

**BOARD OF SELECTMEN
Chaplin, Connecticut
February 27, 2017
SPECIAL MEETING
Minutes**

Members Present: Matthew Cunningham, First Selectman; William H. Rose IV, Selectman; Irene Schein, Selectman.

Members Absent: William H. Rose IV left the meeting at approximately 1:20pm.

1. Call to Order - Matthew Cunningham called the meeting to order at 1:01pm.

2. Annual Budget Workshop (*see attached spreadsheet):

Salaries: The Board discussed salaries and agreed to a 2.5% increase for employees.

General Government: Phones increased due to the First Selectman and DPW Supervisor now have phones. Follow up on why there was an increase in bonds and also the bank service, how are the credits being processed. Matthew Cunningham to get amount spent so far on flags.

Building, Grounds, Maintenance: Armor security not necessary anymore. Bedlam road cemetery fence needs repair. When lawn mowing goes out to bid it will probably be around \$10,000. Matthew Cunningham discussed grounds maintenance – Town crew can do the dragging of the fields. Mowing might not be there this year, but new DPW part-time employee can incorporate mowing and covering transfer station; new mower would be about \$15,000 to purchase. Recreation Commission is spreading fertilizer for about \$2000 a year and it was budgeted for \$12,000. It will go on CIP, remove from building/grounds maintenance. Cemetery mowing will still go out to bid. He also reported that the equipment purchase increase is for new computers for the Treasurer and Town Clerk's public computer. Software was reduced and new sub item added – MS/Email for \$4000.00 to get everyone in line with FOI requirements for email. The Web Dev/IT Support with Windham, contract renewal not due yet. Web service \$550 because Wi-Fi now at DPW building. Electricity is over budgeted; heating fuel at \$3000

Public Works: Matthew Cunningham reported that for equipment maintenance they have critical repairs moving forward increase to \$32,000. Equipment rental is used for culvert cleaning. For tree removal we can rent a bucket truck and use the staff qualified to take trees down; we won't have to outsource it. Rent truck for month then still have some funds in case they need to contract some work.

Trooper: Due to the increase in the Governor's budget the cost of having a Trooper in Town is very high. The Board discussed using a constable, but can't unless a Trooper is in place to supervise. Also discussed maybe a security service to monitor problem areas like parking lots. The Board will put in the increases for the budget and discuss further at Town meeting.

Transfer Station: Remove salary and put in public works. The disposal of antifreeze/oil is over budget but we don't charge residents this needs to be addressed. Ms. Schein asked if they can use a composting toilet. Matthew Cunningham will get more information for the next meeting.

Town memberships – The Board discussed using COST versus CCM, they will use only CCM. Discussion about Meals on Wheels and how many Chaplin residents really use this? Ms. Schein suggested the Senior Center box up meals; Matthew Cunningham will look into this. He also suggested NECCOG be removed to general government, it really isn't a membership anymore as this is an annual fee we have to pay.

3. Adjourn – Meeting adjourned at 3:12pm.

Town of Chaplin
BOS Budget Request for FY 2017-2018
2/27/17

AGENCY NAME: GENERAL GOVERNMENT		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
20125	Ambulance Assessment	26,400.00
20127	Animal Control - NECCOG	7,103.00
20130	Bank Service Charges	1,400.00
20135	Cellular Phones	2,325.00
20150	Chaplin Special Needs	500.00
20152	CREW Funding	0.00
20156	Contracted Services	6,000.00
20160	Donations	200.00
20175	Eastern Highlands Health District	11,940.00
20180	Flags	950.00
20225	Insurance - CIRMA	TBD
20225.a	LAP - Liability, Auto, Property	TBD
20225.b	Crime	TBD
20225.c	Workers Compensation	TBD
20225.d	Workers Compensation Audit	TBD
20225.e	Bond Renewals	TBD
20225.f	MIRMA Assessment	TBD
20226	Volunteer Fire	TBD
20226.a	Volunteer Fire - Auto	TBD
20226.b	Volunteer Fire - Inland Marine	TBD
20226.c	Volunteer Fire - Umbrella	TBD
20250	Legal Fees	3,000.00
20260	Municipal Agent for Elderly	INCREASE 2.5%
20280	Official Records Destruction	200.00
20300	Paramedics	2,400.00
20350	Probate Court	750.00
20375	Town Counsel Retainer	9,000.00
20385	Training	200.00
20425	911 Dispatch Fees	4,724.00
AGENCY NAME: Building, Grounds Maintenance		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
28050	Armor Security	0.00
28075	Building Maintenance	12,000.00
28080	Cemeteries	
28080.1	Grounds Maintenance	2,000.00
28080.2	Lawn Maintenance/Mowing	12,000.00
28080.3	Monument & Marker Maintenance	3,000.00
28080.4	Cemetery Stipend	INCREASE 2.5%
28080.5	Monument & Corner Posts Purchases	0.00
28080.6	Cemetery Software	2,500.00
28101	Cleaning Supplies	250.00
28102	Custodian	4,000.00
28105	Grounds Maintenance/Mowing	0.00
28106	Hardware and Software	
28106.1	Equipment Purchase/Hardware	2,000.00
28106.2	Software	2,000.00
	MS/Email/Exchange	4,000.00
28109	Web Development/IT Support	4,000.00
28110	Web Services	550.00
28115	Utilities	
28115.1	Cable/Internet	1,440.00
28115.2	Electricity	8,000.00
28115.3	Heating Fuel/Propane	3,000.00
28115.4	Telephone	3,500.00

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AGENCY NAME: POLICE PROTECTION		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
37100	Resident Trooper Program	174,831.00
37101	Overtime/Resident Trooper	0.00
37102	Office	300.00
37103	Radar Calibrations	300.00
37104	Reserved for future use	0.00
37105	Utilities	
37105.1	Cable/Internet	1,855.00
37105.2	Electricity	750.00
37105.3	Heating Fuel/Propane	900.00
37105.4	Telephone	0.00
AGENCY NAME: PUBLIC WORKS		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
38100	Salaries	TBD
38101	Overtime	TBD
38102	Snow Removal Salaries	18,296.00
38103	In-Kind Services Salaries	0.00
38104	Engineering/Tech Assistance	0.00
38105	Equipment Maintenance	32,000.00
38106	Equipment Purchase	0.00
38107	Equipment Rental	4,000.00
38108	Fuel	
38108.1	Building Fuel	5,500.00
38108.2	Bus Fuel	20,000.00
38108.3	Equipment Fuel	13,500.00
38109	Infrastructure	7,000.00
38110	Road Maintenance	7,000.00
38110.1	Rails to Trails	0.00
38111	Safety Replacement & Materials	3,500.00
38112	Salt	20,000.00
38113	Sand	12,000.00
38114	Security System	325.00
38115	Tree Removal	8,000.00
38116	Unimproved	2,000.00
AGENCY NAME: TRANSFER STATION		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
44505	Salary: Attendant	0.00
44510	Salary: Assistant	500.00
44515	Advertising	0.00
44517	Containers	0.00
44520	Decals	0.00
44525	Disposal - Anti-Freeze/OIL	100.00
44530	Disposal - Bulky Waste	13,000.00
44535	Disposal - Household Chemicals	1,500.00
44540	Disposal - Refrigerant	500.00
44543	Disposal - Singlestream	0.00
44545	Disposal - Tires	400.00
44550	Haul Bulky Waste/Iron	10,500.00
44553	Haul Singlestream	650.00
44555	Light Iron (Credits)	(1,500.00)
44560	Permit Fees	400.00
44565	Supplies	700.00

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AGENCY NAME: BOARD OF SELECTMEN		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
27100	First Selectman's Salary	INCREASE 2.5%
27101	Selectman's Salary	INCREASE 2.5%
27102	Selectman's Salary	INCREASE 2.5%
27103	Salary - Admin Assistant	TBD
27104	Secretary	102.50
27105	Conferences/Dues	450.00
27106	Legal Notices	850.00
27107	Mileage	600.00
27108	Office	1,000.00
27109	Postage	150.00
AGENCY NAME: SANITATION		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
40510	MSW & Collection	50,000.00
40515	Recycling - News # 6, Commingled	0.00
40520	Residential Collection	120,188.00
40525	Singlestream (Credits)	(1,250.00)
AGENCY NAME: TOWN MEMBERSHIPS		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
44050	ACCESS Agency	500.00
44055	Area Trail Maintenance Program	
44100	Chaplin Section 8 Housing (New FY 14-15)	0.00
	CCM	
44101	COST	0.00
44102	Covenant Soup Kitchen	200.00
44103	Dial-a-Ride	4,717.00
44104	Meals on Wheels	1,034.94
44105	NECASA (Substance Abuse)	576.25
44106	No Freeze Shelter	400.00
44107	Sexual Assault Crisis	825.00
44108	United Social & Mental	1,613.50
44109	VNA East (Service ends FY 13-14)	250.00
44110	Walking Weekend-Last Green Valley	250.00
44111	WINCOG/NECCOG	MOVE TO GENERAL?
44112	Windham Reg Comm Council - VA	1,000.00