

**Board of Selectmen
Chaplin, Connecticut
Thursday, January 7, 2010
Time 7:00PM Regular Meeting
Chaplin Town Hall**

1. Call to Order

William Rose IV, First Selectman, called the meeting to order at 7:05PM. Members Present: William Rose IV, Irene Schein and John Smith. Others Present: Karen O’Gorman and Betty Urban-Clerk. Audience Present: Gene Boomer and Jim Randall.

2. Additions to Agenda None

3. First Audience of Citizens None

4. Approve Minutes of: Regular Meeting of December 3, 2009

Irene Schein **made a motion to approve** the regular meeting minutes of December 3, 2009. The motion was seconded by John Smith. Motion passed with the following corrections: 5B William Rose IV said the State has In Kind Grant money available to pay for labor and time spent for emergency management activities. 5C Replace the following sentences: The Board of Selectmen will have to meet with the Town Crew to discuss salary etc. and This meeting may or may not impact town workers with the following: Salary increases will wait until negotiations with the town crew are completed. 6D ...contract being negotiated at this time on the sale of the vacant land on Tower Hill. The family would like to hold off the proceedings of the tax sale on the MacDonald residence till the end of January. Also correct till paid in full or the property would be put up for a tax sale.

5. Communications and Reports

A. Trooper Report-December 2009

M.V. Accidents 1 Narcotics Violations 1 Non-Criminal 2 Traffic Stops 20

The Board would like additional information on the responsibilities and activities of the Town Trooper. The First Selectman will speak to the Trooper to see if he would attend a meeting to explain duties. A suggestion was made to put information in the Town Newsletter or on the Webpage.

B. Board Member Reports

William Rose IV received a report ending December 31, 2009 from the Tax Collector. Prior year the budgeted amount of taxes was \$60,000 and \$57, 456 was collected. Current year total \$ 5, 076, 120 and the amount collected as of December 31, 2009 \$3,179, 534, 62.6%.is right on track.

Spread Sheets to log the sand spread will be kept for each truck. This information will be used to track consistency and to see if machinery is working properly.

Funds were put in the CIP for the Work Force One Building demolition. The cost of a report from the Mystic Lab on asbestos was \$1340. The next step is to remove the asbestos. CL&P has been contacted to remove the meter, which will save about \$40.00 monthly.

The BOS have started working on the Budget for Fiscal Year 2010-2011. A special meeting will be scheduled.

William Rose IV presented the Energy Grant Proposal Package to the Board. To replace 11 out of 16 doors and windows at the old post office it would cost \$13,461. A heating and cooling system for the old post office was quoted at \$12,000. The Board doesn't feel air conditioning is needed. Insulation in the Town Hall and a boiler reset control installed in the Town Hall would save money on heating. The amount of the grant is \$32,320. This grant will be discussed further at the Budget Special Meeting.

John Smith presented information on a CL&P program called Con Serv. The replacement of lightning at the Senior Center, Town Hall and Town Garage was looked at to see what the cost and savings would be. The Town Garage would have a 40% savings and payback would take about 3 years at very little cost. The Town Hall and Senior Center would only have about 15 to 20% savings and pay back for equipment would take about 5 years before savings incurred. **Irene Schein made a motion** to involve the Town of Chaplin with Con Serv to do the Town Garage to make the lighting system more efficient. Seconded by John Smith. Motion passed.

William Rose IV met with Cathy Wilson, the Town Clerk, regarding the company that does computer upkeep. She had trouble with her computer in the past. The new IT person worked with the company and everything is up and working correctly at this time.

6. Old Business

A. Infrastructure

Gene Boomer was asked to look into town buildings. He created a file on information and maintenance for each building. One problem was that all invoices before 1984 are no longer available. He researched by going through previous BOS minutes. He found information on roads and bridges and miscellaneous items, and created files for these items also.

B. Voting Location

William Rose IV met with Joe Pinto and Cale Audette regarding moving the voting location to the Firehouse. They are in agreement, and would be glad to help in anyway. In order to move the voting location a Town Meeting would be needed.

C. Job Descriptions

In 1999 the BOS approved Job Descriptions. This advisory project will be used as a resource. A special meeting will be held on Thursday, February 11th in the office of the First Selectman to discuss Job Descriptions.

D. Discuss Proposal from Attorney O'Brien

Attorney O'Brien would like a two year contract at a cost of \$6000 a year. He is willing to sign a one year contract at \$6500. Board decided to do two year contract. Irene Schein **made a motion to approve** the contract for Attorney O'Brien for a two year

agreement from January 2010 to January 2012. Seconded by John Smith. Motion passed.

E. STEAP Grant

William Rose IV spoke to Town Engineer. Nothing can be done on roads till mid or late summer.

F. Website Update

Rebecca Cronan the new webmaster, worked approximately 4 hours to get names changed etc. According to Public Act HB 6502 effective October 1, 2008, both agendas and minutes need to be posted on the Website. The First Selectman is working on getting all agendas and minutes onto the web.

7. New Business

A. Tax Collector Refunds

Irene Schein **made a motion** to approve the following tax refunds Vernon Sumoa amount \$1499.40 and Nissan amount \$67.17. Seconded by John Smith. Motion passed.

B. Resignations and Appointments-Sub registrars

Cathy Wilson, Town Clerk, spoke to William Jenkins, Registrar of Voters. According to PA09-232, Section 8, the local registrar is required to appoint not less than two persons as sub registrars. These sub registrars would handle death certificates, for example, when Town Hall closed. **Irene Schein made a motion to approve the Town Clerk, Cathy Wilson's appointment of Potters Funeral Home and Bacon Funeral Home as sub registrars.** Seconded by John Smith. Motion passed.

Alan Burdick has shown an interest in being an alternate on the Zoning Board of Appeals. William Rose IV will contact him to get request in writing.

C. Discussion Regarding Town Engineering

On December 9th, William Rose IV met with the Town Engineer to go over maps, drawings, and old bills etc. The need of what has to be done on Palmer Rd was clarified.

D. Declare Surplus Equipment on agenda next month

E. Recycling Center

William Rose IV said a transfer permit is needed to recycle electronics. He needs to talk to NEROC to get information on costs. The town needs to provide a pad to place a 20ft by 8ft closed container. When container emptied, the town is paid so much a pound. Rose has contacted the State to see if can get an additional acre for recycling.

F. CIP

Letters were sent out this week to the CIP committee. A request was made to contact Karen before the 20th of January. Two dates for the meeting were suggested, January 27th or January 28th. Budget requests are due mid February.

On Tuesday January 19th a special meeting of the BOS will be held at 7:00PM to discuss the Budget for 2010-2011, CIP and the Energy Conservation Grant.

8. Other Business

William Rose IV said he reapplied for the JAG grant and asked for fencing instead of surveillance cameras. He is waiting to hear back.

9. Second Audience of Citizens

Jim Randall said a new phone line is needed at the Recycling Center. Rose said will be addressed this week. The Swap Shop needs to be secured. Windows have been broken. There is a 5 gallon bucket of flash light batteries to get rid of at Center. The Board would like to have an Environmental Day to get rid of hazardous waste and electronics.

10. Agenda Suggestions for Next Meeting

Energy Conservation Grant

JAG Grant

STEAP Grant

Website Update

CIP

Discuss Surplus Equipment

Recycling Center

Voting Location

Review Current Budgets-BOS, Public Works, Building and Grounds Maintenance

11. Date, Time and Place of Next Meeting

The next regular meeting will be held on Thursday, February 4th at 7:00PM at the Chaplin Town Hall.

Two Special Meetings are scheduled: On Tuesday, January 19th 7:00PM to discuss Budget for 2010-2011, CIP and Energy Conservation Grant. On Thursday, February 11th a special meeting to discuss Job Descriptions will be held in the office of the First Selectman.

12. Adjourn

Irene Schein made a motion to adjourn. Seconded by John Smith. The meeting was adjourned at 9:32PM.

Respectfully Submitted,

Betty G. Urban