

**TOWN OF CHAPLIN, CONNECTICUT
INLAND WETLANDS AND WATERCOURSES COMMISSION**

**MINUTES OF A BUSINESS MEETING
HELD ON DECEMBER 21, 2016, 7:00 P.M.
IN THE CHAPLIN TOWN HALL**

Members Present: Chairman Scott Matthies, Peter Stick, Sharyn Rusch

Members Absent: Michael Jenkins, Peter Kegler, Paul Deveny, Michael O'Neill

Alternates Seated: Virginia Walton for vacancy

Also present: Elizabeth Marsden, Recording Clerk

Call to order: Chairman Matthies called the meeting to order at 7:06 p.m.

Minutes reviewed for November 16, 2016 regular meeting. **Motion** to approve November 16 minutes by S. Rusch, seconded by P. Stick, **motion** carried unanimously.

Audience of Citizens: None

Old Business: None

Discussion: None

Additions to agenda: **Motion** to add 2 items to agenda by V. Walton, seconded by P. Stick, **motion** carried unanimously.

New Business:

2017 Meeting Calendar: Chairman Matthies proposed the following dates. Each meeting will be held on the 4th Wednesday of the month, except due to the holidays in 2017, the variable dates will be Nov 29 and Dec 20. Chairman Matthies also mentioned that the first meeting of 2018 will be January 24.

The dates in order are:

January 25	July 26
February 22	August 23
March 22	September 27
April 26	October 25
May 24	November 29
June 28	December 20

Motion to approve 2017 calendar by S. Rusch, seconded by P. Stick, **motion** carried unanimously.

Election of Officers: Currently S. Matthies serves as chairman, M. Jenkins as vice chair and S. Rusch as secretary. **Motion** by V. Walton to nominate S. Matthies as chairman, S. Rusch as vice chair and P. Stick as secretary, seconded by S. Rusch, **motion** to elect officers carried unanimously.

Budget 2017/2018 FY: Budget is due Feb 10, 2017. Chairman Matthies read the budget in its entirety and answered several members' questions.

Agent Salary	13742.95
Clerical Hire	940.95
Advertising	500.00
Dues	60.00
Inland/Wetland Maps (Field Use)	0.00
Mileage	0.00
Office	75.00
Postage	45.00
Professional Technical Assistance	150.00
Training	0.00
Total	15513.90

Motion to approve budget by S. Rusch, seconded by P. Stick, **motion** carried unanimously.

Correspondence: CT Wildlife Magazine, Town of Chaplin annual report request memo, report is due 1/30/17. Chairman Matthies stated he is responsible for compiling the annual report and that members are welcome to make suggestions.

Administrative Report: None.

Adjournment: **Motion** to adjourn by S. Rusch, seconded by P. Stick, **motion** carried unanimously. Meeting adjourned at 7:18 p.m.

The next meeting will be held on January 25, 2017.

Respectfully submitted,

Elizabeth Marsden
Recording Clerk