

BOARD OF SELECTMEN
Chaplin, Connecticut
March 8, 2017
SPECIAL MEETING
Minutes

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

Members Absent: None

1. **Call to Order:** Matthew Cunningham called the meeting to order at 1:11pm.

2. **Discuss and possible action on hiring a new Library Director:** Matthew Cunningham reported to the Board that the Library Board of Trustees narrowed down to 3-4 applications, one was a no show. The Library Board recommend Sandra Horning as the new Library Director. Irene Schein made a motion to hire Sandra Horning as the new Library Director. William Rose seconded the motion. All in favor. Discussion: William Rose stated for the record that this hiring process was absurd and wanted to know why it took three months to hire someone; it is inexcusable. Matthew Cunningham stated that at the end of the day, due to the fact Ms. Horning was covering the library in the interim there was no interruption of service.

3. **Appointments and Resignations:** Matthew Cunningham read the resignation by Justin McAvoy-Laflamme, DPW Driver/Operator, effective on 3/7/17. Soon there will be three on-call staff which Dave Stone will train and see who will be the best fit to fill the position.

4. **Discuss and possible action regarding Budget for FY 2017-2018 (see attached):**
The Board discussed the tier for the positions in DPW. William Rose suggested putting back in the unskilled position. Matthew Cunningham discussed the new part-time DPW position which will eliminate the Transfer Station attendant and encompass the Town mowing instead of going out to bid. The only job going out to bid would be the mowing of the cemeteries. William Rose stated he didn't feel there would be enough work to warrant another position. Matthew Cunningham disagreed. The 30 hour a week position, minus 8 hours at the transfer station, would leave them with time to do the mowing and there is plenty of tree work that needs to be done. Also, during the winter there are inside jobs that can be worked on. As the Supervisor, Dave Stone is doing more administrative tasks which takes him off the road so this position will fill the gap there. The different DPW salary levels will be used for longevity to move up. They will leave the assistant Transfer Station attendant on the salary list in the event they need coverage for DPW staff.

The Board discussed employee raises. William Rose asked if the Tuesday evening staff will be getting a yearly raise, usually it is rotated every few years. The Board agreed they will get a 2.5% increase with the rest of the employees. Matthew Cunningham requested from the Board that the Finance Manager receive a 10% raise and Administrative Assistant 5%. He feels both are deserving of more of an increase due to off hours they dedicate and extra work that they do. We discussed merit raises for last year and didn't think they were right for last year, even though budget is challenging again this year, both employees go above and beyond. Finance Manager is paid for 30 hours and works much more than that. William Rose asked what about Town Clerk and Senior Center Director? Matthew Cunningham stated you can't get everyone every year, Town Clerk received a good raise a couple of years ago. The salary for Town Clerk is comparable to what other Town Clerks are making and over the years has had an increase in salary. The Library Director and Senior Center director should be the same as they do similar work. William Rose agreed but stated if you look at the responsibility in the Town Clerk

job and the difference in salary between the Administrative Assistant, Finance Manager and Town Clerk is a big spread. William Rose stated the Town Hall positions have a lot more responsibility than the Library and Senior Center positions and that is why the Town Hall positions should make more. The three positions at Town Hall work as a team so all three should get the raise. Ms. Schein stated that the Town Clerk position is elected and giving these raises it should be a hired position. An election could change everything and get someone in that doesn't deserve that salary. William Rose stated that the higher the salary the better candidate you get, more professional staff. Irene Schein stated we would be stuck at this rate with someone else and we will not be able to reevaluate the salary at that point. Irene Schein stated it should be a hired position for the good of the Town. Matthew Cunningham agreed and stated the Treasurer position should also be hired. William Rose also agreed they should be hired positions. Matthew Cunningham recommended at Town meeting it be discussed and can vote on change in the ordinances. William Rose said that elected staff is a small pool to vote from because they need to be Town residents. Matthew Cunningham discussed how the Treasurer duties could be moved to a hired position, checks and balances can be between Administrative Assistant and Finance Manager. The Board agreed to a 5% increase from their current salary for the Finance Manager, Administrative Assistant and Town Clerk.

Matthew Cunningham explained increase for salary line item for Public Works. The new position is existing money from Recreation Commission, Transfer Station, CIP for mower. William Rose asked about the sand from Garrison if they are holding their prices. Matthew Cunningham stated that they have held their price for a few years, but the Board discussed every few years it should go out to bid. This includes 911 contract, currently talking to Windham Dispatch to include Chaplin, Hampton, and Scotland to see if we can together get a better price.

For Building, Grounds, and Maintenance they discussed the cemetery software and agreed to decrease potential data entry to \$1000 from \$2000. If more is needed, then they can request it from the contingency fund.

The Board discussed memberships – NECCOG price added was \$2142 and COST membership removed, the Board prefers CCM.

For General Government, the Board discussed bank service charges and felt it should go back to the year's prior amount and agreed to \$1400 due to the recommended change in process of recording revenue and fees per auditor's recommendations.

Transfer station removed salary zeroed out but kept assistant salary at \$500. Waste oil was discussed and they will contact DEEP regarding purchasing a burner to recycle oil as supplementary heat.

The Board discussed the large potential increase for Trooper in Town due to the State budget. Even if the budget doesn't have this increase is it still feasible to have a resident Trooper at these costs. Regardless they agree this should go to referendum to vote if the Town still wants a trooper.

5. Tax Collector Refunds

Irene Schein made a motion to approve the tax refund for Hyundai Lease Titling Trust for \$885.71, William Rose seconded the motion. All in favor.

Irene Schein made a motion to approve tax refunds for JP Morgan Chase Bank NA for \$118.47, \$458.80 and \$713.27. William Rose seconded the motion. All in favor.

6. Adjourn – meeting adjourned at 3:05pm

Town of Chaplin
Approved Wages
Fiscal Year 2017-2018

2.50% Increase

Hourly

Department of Public Works

DPW Supervisor	\$26.00
Operator/Laborer I	\$23.55
Operator/Laborer II	\$22.55
Operator/Laborer III	\$21.55
Part-Time Operator/Laborer	\$21.00
Probational Laborer	\$17.94-\$20.85
Transfer Sta Attend	\$12.82
Truck Driver PT/OC	\$17.94-\$20.85
Cook	\$15.49
Assistant Cook	\$11.41
Assistant Librarian I	\$13.68
Assistant Librarian II	\$12.45
Assistant Town Clerk	\$13.21
Board/Commission Recording Clerk	\$16.43
Election Workers	
Registrars	\$15.58
Deputy Registrars	\$12.59
Elections Moderator	\$12.37
Poll Workers	\$10.35
Zoning Official/Hourly	\$32.24

Approved:

Town of Chaplin
 Approved Wages
 Fiscal Year 2017-2018

Salary

First Selectman	\$42,970.56
2nd Selectman	\$4,100.50
3rd Selectman	\$4,100.50
Administrative Assistant	\$39,064.39 5%
Agent for Elderly	\$1,934.55
Assessor	\$27,210.33
Building Official	\$19,263.26
Burning Official	\$1,511.43
Cemetery Stipend	\$1,511.43
Emergency Preparedness Stipend	\$1,511.43
Finance Manager	\$42,202.55 5%
Fire Marshal	\$7,630.20
IWWC Enforcement Officer	\$14,086.52
Librarian Director	\$27,690.77
Recreation Director	\$3,151.88
Senior Center Director	\$28,001.03
Town Clerk	\$34,114.44 5%
Treasurer	\$8,194.88
Tree Warden	\$1,511.43
Vital Statistics Clerk	\$555.37 5%

Total Salaried	\$310,317.45
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<p>Approved: Board of Selectmen</p> <p>Date: _____</p> <p>First Selectman: _____ Matthew Cunningham</p>

Town of Chaplin
 BOS Budget Request for FY 2017-2018
 3/8/17 DRAFT

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	2,400.00
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	700.00
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	4,732.00
AGENCY NAME: Building, Grounds Maintenance		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
28050	Armor Security	0.00
28075	Building Maintenance	12,000.00
28080	Cemeteries	2,000.00
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	1,500.00
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	550.00
37105.4	Telephone	0.00
AGENCY NAME: PUBLIC WORKS		
ACCOUNT	ACCOUNT DESCRIPTION	2017-2018
38100	Salaries	TBD
38101	Overtime	TBD
38102	Snow Removal Salaries	18,300.00
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	1,000.00
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	INCREASE - 5%
27104	Secretary	0.00
27105	Conferences/Dues	300.00
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	1,482.00
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	2,142.00
44112	Windham Reg Comm Council - VA	1,000.00