the community room and she and S Horning request clarification as to the requirements for the use of the room. Right now, activities are sponsored by Town entities such as the rec Commission, but if a resident comes in to use the room as an unsponsored activity, the Directors are wondering about insurance requirements, cost of heating/cooling, cost of electricity and the cost of cleaning. J Pinto informed the Board and audience about the Fire Department Hall Rental Regulations. The discussion turned to the thought that it is a community room, and that the community should have access to it. It was agreed that the Community Room Regulations should be reviewed and brought into alignment with the Fire House rental regulations. This review and discussion will be put on the 12/01/2022 BOS Meeting agenda.
- F. Discussion and possible action on the purchase of Hurst Battery Powered Rescue tools for the new fire truck. J Roman reported that he has reached out to Sourcewell as a resource for pricing the Hurst Tools. This item will be put onto next month's agenda.
- G. Review Board of Selectmen Annual Report FY 2021-2022: Ken Fortier read the Annual Report out. Please see attached. *J Roman made the Motion to accept and submit the BOS Annual Report as presented. J Pinto seconded the Motion. All in favor, Motion carried.*
- H. Discussion and possible action regarding speed sign locations: D Stone, Director of Public Works reported that Resident State Trooper Shaun Tucker suggested that one speed sign be placed on Route 198 southbound just south of Morey Road and one placed on Route 6 eastbound just east of Cross Road. DOT Permit required for Route 6 and would take approximately one month to obtain. The consensus of the Board was that the speed signs can be placed on either end of Chaplin Street in the meantime.
- Old Business:**
- A. American Rescue Plan Funds J Pinto reported that upon further investigation of Gordian/Millennium Builders and after receiving favorable reports from the Town of Windham and the Town of Columbia, he now feels comfortable using these contractors for the proposed HVAC System at the Senior Center/Library. J Roman stated that he will contact Gordian and request a current and updated work proposal. *K Fortier made a Motion that Gordian be used as clerk of the works for the replacement of the HVAC System at the Senior Center/Library. J Roman seconded the Motion. All in favor, Motion carried.*

- I. COVID 19: None
- J. All Pending and new FOI Requests: None
- K. USDA Grant-Purchase of a new Fire Truck. J Pinto reported that training on the new Fire Truck continues for Fire Department members.
- L. Discuss updates on Bedlam and England Road Bridges: Tabled until next month's meeting
- M. Discuss Electronic Sign Reimbursement: The First selectman's Assistant and Finance Manager have sent all current expenses to Kimberly Zulick for review. Have not received a reply.

7.

8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion: Leslie Ricklin stated that she hopes that the ARPA Fund line addressing the Senior Center/Library HVAC system remain on the agenda. J Roman assured her that it is an extremely high priority. J Randall inquired about the percentage cost for the repair of town bridges. J Roman stated that the England Bridge repair has been covered 100% and that the Bedlam Bridge will be a 50/50% covered project. South Bear Hill Bridge has yet to be surveyed.

9. Agenda Suggestions for next meeting: The addition of Chaplin Day funding discussion; Update of Hurst Battery Powered Rescue Tools; Discussion and review of Senior Center Regulations.

10. Date, time, and place of next meeting (December 1, 2022, at 7:00pm, Chaplin Town Hall).

11. Adjourn: *J. Pinto made a MOTION to adjourn at 8:25 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 2022**

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

Sir,

The following reflect the statistics collected between the dates of October 1, 2022 – October 31, 2022:

	Resident Trooper	CSP (all except RT)	TOTAL
TOTAL CALLS FOR SERVICE	25	33	58
Traffic Accident – No Injury	1	1	2
Traffic Accident – With Injury	1	2	3
Reportable Incidents	0	7	7
Traffic Stops	6	5	11

Notable events/incidents:

During the month of October the Resident Trooper continued to perform regular enhanced security checks at the town's schools. I began teaching the DARE course to the fifth graders at Chaplin Elementary School. The course is expected to continue through the end of the calendar year. I completed one pistol permit background check.

I will be training a new trooper on and off throughout the end of the year. On a day that I take the new trooper to cover one of Troop D's patrol areas there will always be another trooper assigned to the town in my absence for that shift.

Respectfully,

TFC Shaun Tucker #1237



Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

firstselectman@chaplinct.org

AUTHORIZING RESOLUTION OF THE The Chaplin Board of Selectmen

CERTIFICATION:

I, Shari Smith, the Town Clerk of The Town of Chaplin do hereby certify that the following is a true and correct copy of a resolution adopted by The Board of Selectmen at its duly called and held Board of Selectmen meeting on November 3, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Juan Roman III, as First Selectman of The Board of Selectmen, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Chaplin and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Juan Roman III now holds the office of First Selectman and that he has held that office since November 2, 2021.

**The Chief Executive Officer has not changed since the previous resolution was authorized on December 2nd, 2021

Shari Smith
Chaplin Town Clerk

IN WITNESS WHEREOF: The undersigned has executed this certificate this

^{8th} day of November 2022

Shari Smith
Chaplin Town Clerk





Approved 11/3/2022

Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

www.ChaplinCT.org

BOARD OF SELECTMEN Annual Report FY 2021-2022

The Board of Selectmen hold regular meetings on the first Thursday of the month at 7PM at the Town Hall. The typical agenda includes addressing resignations, appointments, tax refunds, reviewing the Resident State Trooper report, hearing a report from the Board of Finance Chair, updates on buildings and infrastructure, and holding an audience for citizens at the beginning and end of the meeting. The Board may approve, and sign contracts as needed for services like mowing and trash collection. Ongoing Capital projects are reviewed, and updated progress report is given by First Selectmen.

- An electronic message center sign with full color display was erected in front of the Chaplin Volunteer Fire Department. The sign was made possible by the State of Connecticut Department of Emergency Services Public Protection Municipal Grant Fund and will be a great use of technology to improve communication efficiently and effectively to the community which, in turn, has improved services and the quality of life for the residents of Chaplin. Emergency Notifications and Town events /activity announcements are the main uses for this electronic sign.
- Two electronic speed signs went into use in November 2021 and have been circulated to different locations around the Town according to need and circumstances. These signs are backed up with batteries, include GPS and other anti-theft measures. The signs were obtained at no cost to the Town through UConn's T2 Program.
- The Chaplin Affordable Housing Plan was written with the help of an Affordable Housing Plan Technical Assistance Grant issued by the State of Connecticut Department of Housing. This grant allowed the Town to hire the services of the Director of Regional Planning for the Northeast Connecticut Council of Governments to assist in the writing and submission of the plan. The Chaplin Affordable Housing Plan was adopted by the Chaplin Board of Selectmen on May 24, 2022. A copy of the Affordable Housing Plan may be found on the Town's website.
- The sale of the William Ross Library Building at 57 Chaplin Street for \$75,000 was approved on August 24, 2021. This effort was spearheaded under the Administration of William H. Rose IV.
- In May of 2022, The Board of Selectman passed a Motion to approve the job description of a part time Office Clerk. This 12 hour a week position was created to assist the administrative staff and to provide coverage for vacations and illness. The Town Hall welcomed the new Office Clerk, Johanna Wolfe in June of 2022.
- Several activities began to take place in celebration of the Town of Chaplin's Bicentennial including fundraising, historical walks and historical talks.
- The sale by the Town of Tutko Road was approved at the Annual Town Meeting on May 9, 2022.

- An Ordinance was created authorizing the appointment of an Alternate Member to the Library Board of Trustees of the Town of Chaplin.
- An Ordinance was created for snow removal. This Ordinance was designed to promote public safety and cooperation during and after snowfalls in the Town. It is intended to prevent putting and leaving snow in the roadway which can result in costly road repairs as well as public safety concerns.
- The re-alignment of the North Bear Hill Road and the Route 198 was completed. This project removed the “Y” and adjusted the road so that it now abuts Route 198 perpendicularly providing a greater line of sight and safety.
- No roads were resurfaced this fiscal year other than a portion of North Bear Hill Road.
- The Department of Public Works retired a 1998 International dump truck with a cracked frame. A 1998 street sweeper was replaced with a 2007 Elgin Pelican street sweeper.
- Drainage maintenance and replacement efforts continued with 6 cross pipes replaced. Miles of edging and improvements occurred throughout town with Bujak Road receiving improved grading and compacting.
- Snow season was above average with salt use but below average with plowable snow. The DPW used 380 tons of treated salt at \$77.33/ton over 21 snow/ice events.
- Tree work efforts continued as our region shifts from spongy moth (gypsy moth) mortality to ash mortality caused by the Emerald Ash Borer.

*Respectfully Submitted,
Juan Roman III
First Selectmen*

*Other Members:
Anthony Pinto, Selectman
Kenneth Fortier, Selectman*

**TOWN OF CHAPLIN, CONNECTICUT
JOSEPH FERRARA COMMUNITY ROOM
132 CHAPLIN STREET
CHAPLIN, CT 06235**

REGULATIONS

1. All events and use of the room must be sponsored by a Town Board/Commission/Department and approved by the Board of Selectmen.
2. All events must be scheduled through the Selectman's Office.
3. No smoking is allowed anywhere in the building.
4. Alcoholic beverages are BYOB and may be consumed inside the community room during the event. Alcohol sales are prohibited, and no glass containers allowed. All alcoholic beverages must be removed from the premises directly after the event.
5. Reservations for the community room may be made up to three months in advance through the Selectman's office.
6. No tape, tacks or staples are to be used on any walls, wood, ceilings or other surfaces.
7. Individuals using the community room will be legally responsible for any and all missing property and/or damage during the use of the room and will be subject to legal action.
8. By using the community room, the person/s using it agrees for him or herself and each of their guests to the fullest extent permitted by law to indemnify and hold the Town of Chaplin and their officials, agents and employees harmless against any injury, loss, cause of action, claim, or litigation including attorney's fees and costs, which results from the presence of any such applicant or guest on the property, and to inform each of their guests of this indemnification and hold harmless provision.
9. Floors shall be swept. Supplies will be provided (brooms and other cleaning supplies).
10. All tables and chairs shall be put back in the condition found.
11. All rubbish shall be removed from the premises.
12. Groups must leave the bathrooms in the same condition as there were found.
13. All lights must be turned off and all doors locked when leaving the building.
14. Keys must be returned to the Selectman's office within the next 2 business days.
15. All events that are sponsored by a Town Board/Department/Commission, that sponsor will be responsible for cleaning fees, if applicable.

All issues with the building contact the First Selectman at 860-576-4945

Revised 1/24/19