



Chaplin Town Hall

Annual Report

2017-2018

TOWN OF CHAPLIN
Annual Report
1 July 2017 to 30 June 2018

TABLE OF CONTENTS

List of Town Officers	1
Special Town Meeting Minutes of 27 December 2017	7
Annual Town Meeting Minutes of 14 May 2018	9
Board of Selectmen	13
Assessor's Office	15
Board of Assessment Appeals	None Received
Board of Finance	17
Building Official	21
Burning Official	None Received
Elementary School	23
Conservation Commission	25
Emergency Preparedness	27
Volunteer Fire Department	33
Fire Marshal	35
Historic District Commission	37
Inland Wetlands and Waterways Commission	39
Library Board of Trustees	41
Planning and Zoning Commission	43
Community and Economic Development Commission	45
Department of Public Works	47
Recreation Commission	None Received
Registrars of Voters	49
Senior Center	51
Tax Collector	53
Town Clerk	55
Vital Statistics	57
Town Treasurer	59
Tree Warden	61
Zoning Board of Appeals	63
List of External Reports Included Herein by Reference	65
Map of the Town of Chaplin	

BOARD/COMMISSION/DEPARTMENTS	PARTY	TERM FROM	TERM TO
<u>FIRST SELECTMAN</u>			
Matthew Cunningham, First Selectman	R	11/07/2017	11/05/2019
<u>TOWN CLERK</u>			
Shari Smith	R	01/02/2018	01/07/2020
<u>TREASURER</u>			
Diana Alvarez	R	11/7/2017	11/05/2019
<u>ASSISTANT TREASURER</u>			
Suzanne Gluck	R	11/07/2017	11/05/2019
<u>REGISTRAR OF VOTERS</u>			
Eugene V. Boomer, Jr.	R	01/04/2017	01/09/2019
Bruce Raymond	D	01/04/2017	01/09/2019
<u>DEPUTY REGISTRAR OF VOTERS</u>			
Stacy R. Foster	R	01/04/2017	01/09/2019
Ann Lewis	D	01/04/2017	01/09/2019
<u>BOARD OF ASSESSMENT APPEALS</u>			
Matthew Foster	R	11/07/2017	11/02/2021
Victor Boomer	R	11/03/2015	11/05/2019
Brendan Kane	D	11/07/2017	11/02/2021
<u>BOARD OF EDUCATION</u>			
Amy Ouimette	D	11/07/2017	11/02/2021
Daniel Caron	D	11/07/2017	11/02/2021
Jean Lambert	R	11/07/2017	11/02/2021
William Hooper	D	11/03/2015	11/05/2019
Jaclyn Chancey	D	11/03/2015	11/05/2019
Eugene V. Boomer, Jr.	R	11/03/2015	11/05/2019
Jamison L. Spalding	R	11/03/2015	11/05/2019
<u>BOARD OF FINANCE</u>			
Marc Johnson	R	11/03/2013	11/05/2019
Cesar Beltran	D	11/05/2013	11/05/2019
Jean Lambert	R	11/03/2015	11/02/2021
Richard G. Weingart	D	11/03/2015	11/02/2021
Doug Dubitsky	R	11/07/2017	11/07/2023
Linkesh Diwan	U	11/07/2017	11/07/2023
<u>BOARD OF FINANCE ALTERNATES</u>			
Linda Caron	D	11/07/2017	11/05/2019
William Jenkins	R	11/03/2015	11/02/2021
Matthew M. Foster	R	11/07/2017	11/07/2023

BOARD/COMMISSION/DEPARTMENTS	PARTY	TERM FROM	TERM TO
<u>BOARD OF SELECTMEN</u>			
Matthew Cunningham, First Selectman	R	11/07/2017	11/05/2019
William H. Rose IV, Second Selectman	R	11/07/2017	11/05/2019
Joe Pinto, Second Selectman	D	11/07/2017	11/5/2019
<u>LIBRARY BOARD OF DIRECTORS</u>			
Kelly Pothier	D	11/05/2013	11/05/2019
Victor Boomer	R	11/08/2011	11/07/2017
Eunice B. Edelman	R	11/03/2015	11/02/2021
William Jenkins	R	11/03/2015	11/02/2021
Diane Cox	D	11/07/2017	11/07/2023
Leslie Ricklin	U	11/07/2017	11/07/2023
Rebecca Stockdale-Wolley		11/08/2011	11/07/2017
<u>RD11 BOARD OF EDUCATION</u>			
Stacy Foster	R	07/01/2018	06/30/2021
Stephanie Harrington	R	07/01/2016	06/30/2019
Sally Ireland	R	07/01/2017	06/30/2020
<u>SENIOR CENTER BOARD OF DIRECTORS</u>			
Niel Muckenhoupt	U	07/01/2016	06/30/2019
Marilyn Nurme	R	07/01/2016	06/30/2019
Patricia D.R. Boyd	U	07/01/2016	06/30/2019
Shirley Rakos.	R	07/01/2017	06/30/2020
Carl Linkkila	U	07/01/2017	06/30/2020
Walter Zlotnick	D	07/01/2017	06/30/2020
Doreen Bolduc	R	07/01/2018	06/30/2021
Vacant		07/01/2018	06/30/2021
Vacant		07/01/2018	06/30/2021
<u>ALT SENIOR CENTER BOARD OF DIRECTORS</u>			
Vacant		07/01/2017	06/30/2020
Vacant		07/01/2017	06/30/2020
Vacant		07/01/2017	06/30/2020
<u>ZONING BOARD OF APPEALS</u>			
Lisa Courcier	D	11/05/2013	11/05/2019
Sue Peifer	R	11/03/2015	11/02/2021
Douglas Cates	R	11/03/2015	11/02/2021
Rosalie Gifford	R	11/07/2017	11/07/2023
William L. Jenkins	R	11/07/2017	11/07/2023
<u>ZONING BOARD OF APPEALS - ALTERNATES</u>			
Victor Boomer	R	11/07/2017	11/07/2023
Paul Tetreault	R	11/05/2013	11/05/2019

BOARD/COMMISSION/DEPARTMENTS	PARTY	TERM FROM	TERM TO
Kitty Leshay	D	11/03/2015	11/02/2021
<u>COMMUNITY AND ECONOMIC DEVELOPMENT</u>			
Irene J. Schein	U	02/02/2018	02/01/2021
Virginia Siege	R	02/02/2018	02/01/2021
Vacant	I	02/02/2017	02/01/2019
Darcy Richard	D	02/02/2017	02/01/2019
Leslie Ricklin	D	02/02/2017	02/01/2020
Ann Chuk	U	02/02/2017	02/01/2020
Michael Maggs	D	02/02/2017	02/01/2019
Margaret McKleroy		02/02/2017	02/01/2018
William H. Rose IV	R	02/02/2017	02/01/2020
<u>CONSERVATION COMMISSION</u>			
Scott Matthies	D	07/01/2013	06/30/2019
Philip E. Rusch	U	07/01/2013	06/30/2019
Christopher Komuves	D	07/01/2015	06/30/2021
Juan A. Sanchez, Jr.	U	07/01/2011	06/30/2017
Vacancy		07/01/2009	06/30/2015
Vacancy		07/01/2011	06/30/2017
<u>CONSERVATION COMMISSION ALTERNATES</u>			
Vacancy		07/01/2009	06/30/2015
Vacancy		07/01/2011	06/30/2017
Vacancy		07/01/2013	06/30/2019
<u>HISTORIC DISTRICT COMMISSION</u>			
Jean A. Givens	D	09/01/2014	08/31/2019
Diane Cox	D	09/01/2015	08/31/2020
Kitty LeShay	D	09/01/2016	08/31/2021
Warren Church	D	09/01/2017	08/31/2022
Paul Peifer	R	09/01/2018	08/31/2023
<u>HISTORIC DISTRICT COMMISSION ALTERNATES</u>			
Carl W. Lindquist	U	09/01/2016	08/31/2021
Catherine W. Smith	D	09/01/2015	08/31/2020
Paul Siege	D	09/01/2017	08/31/2022
<u>INLAND WETLANDS AND WATERCOURSES COMMISSION</u>			
Sharyn Rusch	D	11/05/2013	11/05/2019
Peter E. Kegler	R	11/05/2013	11/05/2019
Paul J. Deveny	U	11/03/2015	11/02/2021
Scott R. Matthies	D	11/03/2015	11/02/2021
Michael R. Jenkins	R	11/07/2017	11/07/2023

BOARD/COMMISSION/DEPARTMENTS	PARTY	TERM FROM	TERM TO
<u>INLAND WETLANDS AND WATERCOURSES</u>			
<u>COMMISSION - ALTERNATES</u>			
Vacant		11/07/2017	11/07/2023
Doug Cates	R	11/05/2013	11/05/2019
Virginia Walton	D	11/03/2015	11/02/2021
<u>PLANNING AND ZONING</u>			
Eric D. Beer	R	11/05/2013	11/05/2019
Alan Burdick	R	11/05/2013	11/05/2019
Helen Weingart	D	11/03/2015	11/02/2021
Peter Fiasconaro	R	11/03/2015	11/02/2021
Doug Dubitsky, Chm.	R	11/07/2017	11/07/2023
David P. Garceau	D	11/07/2017	11/07/2023
Randy J. Godaire	R	11/07/2017	11/07/2023
<u>PLANNING AND ZONING ALTERNATES</u>			
Kenneth P. Fortier	R	11/07/2017	11/07/2023
Brandon Cameron	U	11/05/2013	11/05/2019
William Ireland	R	11/03/2015	11/02/2021
<u>RECREATION COMMISSION</u>			
Vacant	D	07/01/2017	06/30/2019
David Stone	R	07/01/2016	06/30/2018
Vacant	U	07/01/2017	06/30/2019
Steven Landon	U	07/01/2017	06/30/2019
Matthew Foster, Chm.	R	07/01/2016	06/30/2018
Matthew Cunningham	R	07/01/2017	06/30/2019
Roger Bolduk	U	07/01/2017	06/30/2019
John Smith	R	07/01/2017	06/30/2019
Vacant	U	07/01/2017	06/30/2019
Gary Bennett	R	07/01/2016	06/30/2018
<u>Animal Control Officer</u>			
NECCOG			
<u>Assessor</u>			
Chandler Rose			
<u>Building Official</u>			
Terry Bellman			
<u>Burning Official</u>			
		09/08/2014	01/31/2017
Jason Chilly			
<u>Director of Emergency Preparedness</u>			
Jim Randall			

BOARD/COMMISSION/DEPARTMENTS	PARTY	TERM FROM	TERM TO
Eastern Highlands Health District Representative		07/01/2013	06/30/2016
Vacant			
Fire Chief		07/01/2018	06/30/2020
Joe Pinto			
Deputy Fire Chief		07/01/2018	06/30/2020
Herb Chesters			
Fire Investigator		06/02/2011	
Chad Molochinck			
Fire Investigator			
Daniel Garrett			
Fire Marshal			
Noel Waite			
Deputy Fire Marshal			
Vacant			
Judge of Probate		01/07/2015	01/07/2019
Hon. John J. McGrath, Jr.			
Library Director			
Sandra Horning			
Municipal Agent for the Elderly		09/06/2018	09/01/2022
Carol Palonen			
Mystic Country Connecticut Representative		10/03/2013	10/03/2016
Vacant			
Public Works Supervisor			
David Stone			
Sanitarian-Food Inspector			
Eastern Highlands Health District			
Senior Center Director			
Roxanne St. Jean			
Superintendent of Schools			
Kenneth Henrici			

BOARD/COMMISSION/DEPARTMENTS	PARTY	TERM FROM	TERM TO
Tax Collector			
Gay St. Louis			
Assistant Tax Collector			
Karlene Deal			
Tree Warden		Appointed	
David P. Stone			
Zoning Officer		Appointed	
James Gigliotti			
Justice of the Peace			
Amy Cournoyer		01/03/2017	01/04/2021
Bert D. Gunn		01/03/2017	01/04/2021
Diana Alvarez		01/03/2017	01/04/2021
Diane Cox		01/03/2017	01/04/2021
Eugene V. Boomer, Jr.		01/03/2017	01/04/2021
Henry E. Hansen		01/03/2017	01/04/2021
Jack Collins		01/03/2017	01/04/2021
Jean Lambert		01/03/2017	01/04/2021
MacKenzie, Hugh Maxwell Jr.		01/03/2017	01/04/2021
Patricia D. R. Boyd		01/03/2017	01/04/2021
Rusty Lanzit		01/03/2017	01/04/2021
Victor N. Boomer		01/03/2017	01/04/2021
William L. Jenkins		01/03/2017	01/04/2021

**TOWN OF CHAPLIN
MINUTES OF
Special Town Meeting
December 27, 2017**

Approximately 11 electors and those authorized to vote at Town Meeting assembled at the Special Town Meeting on December 27, 2017 at 7:00 P.M. at the Chaplin Town Hall, 495 Phoenixville Road, Chaplin, Connecticut and transacted the following business:

1. To elect a moderator for said meeting: The Town Clerk called the meeting to order at 7:00 P.M. and opened the floor to nominations to elect a moderator for the meeting. Matthew Cunningham / Richard Weingart moved / seconded to nominate William H. Rose IV. Hearing no further nomination, William H. Rose IV was declared moderator.
2. The moderator read item #2 on the call: "To appropriate for fiscal year 2017-2018 the transfer of an amount not to exceed \$174,119 from the FY 2016-17 Unassigned fund account 10702 to Board of Education/Chaplin Elementary School account 25100;". Matthew Cunningham made note of a correction to item #2 in that should read to appropriate for the fiscal year of 2016-2017 in the first line and not for fiscal year of 2017-2018. The transfer is all within the same year. Richard Weingart gave a detailed explanation of why the transfer is necessary. Several questions were asked and discussion ensued. The moderator called for a vote. There were 12 in favor, 2 opposed and 1 abstention. The motion passed.
3. The moderator called for a motion to adjourn. Jaclyn Chancey / Matthew Cunningham moved / seconded. The meeting was adjourned at 7:54 P.M.

Respectfully submitted,
Shari Smith – Chaplin Town Clerk

TOWN OF CHAPLIN
MINUTES OF ANNUAL TOWN MEETING
May 14, 2018

Approximately 45 electors and those authorized to vote at Town Meeting assembled at the Annual Town Budget Meeting on May 14, 2018 at 7:00 P.M. at the Chaplin Senior Center, 132 Chaplin Street, Chaplin, Connecticut and transacted the following business:

Items 5 and 13B will adjourn to referendum vote to be held on Tuesday, May 22, 2018 at the Chaplin Firehouse, 106 Phoenixville Road (Rte. 198) in said Chaplin from 12:00 Noon to 8:00 P.M.

1. Call to order. The Town Clerk called the meeting to order at 7:07 P.M., read the call and opened the floor to nominations to elect a moderator for the meeting. Selectman William H. Rose IV / Guy Ricklin moved / seconded to nominate Irene Schein. Hearing no further nomination, Irene Schein was declared moderator. She read each item on the call as it arose.
2. To nominate and elect to the Regional Board of Education of Regional District #11 one member for a full term of three years to commence July 1, 2018; Eugene Boomer / Jaclyn Chancey moved / seconded to nominate Stacy Foster. Hearing no further nominations, Stacy Foster was declared elected to the Regional District # 11 Board of Education.
3. To nominate and elect six members of the Recreation Commission for terms of two years to commence July 1, 2018; Matthew Foster / William Hooper moved / seconded to nominate Tim Barr, Cesar Beltran / Stacey Foster moved / seconded to nominate Matthew Foster, Stacy Foster / Tim Barr moved / seconded to nominate Lauren Foster, Ann Chuk / Linda Caron moved / seconded to nominate Christine Blair. Hearing no other nominations Tim Barr, Mathew Foster, Lauren Foster and Christine Blair were declared elected to the Recreation Commission.
4. Whereas the Town is applying for Local Capital Improvement Grant Funds: therefore, to resolve to approve the CIP plan for FY 2019-2023 (on file with the Town Clerk); Jaclyn Chancey / Helen Weingart moved / seconded a motion to approve the CIP plan. BOF Chairman Weingart gave an overview of the plan including discussion regarding the playscape at Garrison Park, floor replacement at the Senior Center, a new HVAC system at the Town Hall, the purchase of a self-contained breathing apparatus, the purchase of new gear for fire department members, vehicle replacement at the fire department, road maintenance, new cafeteria tables and smoke detectors at the elementary school. The Moderator called for a hand vote of those in favor of approving the CIP plan with the following results: Yes – 43, No – 0, Abstentions - 1. The motion passed.
5. *To receive and approve the Annual Town Budget for the Fiscal Year July 1, 2018-June 30, 2019 in the amount of \$8,407,506 as submitted by the Board of Finance and to appropriate funds required; (contingent on asterisk *);
 - a. BOF Chairman Weingart introduced the members of the Board of Finance, Town Hall employees and members of the Board of Education. He then gave an overview of the budget. He mentioned that the mill rate will be reduced by 1.55 mills from 35.05 to 33.50 for real property, motor vehicle tax and personal property. The budget has a 2.4% increase from the current budget and is a little over 8.4 million dollars. When the FY 17-18 budget was planned it was anticipated to receive State revenue of 400k less than we actually received so there is a 400k surplus this fiscal year resulting in a mill rate reduction. By reducing the mill rate by 1.55% it returns about 270k to the tax payers. Some of the returned funds will go toward the purchase of a new plow truck and to set aside further funds for the North Bear Hill Road drainage project. The funds will also be used to pay off a note that was taken out to rehabilitate the Senior Center.
 - b. Regarding the Chaplin Elementary School budget, the Board of Education recommended a 4.08% increase which the BOF reduced to 3.5%, a reduction of about 20k. Superintendent Henrici spoke about several factors regarding increases to the budget including unanticipated special education tuition and transportation for students attending Chaplin Elementary School and also for tuition, special education costs and transportation for Chaplin students attending magnet schools, contractual

salary increases for certified and uncertified staff and increases to health insurance costs.

- c. The RD 11 budget in this proposed budget failed at referendum so there may be a change to that number. There are plenty of funds in the budget to offset the RD 11 assessment.
- d. The Board of Finance requested \$7,500 for administrative support to the Board of Finance for approximately 6 to 8 hours per week and between \$17 to \$20 per hour.
- e. The cost to the Town for the Resident State Trooper remains at 85% of the total cost to the state. There was legislation that did not pass last year to have the Towns pay 100% of the cost of the Trooper and it was not brought up again at the legislature this year.

Mr. Komuves asked how the property revaluation that was recently completed will play into the mill rate calculation. BOF Chairman Weingart explained that the revaluation will take effect for the October 2018 Grand List and that list will govern the budget for FY 19-20. The most recent revaluation did not play into the budget for FY18-19.

Mrs. Blair asked about the increase to the technology coordinator salary from 48k to 65,750k and if there is a curricular component to the position. Superintendent Henrici explained that the position was formerly a split position between Parish Hill Middle/High School and Chaplin Elementary School which evolved into a position for Chaplin Elementary School. The new technical coordinator took a significant cut in pay to come to the position and was also the only applicant. It was stated that there is a curricular component to his position. Principal King described the duties of the position. Both Superintendent Henrici and Principal King spoke in support of technology coordinator.

Ms. Chuk asked questions about class size and if Chaplin Elementary School sends their own special education teachers to the magnet schools since the magnet schools charge more for special education. Principal King answered that the Director of Special Education goes to all of the PPT's at the magnet school but our special education teachers do not go to the schools to provide services.

Moderator made a motion to approve the FY 18-19 budget. Rusty Lanzit / Selectman Rose moved / seconded the motion to approve the budget.

*This item of the call is adjourned to referendum on May 22, 2018. The question on the ballot shall read:

1. "Shall the Town of Chaplin appropriate the sum of \$8,407,506 for the General Government and Education Expenditures for Fiscal Year July 1, 2018 through June 30, 2019 as recommended by the Board of Finance?"
6. To appropriate for fiscal year 2017-2018 the transfer of an amount not to exceed \$76,000 from the General Fund Unassigned Fund Balance to the FY 2017-18 Board of Education/Chaplin Elementary School budget (account number 25100). William Hooper / Stacey Foster moved / seconded the motion to approve the transfer.
 - a. BOE Chairwoman Chancey gave an overview of school's budget emphasizing the fact that the school is not currently over budget. This transfer will help to correct the financial procedures that are currently in place that do not provide for unanticipated costs. This appropriation will not affect the MBR. BOF Chairman Weingart spoke in support of the appropriation saying he regards this as progress towards getting better control of the budgeting process and asking for money for unanticipated costs in a timely manner. He also spoke about a 'financial procedures working group' that has been created as well as a new hire of a business manager.
- Ms. Chuk asked what would happen to the funds if the school did not end up using them. BOF Chairman Weingart answered that the funds would either revert to the Town or into a non-lapsing fund. The Moderator called for a hand vote of those in favor of approving the transfer with the following results: Yes – 38, No – 0, Abstentions - 0. The motion passed
7. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$7,075 from CIP Fund Project #3300.4 (CES Classroom Blinds) to new CIP Fund Project for CES Cafeteria Tables. BOE Chairwoman Chancey / Guy Ricklin moved / seconded motion to approve the transfer. Yes – 43, no – 0, Abstentions – 0. The motion passed.

8. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$9,000 from CIP Fund Project #3300.7 (CES Roof Tower Windows) to new CIP Fund Project for CES Cafeteria Tables. BOE Chairwoman Chancey / Stacy Foster moved / seconded the motion to approve the transfer. Yes – 42, No – 0, Abstentions – 0. The motion passed.
9. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$9,000 from CIP Fund Project #3300.9 (CES Boiler Water Piping) to new CIP Fund Project for CES Smoke Detectors. BOE Chairwoman / William Hooper moved / seconded the motion to approve the transfer. Yes – 43, No – 0, Abstentions – 0. The motion passed.
10. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$5,000 from General Fund account number #0701.11 (Eversource Energy HVAC Grant) to a new CIP Fund Project for a split system HVAC Unit for Town Hall. BOE Chairwoman Chancey / Helen Weingart moved / seconded. Yes – 42, No – 0, Abstentions – 0. The motion passed.
11. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$25,000 from the General Fund Unassigned Fund Balance to CIP Fund Project #3305.18 (Vehicle Replacement) to complete funding for the purchase a new Department of Public Works plow truck. BOE Chairwoman Chancey / Sally Ireland moved / seconded. Yes – 43, No – 0, Abstentions – 0. The motion passed
12. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$150,000 from the General Fund Unassigned Fund Balance to CIP Fund Project #3305.9 (North Bear Hill Road Drainage). BOE Chairwoman Chancey / Sandra Horning moved / seconded.
 - a) First Selectman stated that the Town is currently working with NECCOG to see if there are hazard mitigation plan – grant funds available to help fund this project. This is a closed drainage system that will help the flooding. It is not known when it will be finished. Yes – 42, No – 0, Abstentions – 0. The motion passed.
13. Public Hearings and possible action to:
 - a. To discuss adding painted center lines on Town roads. Selectman Rose IV gave an overview of the plan to paint center lines on Town roads including the cost estimates of painting, the approximate number of miles that would be painted and variables to the project such as chip sealing roads. Citizens spoke at length regarding whether or not the center lines increase or decrease safety for drivers, cyclists, runners and pedestrians. Selectman Rose stated the intent of the discussion was to determine if there is enough interest to move forward and calculate the roads that qualify to have lines painted on them and the cost as well as the life expectancy of the paint on the road. More information would be needed. Cesar Beltran / Christine Blair moved / seconded motion to ask the BOS to continue researching this subject and bring the information back to the public. Yes – 25, No – 4, Abstentions – 3. A poll vote for all in favor of painting center lines on the roads, Yes – 3, No – 23, All in favor of more information – 4.
 - b. *To discuss removal by the Town of signs installed via the State’s Horizontal Curve Project along some Town of Chaplin roads without prior objection by the Town. The citizens spoke out regarding the lack of opportunity for “prior objection by the Town”.
 - i. Selectman Cunningham reviewed the discussions that occurred during Board of Selectmen meetings as well as discussion with the Town’s insurance carrier CIRMA regarding removal of the signs. Selectman Rose gave background on this project stating the Federal Government gave grant funds to the State of Connecticut to put horizontal curve signs in high traffic areas and areas of concern. Selectman Rose signed a request that he was interested in looking into the curve signs. The State of Connecticut and Engineers came out to Chaplin and presented a proposal with maps and drawings of the location of the signs and the number of signs to be installed and presented the proposal to the Selectmen’s office. At this point Selectman Cunningham signed off on the project without going to public hearing. He added that many Selectmen in the State signed off on the project without going to public hearing as they thought it was a safety issue. When it became clear that citizens of the Town objected to the signs Selectman Cunningham discussed removing the signs with CIRMA as well as with the Town Attorney Dennis O’Brian. Attorney O’Brian returned an opinion discouraging removal of the signs. CIRMA discouraged the sign removal as well. Discussion continued regarding Town liability to remove the signs and also if we are liable to install signs at every corner the State recommended, the excessive number of the signs that have been installed, many felt the signs are too bright and wondered if there is a solution to make the signs less distracting and

unattractive. Some spoke in favor of the signs and felt they improve safety on the roads. *This item of the call is adjourned to referendum on May 22, 2018 and shall be advisory only, and the results not legally binding. The question on the ballot shall read:

2. “May any horizontal curve sign installed by the State in the right of way of any Town road without prior objection by the Town, be removed by the Board of Selectmen upon citizen complaint, even if removal charges may be applied, and litigation and even Town liability are possible if an accident occurs near a point of removal?”

14. At 9:06 p.m. BOF Chairman Weingart made a motion to adjourn the meeting. Dated at Chaplin, Connecticut, this 17th day of May 2018.

Respectfully submitted,

Shari Smith, Chaplin Town Clerk

BOARD OF SELECTMEN

Annual Report 2017-2018

The Board of Selectman is comprised of three selectmen headed by the First Selectman, who serves as the Chief Administrative Officer of the Town and is elected separately from the rest of the board. The Board of Selectmen is the chief executive branch of local government in the open town meeting form of government that Chaplin is governed by. The basic function of the Board of Selectmen consists of calling town meetings, proposing budgets to Town Meeting, setting public policy, calling elections, licensing, setting certain fees, overseeing certain volunteer and appointed bodies, and creating basic regulations.

Brief Financial Statement	
Approved Budget	\$92,205.84
Additional Appropriations	\$0
Actual Expenditure	\$91,956.14

Respectfully Submitted,

Matthew Cunningham, First Selectmen

Board Members;

William H. Rose IV, Selectman

Joe Pinto, Selectman

ASSESSORS OFFICE Annual Report 2017-2018

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real estate and personal property within the corporate limits of the Town of Chaplin. We appraise real estate based on the market value and maintain a “property record card” on every parcel. State Statutes govern almost every function and responsibility of the Assessor’s Office and requires us to perform revaluations every five years. Chaplin is currently undergoing a town wide revaluation for the October 1, 2018 Grand List.

I am also responsible for assessing business Personal Property, registered and unregistered motor vehicles. Pursuant to State Statutes, motor vehicles are valued NOT based on their market value, but solely 100% of the average book value.

The 2017 Grand List indicates 1,240 real property accounts, 253 personal property accounts, and 2,654 registered motor vehicles.

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. The elderly and disabled programs are income qualified. For more information on exemption programs you may contact me at (860) 455-0073x314. Office hours are Tuesday’s from 5:00 p.m. to 7:00 p.m. or by appointment.

Brief Financial Statement	
Approved Budget	\$42,120
Additional Appropriations	\$0
Actual Expenditure	\$42,120

The 2017 Grand List increased .7% and compares as follows:

	<u>2016 Grand List</u>	<u>2017 Grand List</u>
Real Property:	125,244,870	125,794,970
Motor Vehicle:	16,598,390	16,890,930
Personal Property:	<u>46,828,000</u>	<u>47,342,160</u>
Net Grand List:	188,671,260	190,028,060
NET GRAND TOTAL:	188,671,260	190,028,060

Respectfully Submitted,

Chandler Rose

Chandler Rose, CCMAIL, Assessor



Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

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

BOARD OF FINANCE

Annual Report FY 2017-2018

The Chaplin Board of Finance operates under the authority of Connecticut General Statutes Chapter 106, Sections 7-340 to 7-349. The Board meets at the Chaplin Town Hall the second Monday of the month. If the second Monday is a holiday, a special meeting is scheduled. Additional special meetings are held as necessary. Members of the public are welcome to attend and provide input at board meetings. This is a six (6) member board with three alternate members; officers are a Chair, Vice Chair, and Secretary. In 2017-2018, all seats were filled. A recording secretary is hired to take minutes, which are filed with the Town Clerk.

The Chaplin Board of Finance oversees Town finances, compiles annual budget requests, holds a Public Hearing on these requests, and formally presents a budget at the Annual Town Budget Meeting in May. Other duties include setting the mill rate, appointing an auditor, and compiling and publishing the Town's Annual Report. Members of the board are volunteers elected by the Chaplin townspeople, and receive no compensation for their activities on the board.

This report is divided into three parts: (1) an overview of Chaplin's budgetary performance; (2) a brief statement of the Board of Finance's operations; and (3) comments on the Town's audit results.

The Town of Chaplin's General Fund Audited Budgetary Basis Performance:

For FY 2017-18, the Board of Finance approved a budget of \$8,202,078 with a mill rate of 35.05, with no change in mill rate from FY 2016-17. This budget was approved at a town referendum on May 16, 2017. Additional appropriations were made throughout the year as needed.

The town collected total revenues of \$8,765,711 with the following breakdown:

Town of Chaplin FY 2017-2018 Revenues	
Property Taxes	\$6,672,820
Reimbursements in lieu of taxes	\$152,412
State & Fed. Funding for Operations	\$197,927
State Educational Funding	\$1,649,005
Receipts for Town Services	\$47,478
Miscellaneous Revenues	\$46,069
Total	\$8,765,711

FINANCE The Town of Chaplin expended \$7,975,979 with the following breakdown:

Town of Chaplin FY 2017-2018 Expenditures	
General Government	\$1,744,575
Debt Service	\$33,078
Capital Nonrecurring (CIP)	\$371,531
Chaplin Elementary School	\$3,509,510
RSD 11 Parish Hill MS/HS	\$2,317,285
Total	\$7,975,979

The budgetary surplus between Revenues and Expenditures (\$568,143) has been added to the Town's Fund Balance (Reserve Fund). The tax collection rate was 98.3% (as audited) of the current year tax levy.

The Board of Finance's Operations:

Board of Finance Financial Statement	
Approved Budget	\$23,053
Additional Appropriations	\$0
Actual Expenditure	\$22,068

Members of the Board of Finance attended the following events:

Event Name	Date
COST Fall Meeting	October 23, 2018
CCM Fall Convention	October 30, 2018

Town of Chaplin Audit Results:

Per §4230 and §4236 of Connecticut General Statutes, The Town of Chaplin as a recipient of state funds must complete a town audit. The audit for FY 2017-18 was performed by Michaud Accavallo Woodbridge & Cusano, LLC and contained with one significant remark, summarized as:

1. Lack of written procedures for handling and approving expenditures;

A Financial Procedures Working Group (FPWG) was established in February 2018 by the Board of Finance, comprising members of the Board of Finance, the Board of Education, the Board of Selectmen, and others, to create written financial procedures. The Board of Finance expects this group to complete its work by June 2019. Having such procedures recorded and in practice will enhance financial controls for both the Town and the Board of Education, and reduce the likelihood of unbudgeted expenditures in the future.

Respectfully Submitted,

Richard G. Weingart, Chairman

Other Board members:

Vice Chairman: Cesar Beltran Secretary: Jean Lambert

Members: Doug Dubitsky
Linkesh Diwan
Marc Johnson

Alternate Members: Matt Foster
Linda Caron
William Jenkins

BUILDING OFFICIAL

Annual Report 2017-2018

It has been my pleasure to serve the citizens of the Town of Chaplin since 1984 starting as zoning enforcement officer and then assistant building official to Earl Belek. I feel the town is fortunate to have the professional staffing it has with the Zoning Enforcement Officer and Wetland Agent.

The following permits were issued by the building department:

Dwellings	2	Wood stoves	1	Pools	0	Sheds	1
Siding	2	Photovoltaic	0	FP Inserts	0	Porches	0
Antennas	1	Heating	15	Roofing	12	Decks	0
Windows	3	Wood Furnace	0	Additions	1	Chimneys	0
Plumbing	1	Electrical	15	Propane	5	Renovations	4
Garages	3	OWF	1	Demolition	1	Generators	4
Barns	0	A/C	2				

The Building Official has regular scheduled office hours from 5 to 7pm on Tuesday evenings. He can also be reached on his cell phone for questions or inspection requests. The number is 860-428-4118.

The Building Official is responsible to enforce the Connecticut Building Code in accordance with Connecticut General Statute 29-260. He also provides a monthly report to the U.S. Census Bureau, a quarterly report to the state Building Official Educational Training Unit along with the education fees collected with the building permit.

Sincerely,

Terry Bellman
Building Official

Chaplin Elementary School

Mr. John Giordano, Interim Principal

<http://chaplinschool.org>

240 Palmer Road
Chaplin, CT 06235
Phone: 860-455-9593
Fax: 860-455-0742

Chaplin Annual Report – 2017-2018 School Year

Chaplin Elementary School

Chaplin Elementary School serves students in grades PreK through grade six. The school has 155 students enrolled. At CES, the staff takes great pride in creating a positive, safe and nurturing environment, where students want to come to school! With the continued support from the Chaplin community, the ongoing dedication of our staff, and support from the Board of Finance and Board of Education, Chaplin Elementary School continues to be a great place for children to learn and grow.

Each child's individual educational goals are the focus of the work done at CES. We strive to maximize the time during the school day to focus on the development of the knowledge and skills necessary for success in the twenty-first century. Each new day brings with it the opportunity for students to work closely with their teachers, not only with their regular classroom activities, but during their Intervention and Enrichment block as well. Each day, this dedicated time allows teachers to focus learning on areas where a student may need extra instruction and support to master a skill presented in class. In addition, if a student has mastered a skill and is ready to build deeper understanding, the teachers plan activities suited to address moving students forward in their learning. Classroom teachers collaborate bi-weekly with academic support specialists to design appropriate individualized instruction for students in math and language arts.

Chaplin Elementary School continues to faithfully implement the Common Core State Standards (CCSS). The CCSS has been adopted throughout Connecticut and in many states across the country. These educational standards were created through the collaboration of experts and teachers from across the country for the purpose of preparing students with the necessary knowledge and skills needed to be successful in college and career. They have been designed as a clear set of expectations that build in rigor and complexity as students progress from one grade to the next with the expectation for all students to be successful.

At CES, teachers have diligently been working for the past few years to develop and implement a common core aligned curriculum in language arts and math. Moreover, adjustments to the daily schedule have been made to better utilize their class time to fully address the demands of the new curriculum.

Changes beyond the new curriculum have occurred. For all students in grades 3-8 and 11, a relatively new test is being administered. The Smarter Balanced Assessment Consortium (SBAC) is now administered in English language arts and math to measure students' progress in mastering the grade level skills of the CCSS. This assessment measures critical thinking skills and asks students to demonstrate their proficiency through research, writing, and solving problems. This assessment has been designed to monitor student progress and allow teachers to focus on the skills of the CCSS rather than "teaching to the test".

In addition to new standard and new state assessments, educators across the state are participating in a teacher accountability system. Now, every teacher at CES is required to set realistic/achievable goals, individual goals to improve their professional practice, and improve student achievement. During the school year, in-class observations occur for every teacher. The observation is followed by a conference between the administrator and the teacher. The conference is used for focused feedback to assist the teacher in his/her improvement and growth. This is aligned with the purpose of the new teacher evaluation system. The new evaluation system was designed as a means of *support* for all teachers and to foster *improvement and growth*.

The CES PTO continues to be supportive of the myriad of programs and activities held for the students. Their ongoing support allows the school to provide offerings that otherwise would not be available. The PTO's fundraising efforts helps with the cost for field trips, after school activities, and purchases of such items as equipment and supplies.

A wide range of enrichment opportunities for students are provided through the after school club program. The club program runs in three seven week sessions throughout the school year. There are an array of options for students to choose from and students can choose activities that best suit their interests. Among the after school activities are: crafts, volleyball, drawing and painting, LEGO building, tumbling, and World Class Readers.

The winds of change hit CES in 2018! During the summer break, Mrs. King, principal of Chaplin Elementary School for several years, left her position here to accept a principal position at Norwich State Technical School. The CES school community is grateful for Mrs. King's dedicated service to the students and community. An interim principal is now in place and a new principal is expected to start sometime around the first of the year.

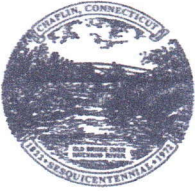
Members of the Chaplin community are always welcome and encouraged to visit the school. We love for our citizens to see the wonderful things that are going on and especially, the *learning* that is taking place in our classrooms each and every day! We appreciate the support the Chaplin community affords the Chaplin Elementary School as we strive to be the best we can be.



Kenneth V. Henrici
Superintendent
Chaplin School District



John Giordano
Interim Principal
Chaplin Elementary School



Chaplin Conservation Commission Annual Report 2017-2018

Duties of the Conservation Commission

- a. Keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, for obtaining information on the proper use of such areas,
- b. Conduct research into the utilization and possible utilization of land areas of the municipality,
- c. Administer gifts in the name of the municipality for the commission's purposes subject to the terms of the gift,
- d. Approve, prior to submission, state grant-in-aid applications for programs to preserve or restrict the use of open space land to conservation or recreation purposes.
- e. Keep records of its meetings and activities and shall make an annual report to the municipality in the manner required of other municipal agencies

The Conservation Commission is currently inactive aside from the Annual Chaplin Clean-up Day organized by Chris Komuves done in the spring.

Brief Financial Statement	
Approved Budget	\$500.00
Additional Appropriations	\$00.00
Actual Expenditure	\$60.00

Respectfully Submitted,

Scott Matthies, Acting Chairman

Juan Sanchez

Philip Rusch

Chris Komuves

2 Vacancies

3 Alternate Vacancies

EMERGENCY PREPAREDNESS REPORT

Annual Report 2017-2018

As a brief overview this state is broken up into five regions. Chaplin is in Region 4, one of forty-two towns and two tribal nations. Our region receives grants that are approved by CEOs and tribal leaders. These grants overlap into the following years.

July-2017

- 11th (CES) Linda Caron went over Step 5 Program for student & kit quantities needed ESF-5 at NECCOG (Danielson)
- 12th Met with Mike Nash (CES) about generator was serviced
- 15th Pipeline Survey
- 17th Called Scotland Don Syme about Parish Hill dead tree
- 18th ESF-10 Hazmat Rodeo (Norwich)
- 20th Contacted Ham Radio members about CERT training
- 25th Informed CES Linda Caron Step 5 Program order – in September
- 26th Met with 1st Selectman – library as cooling center/town issues
Spoke to Mike Hooper-quote on CR Plus AED for Public Workers
Contacted Red Cross to attend sheltering class at E.O. Smith
- 27th CES-inspected faulty AED-called manufacturer - replacement to be sent

August-2017

- 1st Spoke to DOT Mary McCarthy about gas tank requirements
- 3rd Spoke to Noel Waite on gas tank for P/W requirements
ESF-6 Red Cross shelter at E.O. Smith -meeting
- 7th Contacted Dr. Willner (DVM) about rescue tool status
Spoke to 1st Selectman – HELIO landing at park; key to CES, etc.
- 10th Informed Town Hall about Spectra gas test/other issues
Spoke to M. Caplet about bringing Deputy EMD & Communication Officer to Dominion bunker
- 12th Spoke to CPR Instructor/gave CPR trainer contact information to CES secretary
- 14th Spoke to PHHS secretary about updating contact list
Spoke to 1st Selectman about CPR training for town employees & other issues
- 15th Worked with Valerie – preparations for EMPG meeting/EMPG Review at Chaplin Town Hall
- 21st Lib. Board mtg. – discussed gov. protocols on H/C centers
- 23rd Contacted D. Stone -S. Johnston -cut dead tree/trim Ridge Road
Compiled DEMHS EMD information/dropped off at Library for Board Members
REPT (Colchester) Budget meeting
- 24th Returned FD compressor to W. Hartford/picked up new one in Manchester
- 25th Informed Deputy EMD Audette on EMD issues; picked up traffic cones at town garage
Spoke to PHHS principal about taking Active Shooter Class
- 26th Met with former EMD Baker – landing helicopter in Chaplin & other EMD issues
- 28th Got serial numbers from old & new AED CR-Plus at CES

September-2017

- 4th Ham operator returned ham radio/antenna -needed servicing
- 6th CEO REPT meeting -SECCOG (Norwich)
- 12th ESF-5 (Norwich) Dominion Bunker
- 13th ESF-3 (Groton) Equipment Expo
- 19th ESF-10 (Norwich)
- 21st Informed 1st Selectman about tree trimmings, library meeting, PHHS tree
Called J&S Radio about hiring Jeff for Mast & Antennas expertise
Called S. Johnston – thanked him for cutting dead PHHS tree
Gave Assistant Dir. Jordon (Owl's Nest Day Care Center) – Emergency Care Guideline Book
- 21st Informed 1st Selectman that J&S Radio will work on Mast/Antenna
- 25th Bob Scata informed me that the Step 5 shipment has arrived
Informed P/W about widow maker on Canada Lane
- 26th Picked up Step 5 materials (Brainard Airport) and delivered them to CES
Dr. Willner (DVM) -Shipman's (Waterford)- picked up suction tools
- 27th REPT (Colchester) – meeting
- 28th Gave Active Shooter info to PHHS secretary/met new custodian
Contacted Dr. Willner about another suction tool not updated

October-2017

- 2nd Met w/Kristin (Owl's Nest) owner-she wanted & got a 2nd Emergency Care Guideline Book
for Pomfret Day Care; dropped it off later that day
- 4th Viewed Step-5 materials with CES teacher
Spoke to P/Ws about Temporary Debris Recycling site dirt piles
- 5th Discussed Active Shooter Class w/PHHS secretary for staff
Invited CES Principal to Active Shooter Class – not able to attend
- 6th Reviewed/forwarded Step-5 PowerPoint to Linda Caron
- 10th High Band Radio Test – Chaplin
Assisted with the print out of EMPG paperwork with Valerie Garrison-filling it out
- 12th Spoke to Spectra's Kevin about facility tour dates
- 13th Confirmed Pipeline Tour for Nov. 7th – called Kevin to confirm the date
Called ESF-11 Chairperson-permitted suction tool upgrade
- 17th Rick Nichol's made 2 key fobs for Dept. Public Workers Dan & Rob – delivered them
- 18th J&S Radio called to set up antenna appointment (10-24-17)
- 19th ESF-4(East Putnam) - IMT meeting
- 25th Met with J&S Radio rep. at CCVFD-go over mast size/antennas
REPT (Colchester) meeting – Verizon speaker
- 29th Read, forwarded and asked for comments on J&S quotes from Rick & Cale
- 31st Called ESF-3 secretary-wheel chocks and treads for light tower & message boards
Spectra Kevin called and offered used white boards to CVFD
Called Eversource-tree down on 3 primary wires on Tower Hill

November-2017

- 3rd Called J&S Radio
- 7th Spoke to Jay about EOC antenna at CVFD/he'll get regulations
Dropped off information to P/W
- 7th Called Kevin Kelly to confirm Algonquin Pipeline tour
Toured Algonquin Facility
- 8th Called Amtrak (Washington D.C.) about laminated safety cards R/R crossing tracks
Informed ESF-5 Derek May on agenda topic (1st NET)
- 9th Spoke to Dr. Willner about scott bottles/called Shipman's about scott bottles

- 10th Gave CSP Paul Black Verizon information
- 13th ESF-11 (Waterford) picked up 2 new scott bottles
- 14th ESF-5 (Plainfield) EOC
- 16th Picked up computer monitors at Depot Supply for P/W
- 21st ESF-10 (Norwich) meeting; Spoke to Jay about EOC antenna location/need to fill out permit
- 25th Gave Chucky's/Zlotnick's Verizon info on hurricane emergency preparedness
- 27th Spoke to P/W Dave about limbs on Scotland Rd. & Chewink Rd. sign
 Looked for P/W's site plan to find water and power lines
 Found and lent P/W metal detector to find power lines
 Contacted NECCOG Jim Larkin about making road detour maps for N. Bear Hill Bridge
- 28th Finalized EMPG 2016-2017 hours-printed out town/state copy of report—e-mailed
 report and dropped off copies to Chaplin Town Hall

December-2017

- 4th Called NECCOG J. Larkin about making bridge detour maps
 Spoke to Darlene to confirm attendance at Annual EMD mtg. w/Commissioner
 Met with Chaplin Deputy EMD
- 6th Met with NECCOG J. Larkin – made bridge detour maps
 Went to Staples – laminated bridge detour maps
- 7th Mounted TV in EM office at CVFD with Dave Garrett
- 12th Spoke to 1st Selectman Matt about ordering AED again
- 13th Called 'Generators on Demand' about info on generators for library;
 Looked at electrical panel in library; Spoke to 1st Selectman Matt about generator costs
- 15th Called Hampton Chief to pick up Chaplin bridge closure map
- 19th High Band Radio Test (Quarterly)
 Ordered new battery/ 2 sets of contacts for AED in Senior Center
- 20th Attended annual EMD mtg. w/Deputy Commissioner (Cyber Security)
- 21st Dropped off Cyber Security paperwork at town hall
- 27th Checked with Librarian – no persons in warm-up shelter
 Received AED battery/contacts; Spoke to 2nd Selectman about Cyber Security issues (EMD mtg.)
- 28th Spoke to 1st Selectman – Cyber Security & warming protocol at library

January-2018

- 2nd Senior Center-checked on attendance for any residents needing heat/shelter
- 3rd Purchased HMDI cables for EMD TV; replaced AED battery/contacts (Senior Center)
 Gave DPW old box lights;
 Dropped off surge protector at library; Checked with J&S Radio on Mast Antenna contractor
- 9th ESF-5 (Brooklyn) w/Red Cross – free smoke alarm detectors available to citizens
- 14th Checked 4 bridges for ice dams/fallen trees (England bridge)
- 16th ESF-10 (Norwich) meeting
- 18th Went over EPPI form with 1st Selectman
- 19th Called Don Meade – Sky Warn class
- 22nd Called WINY and Wili Radio for emergency contact information (e-mail emergency occurrences)
- 24th REPT (Colchester) meeting

February-2018

- 8th Picked up surge protectors for Chaplin town staff – Surplus
- 13th ESF-5 (East Lyme) meeting on Long-Term Care
- 14th ESF-6(Waterford) meeting; Got price on tires/wheels for red trailer (Pete's Tires)
- 15th Picked up computer chargers for town staff – Surplus
- 20th Called CCM about Registration

- 22nd Picked up 2 monitors/cables for town staff-Surplus; ESF-4(Franklin) meeting
Spoke to 1st Selectman-tires/wheels for trailer/Hazmat mitigation (asbestos removal)
- 23rd Spoke to Algonquin Gas-sending Tier 2 Hazmat material to my EM e-mail
- 27th ESF-11 (Norwich) Meeting
REPT (Colchester) Meeting

March-2018

- 1st ESF-3 (Norwich) meeting; Spoke to J&S Radio about ESF-3 Public Works radios
- 2nd Informed Chaplin P/W about next ESF-3 meeting on May 3 (Norwich)
Called Mike Caplet about ESF-3 radios
- 5th E-mailed Derek May-Agenda items suggested for ESF-5 meeting
Called Eversource concerning wires down in Chaplin-gave pole number
- 8th Checked on disabled citizens due to power outage during storm
- 9th ESF-2(Colchester)went to mtg., but cancelled; dropped off training videos (Photo Connection)
to transfer VHS to DVDs
- 10th Picked up training DVDs (Colchester) Photo Connection
- 15th Attended Special Selectman's meeting
- 20th Dropped off flyer(Free Dental Care in Torrington) at Chaplin Senior Center, Town Hall, FD & P/W
- 22nd Went to town hall-Verizon problem w/phone (under corporate acct.)
- 23rd Spoke to Deputy Audette-cots were moved at Senior Center/other issues
- 24th Went to Verizon-cell phone issues
- 26th ESF-9(QV) Meeting
- 28th REPT(Colchester) Meeting; Called Army Corps Engineers-asked for Mansfield Hollow Dam
Seminar times
- 29th IMT (East Putnam) Meeting
- 30th Call from FEMA 1 inundation maps

April-2018

- 4th Emergency Management Symposium (Cromwell)
- 9th Signed for AED & bracket at Town Hall
- 10th Spoke to 1st Selectman about new cell phone
- 11th CEMA (Manchester) Meeting VOST report from our lobbyist
- 13th ESF-5 (Colchester) Meeting; Spoke to M. Caplet-moving EOC from Town Hall to Chaplin FD
- 17th ESF-10 (Norwich) Meeting
- 19th Gave CSP Black an EPPI flyer from Gov. Malloy
- 24th ESF-4 (Hampton) discussed combining IMT & ESF-4 together
- 25th REPT (Colchester) Meeting; ESF-9 (Montville) Meeting
- 26th Received a call about EMPG monies for DEMHS radio antenna/equipment
- 27th Informed town crew – new keys ordered for CVFD

May-2018

- 1st Submitted agenda items for Selectman's mtg.-hiring EMTs & Firefighters
Conference call w/M. Caplet, Darlene & Valerie G. -EMPG monies for DEMHS radio
- 8th ESF-5 (Pomfret) Long Term Care & Waste Management Fire discussed
- 11th ESF-2 (Colchester) went-mtg. cancelled/Spoke to Fire Chief; Informed P/W meet w/Eversource
after July
- 16th Surveyed storm damage in Chaplin (flooding, trees down, etc.)
- 18th E-mailed EPPI playdate to Region IV; 1st Selectman signed MOA; Resolution not signed yet
- 20th Tri-State Fire Truck-viewing Jaws of Life Drill, Rescue Equipment, etc.
- 22nd E-mailed FBI about Bomb Class
- 23rd Dropped off "You Are the Help Until Help Arrives" poster at Zlonick's Garage

- 27th Spoke w/IT person to repair Outlook on my PC for Town E-mail-accomplished
- 29th Got a call-Algonquin Gas Co. will be working on 30" pipeline-informed CES of possible noise
- 30th Informed CES secretary – June 1st pipeline repairs continue
- 31st Asked/viewed Spectrum worker-removal of limbs on secondary wire to cable & widowmaker on Canada Lane

June-2018

- 4th Ordered red trailer tires/wheels (Pete's Tires)
- 5th Picked up tires/wheels (Pete's Tires)
- 7th Selectman's Meeting
- 8th ESF-2 (Colchester) went – was cancelled
- 11th Met with Atlantic Restoration Co.-concerning asbestos removal
- 12th ESF-5 South (East Lyme) Meeting
- 13th ESF-6 (Uncasville) Meeting
- 14th High Band Radio Test (Chaplin)
- 15th Spoke to Eversource – liaison Dave McCarthy & Atlantic Restoration
- 19th ESF-10 (Norwich) Meeting at FD; Called Algonquin about (6-20) EPPI exercise; Called Atlantic Restoration – informed them about no Grant money for asbestos removal
- 20th EPPI State Exercise (Jim Randall and Rick Nichols – attended)
- 21st Submitted EPPI hours (8 hours) to Town Hall
- 22nd Spoke to Darlene about EMPG 2015 - questioning monies
- 24th Attended Annual Ham Radio Day at Lion Park (Mansfield)
- 26th Received Atlantic Restoration quote and dropped it off at the Town Hall
- 27th REPT (Colchester) Meeting
- 28th CEMA (Old Saybrook) Annual CEMA Meeting
- 29th Attended Nicholas Delia's (Fire Chief) retirement party in Groton

I'd like to thank all the CVFD and CERT members, Rick Nichols, Chaplin Public Works, Cale Audette, Bill Rose IV, Suzanne Gluck and First Selectman Matthew Cunningham for their assistance. I would like to thank Val Garrison who pays my EMD bills and works with me on the line items within the Emergency Management Performance Grant. I would also like to thank Sheila Randall for clerical work.

Respectfully submitted,
James Randall
Emergency Management Director

- | | |
|---|--|
| *ESF-2 (Communications) | *ESF-11 (Agricultural/Animals) |
| *DVM (Doctor of Veterinary Medicine) | *REPT (Regional Emergency Planning Team) |
| *ESF-3 (Public Works) | *CERT (Community Emergency Response Team) |
| *IMT (Incident Management Team) | *TTX (Training & Exercise) |
| *ESF-4 (Firefighting) | *LEOP (Local Emergency Operation Plan) |
| *EOC (Emergency Operation Center) | *EPPI (Emergency Preparedness and Planning Initiative) |
| *ESF-5 (Emergency Management) | *EHHD (Eastern Highlands Health District) |
| * TNC (Terminal Node Connector) | |
| *ESF-6 (Mass Care – Red Cross) | |
| *ESF-8 (Public Health) | |
| *ESF-9 (Search and Rescue & Special Operations) | |
| *ESF-10 (Hazmat) | |



**Chaplin Volunteer Fire Department
Annual Report
Fiscal Year 2017-2018**



The Chaplin Volunteer Fire Department had a busy year with 83 Fire calls and 171 medical calls. Our membership has remained pretty good considering it is very hard attracting new members. We currently have 3 new members on probation. The CVFD continued responding at a R1 level which means our EMT staff can perform up to their level of training which has been a great success.

The CVFD assisted the Towns Trunk or Treat. The Christmas Tree Lighting was a huge success. We held our annual Golf Tournament fund raiser and once again was successful. We were able to give a \$ 1000.00 scholarship to a graduating students from PHHS studying for a medical profession. We gave a 100.00 scholarship to the most successful graduating student from the Chaplin Elementary School. We also gave 250.00 to our local food pantry

Overall, the CVFD had a safe and successful year.

Sincerely,

Joe Pinto, Chief

Fire Marshal Annual Report 2017-2018

The fire marshal's office is required by Connecticut general statute 29 305 conduct inspections of all commercial buildings, places of assembly and multifamily dwellings with three or more living units. Fire marshals are also required to issue blasting permits and conducting inspections at all facilities that serve alcohol for annual liquor license renewals and conduct plan reviews for construction or remodeling of commercial facilities. Fire marshals are also required to be notified of and investigate all fires and explosions within the jurisdiction.

This past fiscal year the fire Marshal conducted six routine inspections, approved three liquor license renewals and investigated one small loss fires.

Budget appropriations cover the annual salary and training requirements for the fire Marshal and deputies.

Brief Financial Statement	
Approved Budget	\$9,500.00
Additional Appropriations	\$0
Actual Expenditure	\$8,209.10

Respectfully Submitted,



Fire Marshal.

CHAPLIN HISTORIC DISTRICT COMMISSION

Annual Report 2017-2018

Established in 1974, the Chaplin Historic District Commission oversees architectural changes to the properties and their structures situated in the District. Properties are located on Chaplin St., Phoenixville Rd. and Tower Hill Rd. the oldest of which dates to c. 1800.

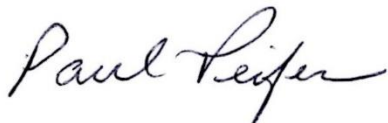
Historic District residents planning changes to their buildings or grounds are urged to contact the Chairman of the Commission with any questions. The HDC regulations and a Q & A section are available on the Town website.

During the 2017-2018 reporting period, the HDC held three regular business meetings and three public hearings.

At the annual HDC meeting in September, Paul Peifer was elected Chairman, Warren Church was elected Vice-Chairman and Diane Cox was elected Secretary to serve one-year terms as officers. The regular meeting schedule was also set. The Commission approved a budget of \$675.00 for FY 2018-2019 at our November meeting. Of our FY 2017-2018 budget; \$371.76 was spent on Legal Notices and \$112.21 was spent on Clerical Hire.

HDC regular meetings are scheduled four times a year. Special meetings may be called as necessary. Meetings are held in the Chaplin Library conference room. Regular business meetings follow public hearings, dates and times for which are published in the Willimantic Chronicle and posted at the Chaplin Town Hall.

Respectfully Submitted



Paul Peifer
Chairman, Chaplin HDC

Warren Church, Vice-chairman
Diane Cox, Secretary
Jean Givens, Regular Member
Kitty LeShay, Regular Member
Cathy Smith, Alternate Member
Carl Lindquist, Alternate Member
Paul Siege, Alternate Member



Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

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

Chaplin Inland Wetlands and Watercourses Commission Annual Report 2017-2018

The Inland Wetlands and Watercourses Commission (IWWC) is charged by the Connecticut General Statutes, section 22a-36 through 22a-45 to regulate in or near wetlands and/or watercourses in the Town of Chaplin for the purposes of protecting Chaplin's natural resources. The Commission discharges this obligation by provisions set forth in the Town of Chaplin Inland Wetlands and Watercourses regulations. These regulations require all land owners and their agents who propose any activity within 100' of a wetland or watercourse or within 200' of the high water mark of the Natchaug River to contact the Wetlands agent, Joe Theroux at 455-0073, for a determination on whether this activity should go before the Commission for a permit. These activities may include, but not be limited to, cutting trees, removal or depositing of material and/or soil, disturbance of the natural drainage, erection of buildings and grading of soil.

Commission Activities

Applications received-	5
Permits issued-	4
Agent approvals-	1
Permitted uses as of right-	5
Violations-	1
Public Hearings-	1
Agent Sign Offs	Numerous
Site Walks	5

Brief Financial Statement	
Approved Budget	\$15,880.99
Additional Appropriations	\$0
Actual Expenditure	\$14,646.66

Most of our budget goes toward staff salaries, with the remainder going toward office expenses, state mandated legal notices, and other housekeeping items. Professional Technical Assistance expenses can include attorney's fees and engineer's fees for peer review. The town is reimbursed for any peer review expenses through application fees. The Wetlands Agent maintains weekly hours for public assistance and averages between two and six site inspections per week for complaints, inspections for Zoning sign-offs, various road drainage issues, and compliance inspections for approved wetlands/zoning applications; as well as patrolling the town for any wetland violations.

Respectfully Submitted,

Scott Matthies

Scott Matthies, Chairman

Peter Kegler, Vice-Chair

Michael Jenkins, Secretary

Sharyn Rusch

Paul Deveny

Doug Cates, Alternate

Virginia Walton, Alternate

Vacancy, Alternate

Joe Theroux, Wetlands Agent

Kerry Tetreault, Recording Secretary



Library Board of Trustees Annual Report 2017-2018

The Chaplin Public Library provides the community with a variety of services, materials, resources, and programs. Materials include books, magazines, DVDs, and audiobooks. The library also provides free access to ebooks and audiobooks available through the digital lending library, Overdrive. In addition, free or discount passes to aquariums, state parks, and museums, such as the Atheneum and the CT Science Center, are available to all library patrons. Patrons have access to three public computers, a printer, faxing, and Wi-Fi, as well as an early literacy station for children with educational programs and games. Programs for all ages are scheduled throughout the year, and the meeting room is also available for use by Chaplin residents. Under the Board of Trustees' review and direction, the Library Director serves as the administrative officer of the library.

In the fiscal year 2017-2018, the library continued to provide quality programming for patrons of all ages. The Wednesday Preschool Playgroup, which provides a story, related craft, and playtime for toddlers, ran every week while school was in session, and the annual Summer Reading Program provided children with reading activities and events throughout the summer. The Library Director worked with the Chaplin Elementary School to promote the Summer Reading Program and create Library Day, a day in June where each grade visited the library during school. Younger grades were introduced to the library and heard a story. Older grades participated in a library scavenger hunt. All children received a library card, and had an opportunity to check out a book. Over 60 children signed up for summer reading this year. The library also ran events during the holidays and school breaks to promote library use by families. Popular programs included Take Your Child to the Library Day, Passport to CT Libraries, Creature Teachers, and Paul Colburn's Bobcat program.

For adults patrons, this year the library continued participating in the CT Authors Trail and Quiet Corner Reads, and also began a Cookbook Club. Thanks to Chaplin resident Cesar Beltran, from November through January the library hosted the holocaust education exhibit on Carl Lutz and the Glass House. Many people from Chaplin and surrounding towns came to view the exhibit. Other popular events included a program by Joshua's Trust and a Psychic Medium.

In September 2017, the library launched a website (www.chaplinpubliclibrary.org) and Facebook page to help promote events and let residents have easier access to the catalog and other resources. As a result of these efforts, usage of the library and its materials have substantially increased from last fiscal year. This year, 5,733 books and DVDs were checked out by patrons. This is an increase of 1,868 from last fiscal year. There were 4,835 patron visits, which is an increase of 766 visits.

In building maintenance, solar panels were added to the building in the fall. They were turned on in the spring, but, to date, there has not been much of a change in the electricity costs for the building. The library's well, which is shared with the Senior Center, has been having problems since the spring, and this is currently being addressed by the town. There are also some issues with the roof leaking, and the town is investigating. The budget was over \$3,537.79 this year because of \$2,359.71 in increased propane costs incurred during the contract dispute between

Osterman and AmeriGas, and also to an increase in the weekly custodian fees and an overdue cleaning of the library's carpet. The custodian line was increased in the budget for the current fiscal year. The library board had a few member changes this year. In November Victor Boomer's term expired, and Leslie Ricklin and Diane Cox joined the board. In June Alan Burdick resigned and the board appointed Victor Boomer to fill his seat. A brief financial statement is below.

Brief Financial Statement	
Approved Budget	\$70,036.84
Additional Appropriations	\$3,537.79
Actual Expenditure	\$73,574.62

Respectfully Submitted,

Sandra Horning, Library Director

Eunice Edelman, Chairman

Victor Boomer, Vice-Chairman

Kelly Pothier, Member

Willima Jenkins, Member

Leslie Ricklin, Member

Diane Cox, Member



Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073

Fax: (860) 455-0027

CHAPLIN PLANNING & ZONING COMMISSION ANNUAL REPORT FOR 2017-2018 FISCAL YEAR

The following is the Annual Report for the Town of Chaplin Planning and Zoning Commission, for business conducted during the 2017-2018 Fiscal Year. The information provided herein was tabulated by review of all meeting agendas, minutes, applications, permits, reports and other records of business conducted by the Chaplin Planning and Zoning Commission during the 2017-2018 Fiscal Year (July 1, 2017 through June 30, 2018).

Introduction

The Chaplin Planning & Zoning Commission (PZC) is enabled by the Connecticut General Statutes (CGS), Chapters 124 & 126 and is guided by CGS Section 8, to oversee all aspects of land use, including the regulation, development, conservation and subdivision of land within the limits of the Town of Chaplin, to ensure the continued protection of the health, safety & welfare of Chaplin's residents & businesses. The Commission exercises this authority through the established provisions and procedures set forth in the Chaplin Zoning Regulations, the Chaplin Subdivision Regulations and the Chaplin Zoning Violation Enforcement Ordinance. In addition to the aforementioned regulatory documents, the PZC utilizes the adopted 2010 Chaplin Plan of Conservation & Development (POCD) as a guide for the decision making process of land use applications. The 2010 POCD also identifies several long-term & short-term goals for the PZC and also provides direction how to obtain and/or complete these goals.

Conducted Business

During the 2017-2018 Fiscal Year, The Chaplin Planning & Zoning Commission held eleven (11) regularly scheduled meetings, cancelled one (1) regular meeting, held three (2) special work sessions and held four (4) public hearings. The Commission reviewed and/or acted on two (2) site plans, two (2) unique zoning permits and three (3) timber harvests. Additionally, the Planning and Zoning Commission conducted three (3) preliminary, pre-application reviews at the request of applicants.

Staff for the Chaplin Planning and Zoning Commission, Mr. Jay Gigliotti, Zoning Enforcement Officer, administratively issued Twelve (12) zoning permits for regulated construction activities: two (2) new single family residences, three (3) residential additions, three (3) accessory buildings/ structures and four (4) storage sheds. In addition, Mr. Gigliotti was able to certify the correct installation and construction of two (2) driveway aprons and also two (2) construction/ tracking pad entrances.

Mr. Gigliotti conducted fifty-seven (57) inspections related to previously issued zoning permits, thirty-one (31) inspections relating to driveway permits and/or drainage related issues, twenty-one (21) on site meetings with applicants, residents and/or property owners, fifteen (15) inspections for requested zoning compliance and sixty-eight (68) inspections/ investigation relating to zoning enforcement in the Fiscal Year 2017-2018. As Chaplin's Zoning Agent, Mr. Gigliotti additionally is responsible for any "Town Planning" and also provides technical support and assistance for the Chaplin Historic District Commission and the Chaplin Zoning Board of Appeals.

Revisions to Chaplin Zoning Regulations

During the 2017-2018 Fiscal Year, the PZC continued to work on revisions to the Zoning Regulations. The commission has been working with town administration, other boards/ commissions, residents, contractors and other interested parties to identify which revisions should take priority. In the 2017-2018 fiscal year, the Chaplin Planning & Zoning Commission completed their assessment of the revisions began the daunting task of rewriting a significant number of sections and sub-sections in the zoning regulations. A primary revision includes making the entire set of regulations more "agriculture-friendly". Making the regulations easier for the agricultural industry is one of the primary objectives identified in the 2010 Chaplin Plan of Conservation & Development. The POCD offers suggested revisions for a number of sections in the zoning regulations, in addition to agriculture. The commission will continue to work through the regulations and making revisions that are consistent with the 2010 POCD.

Zoning Violation Enforcement Ordinance

The Zoning Enforcement Ordinance has been fully implemented since its adoption in 2012. The PZC has enjoyed continued success in achieving compliance with the zoning regulations utilizing the zoning enforcement ordinance. The PZC has had continued success with the implementation of the enforcement ordinance. Throughout the 2017-2018 F.Y., the ZEO investigated sixty-eight (68) existing and potential zoning violations. These zoning enforcement matters frequently relate to signage, construction, illegal business activities, accumulated junk and unregistered motor vehicles.

The Planning & Zoning Commission intends to continue work on the revisions to the zoning regulations, as well as continue to address any outstanding zoning enforcement cases and any new enforcement concerns which may arise.

Respectfully Submitted,

Doug Dubitsky, Chairman (R)

Planning & Zoning Commission Members and Staff

Doug Dubitsky (R)- Chairman

Pietro Fiasconaro (R)-Vice -Chairman

Eric Beer (R)- Regular Member

Randy Godaire (R)-Regular Member

Dave Garceau (D)-Regular Member

Alan Burdick (R)-Regular Member

Helen Weingart (D)- Secretary, Regular Member

Brandon Cameron (U)-Alternate

Bill Ireland (D)-Alternate

Ken Fortier- (D)Alternate

Jay Gigliotti- Zoning Enforcement / Planning & Zoning Commission Agent

Elizabeth Marsden, Recording Clerk

Brief Financial Statement

The Planning and Zoning Commission has an operation budget of approx. \$24,000. facilitating the employment of one (1) part-time zoning enforcement officer and a meeting recording clerk. Aside from the clerk and the zoning agent's salary, the planning and zoning commission budget has line items for advertising, postage, mileage and office supplies.

Approved Budget	\$24,345.29
Additional Appropriations	None
Actual Expenditures	\$23,269.08

COMMUNITY AND ECONOMIC DEVELOPMENT COMMISSION Annual Report 2017-2018

The Commission outlined a few goals for the year including creation of a list of Town businesses with the intention of reaching out to learn of their experience having a business in Town, their successes and challenges, and to offer assistance. This engagement is an ongoing activity.

A community building event was organized and carried out, the Maypole Festival, with the help of many community members. This showed people did miss the Town Fair of old as many came out in the rain to partake in the food, vendors and activities for the children. The event was a success and we hope it will be repeated.

Hop farming was investigated as an option for farmers as the State was offering funding for this endeavor. The Chair attended a workshop in Branford on this and met some Chaplin residents interested. The Commission acted by writing a supportive letter for the project on South Bedlam Road.

Senior housing has been discussed regarding location and type and we are seeking some expertise on this to move it forward.

A brochure is in the works, as well as a Facebook page adapted from the Festival to our Commission.

The only expenditure of the \$1850 allocated for the Festival was \$411. No other funds spent. Budget request for 18-19 was \$540.

Irene Schein
Chair



Department of Public Works Annual Report 2017-2018

The Chaplin Department of Public Works had the opportunity to operate during the 2017-2018 FY with 4 employees instead of its normal 3. This addition to our crew greatly improved our departments ability to effectively and efficiently attend to the towns infrastructure, buildings and parks needs. We had a busy year with an enduring winter that didn't seem to end but we took pride in delivering our quality services to all in Chaplin. Here's some of our accomplishments in 2017/2018 FY.

Road improvements:

North Bedlam rd. - 3" Cold in place Recycled plus double chip seal.
Chaplin st. - 1.5" thick overlay of asphalt.
Tower Hill rd. – single chip seal. (Davis to Bujak)
Bujak/Tower Hill Cut-Off – double chip seal

Drainage:

Culvert replacements on North Bedlam and Singleton roads.
Various edging, ditch and pipe cleaning on North Bedlam, Federal, Bujak, Tower Hill, South Bear Hill, North Bear Hill, Cedar Swamp, Goshen, South Bedlam, Bedlam, Scotland, Chewink roads. 166 catch basins cleaned.

Sweeping:

All chip seal excess stone removed 2 weeks after installation.
All paved roads swept April-June

Roadside mowing:

All roadways mowed twice with roadside grass mower and twice with over-the-rail grass and brush mower to include basic roadside maintenance as well as line of sight issues for intersections and signage.

Tree removals and trimming: September/October

Aerial lift rented for one month for various hazardous tree removals and trimming for safety and overhead clearances.

All year-various emergency removals.

Winter 2017/2018:

21 Events requiring treatments of roads.

413.37 tons of salt used at an average mix rate of 2 parts sand to 1 part salt.

Buildings, Fields and shared services:

Removed old and installed new landscaping at Library.

Mowed all town lawn areas weekly-Town Hall, Garrison Park, Senior Center, Fire Department, Library and Memorial Green.

Re-finished floor in the community room, various minor maintenance as needed at all buildings, paint old museum, demo and reconstruct parts of old post office, sweep parking lots at P.H.H.S. and C.E.S. Installed personnel containment wall at Transfer Station. Installed ice rink at the park.

Equipment:

Purchased used 2002 International plow truck from City of Groton, auctioned spare 1997 International plow truck.

Respectfully submitted,

Dave Stone, Supervisor
Chaplin Public Works

REGISTRAR OF VOTERS

Annual Report 2017-2018

Registrars' Responsibilities

The Office of the Registrar of Voters in the State of Connecticut is a position governed by the Connecticut General Statutes and financially supported by the municipality in which the registrar of voters serves. Registrars of Voters work closely with the Office of the Secretary of State developing methods and procedures to ensure the voting rights of citizens and administer all elections based on current election laws (i.e. Federal, State, Municipal, Primaries, and Referenda). It is the responsibility of the Registrar of Voters of both parties to ensure fair and equitable implementation of all laws.

Duties of the Registrars include:

- Receive and process all voter registration applications
- Keep voter registry lists current
- Prepare and maintain lists of active and inactive voters
- Conduct canvasses
- Schedule and conduct registration sessions
- Prepare for and conduct elections.

Between July 1, 2017 and June 30, 2018, the registrars made changes to the Chaplin registry list included 109 additions, 126 removals and 58 changes of name, address or party designations. As part of the required annual canvas of voters the registrars canvassed 35 voters based on lists of address changes provided by the State of Connecticut.

During the fiscal year 2017-18 the registrars conducted 5 elections including 3 budget referendums, the General November Municipal Election in 2017 with a recount for several close races, and a Grades Withdrawal Referendum.

Election	# Names Active on Voter List	# Names Checked as Voting	Turnout Percent
Municipal Election 11/07/2017	1489	529	35.5
Withdrawal of Grades Ref. 11/16/2017	1496	230	15.4
Town Annual Budget Referendum, 5/16/2018	1506	151	10.0
District 11 Annual Budget Referendum. 5/8/2018	1505	121	8.0
District 11 Budget 2nd Vote 6/5/2018	1512	180	11.9

The Republican registrar, Eugene Boomer, has continued to take required courses taught by the University of Connecticut to maintain his certified Registrar of Voters status. The Democratic Registrar of Voters, Bruce Raymond is currently completing the required courses and will take the certification exam in 2019. Ann Lewis was appointed the new Democratic Deputy of registrars.

For FY 2017-18 the total budgeted amount was \$16,091.76 and the actual expenditures were \$14,989.10

Registrars of Voters: Eugene Boomer, Republican; Bruce Raymond, Democratic
Deputy Registrars: Stacy Foster, Republican; Ann Lewis, Democratic



Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

CHAPLIN SENIOR CENTER

Annual Report 2017-2018

The Senior Center has had another successful year! Our membership continues to grow with more than 300 seniors who enjoy many of our Adult/Education Programs such as: Exercise Classes, Tai Chi, Yoga, Massage, Reiki, Pickleball, Memoir Writing, Mahjonn, Bakers Club, Quilling and more. We also offer weekly opportunities to play bingo, cards and Nintendo WII. New classes and activities are added on a regular basis.

Informative presentations and classes such as: Fuel Assistance, Winter Weatherization, AARP's 55 Alive, Financial Planning as well as Free Tax Assistance and Health Care related needs are also offered.

A favorite with the seniors is our Wednesday lunches. We're very fortunate to have Bob Grindle as head of the kitchen and Dawn Gilbert as his assistant. Delicious home cooked meals are served every Wednesday at 11:45am and Thursday morning at 8:15. This program not only provides nutritious meals but allows our members to enjoy weekly social events as well as volunteer their time.

We continue to team with Columbia and Windham Senior Centers to offer trips to our members. Our seniors have enjoyed outings to Massachusetts, Rhode Island, Vermont and New Hampshire.

Community involvement is very important to our success. We offer events, socials and fundraisers that bring the community together. We have a good relationship with our local schools which allows us the opportunity to plan intergenerational activities which are always a positive experience for both our members and the children.

Brief Financial Statement

Approved Budget	\$72,720.08
Additional Appropriations	
Actual Expenditure	\$67,924.17

I would like to thank the residents of Chaplin for their continued support.

Respectfully Submitted,

Roxanne St. Jean

Director

Board Members: Doreen Bolduc, Pat Boyd, Carl Linkkila, Neil Muckenhoupt, Marilyn Nurme, Shirley Rakos and Walter Zlotnick

**CHAPLIN TAX COLLECTORS ANNUAL REPORT
FISCAL YEAR 17/18**

The Chaplin tax department is located in the Windham Town Hall at 979 Main Street Willimantic Ct 06226 ---- #860-465-3037 or #860-465-3029
We are here to help our customers anyway we can. Feel free to reach out to Gay St. Louis, Zayne Ring, Amanda Tashea, Laurie Lamot or Michelle Richmond with any issues.
If necessary, our office will try to work with any taxpayer to generate a payment plan that will work for the taxpayer as well as the Town of Chaplin.
Our office hours are: Monday through Wednesday 8:00 am - 5:00 pm ---Thursday 8:00 am - 7:30 pm and Friday 8:00 am - noon.

The Connecticut Tax Collectors Association is here to promote efficient, effective and equitable municipal tax collections; To promote professionalism among tax collectors; To promote compliance with State law through education and training; To promote uniformity in practices and applications of statutory procedures; To promote certification of tax collectors; To provide for the continuing education and training of Members; and To monitor legislation regarding municipal tax collection and; To promote the adoption of state legislation which provides for efficient and effective means of tax collection.

GOALS & OBJECTIVES

- * Continuously developing office policy & procedures to enhance the collection process and audit trail.
- * Maintain cross training for all staff.
- * Promote efficient, friendly and equitable customer service.

ACCOMPLISHMENTS

- * The collection rate on the current GL for fiscal year 17/18 was 98%
- * Established audit trail specifically for Chaplin that include separate checking accounts for deposits as well as separate computer, safe and cash drawer.
- * We schedule 2 sessions a year (July & Jan) at the Chaplin senior center to collect taxes, or visit us on line at chaplinct.org
- * The tax office is PCI DSS Merchant certified, which included the development of rigid procedures & security measures in order to qualify to accept credit-debit cards in the office, on line or over the phone.

CHAPLIN	Budget @ 35.05	Collections	refunds	NSF (tax)	NSF(int& lien)	net collections	balance to collect	% paid
Budgeted current (no mv)	6,566,327.00	6,469,689.00	2,981.54	15,216.98	517.78	6,451,490.48	114,836.52	98.3%
Revenue MVS	69,340.00	63,394.93	78.20	84.16		63,232.57	6,107.43	91.2%
prior years	35,000.00	111,137.85	390.47	10,961.44	1,521.94	98,264.00	-63,264.00	280.8%
interest liens fees	25,000.00	55,807.77				55,807.77	-30,807.77	223.2%
	6,695,667.00	6,700,029.55	3,450.21	26,262.58	2,039.72	6,668,794.82	26,872.18	99.6%

REAL ESTATE	4,344,849.50
PERSONAL PROPERTY	1,631,579.74
MOTOR VEHICLE	493,259.58
M V S	63,394.93
	6,533,083.75

FINANCIAL STATEMENT

APPROVED BUDGET	29,550.00
ADDITIONAL APPROPRIATIONS	5,786.98
ACTUAL EXPENDITURE	35,336.98

Respectfully Submitted,
Gay A. St. Louis, CCMC



Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

Office of the Town Clerk Annual Report 2016-2017

The Town Clerk is charged with serving the Town on a nonpartisan basis and has an array of responsibilities. Included in these responsibilities are keeping land records, survey maps, military discharge records, trade name certificates, posting agenda and minutes from the various board and commission meetings, maintaining committee membership, terms and meeting dates, applying for preservation grants to maintain land records, preparing for state and municipal elections, primaries and referenda and issuing absentee, military and overseas ballots, receiving campaign finance filings, issuing dog licenses, liquor permits, justice of the peace certificates, notary public renewals and complying with Freedom of Information requests.

During the fiscal year of July 1, 2017 to June 30, 2018 the office of the Town Clerk recorded 354 land records. The total income generated from recording these documents was \$40,690.00. Of these land records, 32 were property transfers which resulted in \$5,867,160.00 in real property sold in Chaplin. Most of the recorded land records were in the form of warranty deeds, quitclaim deeds, mortgages, mortgage assignments and mortgage releases. The Clerk's Office also issued 144 dog licenses.

Approved Budget	\$53,579.25
Additional Appropriations	\$00.00
Actual Expenditure	\$52,803.04

It has been a pleasure to serve the citizens of Chaplin and I look forward to the coming year!

Shari Smith

Chaplin Town Clerk

VITAL STATISTICS

July 1, 2017– June 30, 2018

Births

In Town

Male = 1

Female = 0

Out of Town

Male = 8

Female = 11

MARRIAGES

In Town = 7

Out of Town = 11

DEATHS

In Town

Male = 6

Female = 4

Out of Town

Male = 6

Female = 5

Town Treasurer Annual Report 2017-2018

The Office of the Treasurer is responsible for the depositing of town funds and funds transfers for the Town of Chaplin. Responsible for taking funds to the bank weekly. Accounts handled are the General Fund, Senior Center, Recreation Department, Library and Capital Improvement Fund. Treasurer is responsible for the signing all checks for payment including payables and payroll for the Town of Chaplin, Chaplin Elementary School and the Parish Hill Junior/Senior High School. Responsible for Investment of Town funds.

Account Balances Period Ending June 30, 2018

Operation & Investment Accounts:

Operating Checking	\$ 420,257.44
STIF Investments	\$1,422,228.29
Webster Investments	\$ 1,924.63

Special Revenue Accounts:

Public Library	\$ 20,960.36
Recreation	\$ 9,443.24
Senior Center	\$ 20,207.48

Capital Improvement Account:

Savings Institute	\$ 289,413.71
-------------------	---------------

Town Hall ours are Monday, Wednesday & Thursday 9 am to 3 pm and Tuesday 1 pm to 7 pm, Closed on Friday.

Brief Financial Statement	
Approved Budget	\$8,519.88
Additional Appropriations	\$0
Actual Expenditure	\$8,519.88

Respectfully Submitted,

Diana F. Alvarez

Chaplin Town Treasurer



Tree Warden Annual Report 2017/2018

Gypsy Moths. Need I say more? Chaplin's trees both public and private endured yet another infestation of Gypsy Moth caterpillars. This infestation defoliated 100's if not 1000's of trees, mainly in the oak species however, the level of infestation brought defoliation to hickory, maple, pine, hemlock and others as well. The Spring of 2018 was when it became evident we had a real problem on our hands as many trees previously defoliated never foliated again. An early attempt to create a tally of dead trees within the towns ROW was cut short from frustration of the immense numbers. I'll just say there are 100's of trees that need to be attended to for public safety and utility reliability. For now, DPW is doing everything possible to mitigate hazards within it's financial and labor boundaries.

The State DEEP, realizing the concern for public safety, initiated a timber harvest on Pumpkin Hill road. The project was met with much public concern and a public hearing was held. There was much concern from the fact that many trees that were marked for removal were not yet fully dead and some voiced that the retention of such trees were requested. Others were concerned about the harvest potentially destroying a habitat frequently visited by the Cerulean Warbler. I agreed to re-asses the trees at bud-break which proved that in fact some could be saved. The DEEP agreed to wait to harvest until after the Warbler had moved on for the season.

Two other surveys were conducted in FY 2017/2018 on all town trees within 36 miles of Right-of-Ways and Town properties. Several

hazards (other than Gypsy related) were identified and removed or recorded for individualized further inspections.

The 2018/2019 FY will be a challenge dealing with the devastation as there's a good chance we are not out of this yet. Hopefully, the Emerald Ash Borer gives us some time once we've dealt with the Gypsy Moths. The EAB was first discovered in Chaplin in 2016 however, the infestation is quite low at this time and we have not had any tree mortality that we know of yet due to the EAB.

Respectfully submitted,

Dave Stone, Tree Warden
Town of Chaplin

**CHAPLIN ZONING BOARD OF APPEALS
ANNUAL REPORT 2017-2018**

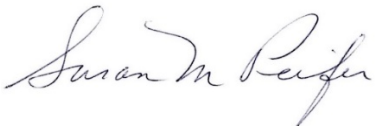
The ZBA has the power to hear and decide appeals from decisions of the ZEO and to grant variances from the application of zoning regulations. The variance power is limited to extraordinary situations and must be in harmony with the general purpose and intent of the zoning regulation. Zoning variances run with the land and, once granted, they do not expire when a parcel is sold or transferred.

The 2017 – 2018 Fiscal Year was, again, uneventful. We received no applications and we held one meeting in November to vote for officers, approve our meeting schedule and approve our 2018-2019 FY budget.

At our November meeting, we elected Susan Peifer Chairman, William Jenkins Vice-chairman and Lisa Courcier Secretary. We approved a FY 2018-2019 budget of \$1,605.00. We spent none of our FY 2017-2018 budget.

The Zoning Board of Appeals schedules regular meetings on the 4th Wednesday of the month in the Chaplin Library conference room at 7:00 P.M. The meeting dates may be adjusted to the third Wednesday of November and December for the holidays.

Respectfully Submitted,



Susan Peifer
ZBA Chairman

Other Members:

William Jenkins, Vice-chairman

Lisa Courcier, Secretary

Rosalie Gifford

Doug Cates

Alternate Members:

Kitty LeShay

Paul Tetreault

Victor Boomer

List of External Reports Included Herein by Reference

A number of reports are provided by agencies external to the Town of Chaplin. These external reports are included in the Town of Chaplin Annual Report by reference, and may be found on file at the Town Hall or with the respective external reporting agency.

Auditor's Report

Per §4-230 and §4-236 of Connecticut General Statutes, Chaplin as a recipient of state funds must complete a town audit. This year the audit was performed by Michaud Accavallo Woodbridge & Cusano, LLC.

Eastern Highlands Health District (EHHD)

Membership in EHHD provides Chaplin with shared services including:

- Emergency Preparedness
- Environmental Programs
- Communicable Disease Surveillance & Control

For a complete list, please see the EHHD Annual Report.

Northeastern Connecticut Council of Governments (NECCOG)

Membership in NECCOG provides Chaplin with shared services including:

- Paramedic Intercept
- Animal Services
- Geographic Information Services (GIS)

For a complete list, please see the NECCOG Annual Report.

Regional District 11 / Parish Hill High School

The Annual Report from Regional District 11 is prepared and published separately from Chaplin's annual report.

CHAPLIN

BEFORE 1850

