

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

Members Present: William Rose, John Smith, Irene Schein, Suzanne Gluck, Administrative Assistant and Recording Secretary.

Others Present: Richard Weingart, Board of Finance; Andrew Daniels, Treasurer; Jim Randall, Emergency Preparedness; Charlotte Shead, Resident.

Regular Meeting

1. Call to Order

William Rose called the meeting to order at 7:00pm.

2. Additions to Agenda

None

3. First Audience of Citizens

Checking Signing and Dunbar Service: Andrew Daniels discussed with the board the option of having two signatures for checks as opposed to three signatures. In lieu of three signatures, Andrew can provide the Board of Selectmen with a report showing all weekly transactions, this way these transactions can be easily tracked. Having two signatures would be easier to cover for if someone was unavailable to sign, maybe we can have all those authorized to sign alternate from week to week. William Rose was not apposed, John Smith concurred. The second discussion from Mr. Andrews is regarding the Dunbar services. Now that the Tax Collector is no longer located at the Town Hall, not only are the size of the deposits small, there is rarely cash so this doesn't warrant an outside service. Mr. Daniels can make the deposits for the Town Hall. John Smith expressed safety concerns for the staff and who will do the deposits in Andrew's absence. Andrew stated that the Dunbar service can easily be re-established with just a phone call and if he is unavailable, Suzanne Gluck, Assistant Treasurer, can make the deposits.

Irene Schein moved to allow only two signatures for checks instead of three. William Rose seconded the motion. No discussion, All in favor.

Irene Schein moved to discontinue the Dunbar service for deposits of monies collected at the Town Hall and the Treasurer or Assistant Treasurer, can make the deposits. John Smith seconded the motion. No discussion, All in favor.

Eden House:

Charlotte Shead asked the Board of Selectmen to consider having the town purchase the Eden House on England Road to be used as elderly housing. The property consists of individual houses with bathroom facilities in each which are winterized and also a large dining area for food service in the main house. Ms. Shead stated that there would be many residents interested in this living facility. Bill Rose stated that this is a good idea, but the question to be asked is would it be worth doing renovations versus building a new facility that may better suit the needs for the elderly community?

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

Also would it make more sense for a contractor to run a project like this instead of the town going into this type of business venture. Irene Schein asked if there may be a grant available to do this type of renovation. John Smith stated that general contractors may have access to special funds too. Ms. Shead stated that it wouldn't be assisted living, but housing for the elderly. Bill Rose will contact Tony Guglielmo to see what types of grants are available to the Town. This was discussed with him a year ago but at that time there were no grants available, maybe something is now. Ms. Schein stated that maybe there is federal money available too; Mr. Rose will follow up with both Federal and State funds.

Tower Hill Road Bridge: Dick Weingart commented on the good job done on the bridge but wanted to know about the stones on top of concrete on the brook side of the bridge, what is the purpose of this and is it common practice? Bill Rose stated that it is grouting to stop the stones from rolling and that this is an engineered approved practice which is being monitored. The idea is to keep the center of the brook undisturbed. If you don't grout it, ice can grab it and roll down. Joe Theroux from the Inland Wetlands Commission is also monitoring it.

4. Approve minutes:

Irene Schein moved to approve the minutes of July 3, 2014, Regular Meeting. John Smith seconded the motion. No discussion and corrections. All in favor.

Irene Schein moved to approve the minutes of July 15, 2014, Special Meeting. Bill Rose seconded the motion. John Smith abstained.

Irene Schein moved to approve the minutes of July 29, 2014, Special Meeting. Bill Rose seconded the motion. No discussion or corrections. All in favor.

5. Communications and Reports

A. Trooper Report– July 2014

Bill Rose reviewed the monthly trooper report. Mr. Rose informed the Board of Selectmen that the Speed Enforcement grant has been approved and that these funds will go towards overtime only, there is no need for another radar gun.

B. Board Members Reports

Tower Hill Road Bridge: The bridge is done and the road is now opened. They only need to complete the guardrails – the project is three weeks ahead of schedule.

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

Darling Pond Dam: Bill Rose reported that the Town of Chaplin was turned down for the STEAP grant to finish repairs on the dam. Mr. Rose contacted Tony Guglielmo to find out why and Mr. Guglielmo said that there are approximately 20 million dollars available and 50 million dollars in applications; therefore some towns did not get approved for the funds. Bill Rose stated that we had engineering estimates and already hired one and spent \$39,000 and part of the charge is they come back with a projection to complete the project which was approximately \$490,000. At this point do we put it out for bid to try to get it done for less money or re-apply in 2014-2015 for grant money. Our permits are in place with DEEP, we just need the funds now to complete it. Bill Rose stated that we really missed our window for the work to be done this year and should apply for next year's grant money which will be available soon.

Energy Project:

John Smith reported that the energy project for the library is done. The mechanical work and insulation is finished. They are meeting with Stafford Mechanical next week to review the new system. Dick Weingart asked is they can now control the temperature in the meeting room and Mr. Smith stated yes, it is a complex system with sensors and controls on both sides.

Building/Grounds Maintenance:

Bill Rose reported with the money saved from other items in the budget (i.e. animal control, employee benefits), the town was able to appropriate these funds to contract for new insulation and entry doors for the Town Hall; to contract exterior stain and to paint the trim on the old post office building; to rebuild Chewink Cemetery stone wall; and to test core borings and bought millings from Windham Materials to add to it. All this money is being spent on infrastructure. A request for the transfer of funds to cover the above projects has been submitted to the BOF for their review at their next meeting.

C. Board of Finance Discussion

Board of Education Budget: Dick Weingart reported that status of the Board of Education budget. Monday night is the Board of Finance Regular meeting and then we will learn the official amount of the deficit. The Board of Finance feels the request for appropriating funds should come in a letter form from the chair of the Board of Education. The statute rule is the BOF makes a recommendation for approval at Town Meeting. They also asked that the Board of Selectmen be copied on the letter. Bill Rose stated that they would still like to get the Special Town Meeting scheduled before September 1, 2014 but they need to get more information on ordinances for other issues being presented at the Town meeting.

Tax Collector: Dick Weingart has communicated with Gay St. Louis since April regarding a new report format. According to Mr. Weingart, they are very detailed but the terminology needs changing. Ms. St. Louis has been asked to attend a Board of Finance meeting in September and she agreed.

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

Budget Transfers: Dick Weingart asked for clarification on the building/grounds/maintenance being over budget by \$17,000. Dick stated that Bill Rose's email clarified some of his questions. Bill Rose reported that some items purchased were salt and millings for the roads. Mr. Weingart questioned why this couldn't have been CIP appropriation for road maintenance instead and why it was transferred from other budgets? Bill Rose stated we would have had to skip the chip sealing planned for this year on Bedlam and Davis road if we were to wait until next year's CIP budget is approved. There are a lot of stones coming through the pavement allowing water to get under the road so we need to shim and chip seal them before they come apart. When Davis and Bedlam roads were done, there should have done some core samples and supplemented with millings like Parish Hill Road. Mr. Weingart questioned why core samples weren't done on Bedlam and Davis, Bill Rose replied because no one asked the company to do it. Mr. Rose reported that where the chip sealing failed on Tower Hill Road and Federal Road last year it will be warranted this year.

Museum Funds: Bill Rose reported that William Philbrick has some museum money that he has been holding. They are cataloging items in the museum but the old museum membership has been dissolved and according to By-Laws for the State of CT upon dissolution the money should revert back to the Town of Chaplin and to be held for historical purposes. Mr. Philbrick wrote a check to the town for \$1910.71 that we need to put into a restricted fund and hold for historic purposes. Irene Schein asked who determines how this money is spent. Bill Rose stated that maybe we need to create a Museum Commission and have them in charge of the money. Charlotte Shead stated that the Museum Committee is an official committee and are appointed by the First Selectman. Dick Weingart reported that there is about \$15,000.00 in the museum fund and they can put it in a temporary, restricted line item in the General Fund until it is decided what to do with it. Bill Rose suggested using the money towards landscaping once the old museum is moved.

D. Correspondence

Sexually Orientated Business Ordinance: Bill Rose discussed a proposal he received to accept and pass an ordinance regarding sexually oriented businesses in residential areas, i.e. strip clubs, etc. Irene Schein stated we already have an ordinance stating they would have to be located in an industrial zone only. Bill Rose will give the proposal to Planning and Zoning to address.

6. Old Business

A. STEAP Grant (Darling Pond, North Bear Hill Bridge):

With regard to Darling Pond (see comments above).

With regard to North Bear Hill Road Bridge, we are on schedule to break ground next year utilizing the federal (Federal Bridge Program) and STEAP grant funds.

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

With regard to upper North Bear Hill Road, Towne Engineering has submitted ideas on drainage, breakout from pond, water from ledge is creating havoc, and culverts are rotted out. We may need more CIP funds to complete this project.

B. Community & Economic Development Commission:

Bill Rose reported that this project is still on the table. He communicated with the Chamber of Commerce and let Dianne Nadeau know when the next meeting is so she can be there. John Smith stated that the Eden project can be the first agenda item for the commission.

C. Discuss All Pending and New FOI Requests

None

D. Update on Progress Report on the Cohen Project

Bill Rose reported that a letter was sent to Brian Cohen asking him for a written proposal stating what his intentions are for the property and what his ideas are to acquire this land and he has not yet responded.

E. Employee Handbook Policies

Bill Rose reviewed the changed items for vacation time and the 90 day introductory period for new employees. Irene Schein moved to approve the new policy to change the 6 month introductory period to 90 days for new employees (page 2 in the Employee Handbook) and to change the vacation policy allowing employees to carry over 5 days of vacation time for the next calendar year with approval from the First Selectman (page 21 of the Employee Handbook). John Smith seconded the motion. No further discussion, all in favor.

F. Building/Infrastructure/Grange Discussion

Bill Rose reported that he received an offer on the Grange for 50,000. The buyers are aware of the historic guidelines and they would need to go to public hearing to change the outward appearance. They want to do a home office and quilting. Financing is secure; Planning and Zoning is doing an approval at the meeting next week. There is no definite closing date but needs to be done before 8/21/14.

G. Discussion regarding Recreation Commission

John Smith reported that the current Recreation Commission ordinance has been submitted to Dennis O'Brien to review for the town meeting. They are considering a new position, Recreation Director which is suggested to be overseen by the Chairman or First Selectman. Bill Rose asked if they would be an employee or paid by stipend. Mr. Smith stated more of a stipend. Bill Rose stated that Dennis O'Brien, Town Attorney, will give the BOS input on this and discuss an ordinance change for Town Meeting.

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

7. **New Business**

A. Tax Collector Refunds: N/A

B. Resignations/Appointments: Paul Boudreau, Recreation Commission, July 21, 2014. Bill Rose read the resignation which was received by the Town Clerk.

Bill Rose reported that we have been notified by DEEP that our current Burning Official did not maintain his certification so it has lapsed. Because we are in this position, do we need two burning officials with one as a back up? Does that mean another stipend or do we do a per diem from a neighboring town? Irene Schein stated we should have two burning officials. Bill Rose discussed how they should be paid, is it by permit or split the stipend? To have a burning official come from another town they need to get certified to issue permits in Chaplin. Discussion continued and the Board agreed that we should have a primary and see about getting someone from another town as a backup. No new appointments at this time.

C. Annual Report

Irene Schein reported that once she knows the end result for last year's budget she can move forward with the Annual Report.

D. CIP: Fire Hose added to FY 2013-2014 Close-Outs

Bill Rose reported to close out the fire hose account. Irene Schein moved to close out account #3340.9 - FY 2013-2014. Discussion continued, Dick Weingart questioned if it was appropriate to close this until it is determined if this is a recurring item and why it is in CIP. They are working on CIP items for better justification. Irene Schein withdrew the motion.

E. Discussion on Special Town Meeting agenda

Bill Rose reported that we need more numbers from the BOF on Monday to finalize the agenda. We need at least 5 days prior to the meeting to advertise to the public and have a tentative date of August 27, 2014.

F. Discussion regarding additional stop sign at Cross Road and South Bear Hill Road

Irene Schein moved that the town converts this intersection from two stop signs to a four way stop sign intersection. John Smith seconded the motion. No opposition.

G. Request from William Philbrick to change Senior Center By-Laws to add an

alternate member. Bill Rose reported that there is an ordinance on this and that this needs to be brought to the town meeting for a change.

8. **Other Business**

None

BOARD OF SELECTMEN
Regular Meeting
Thursday, August 7, 2014
Minutes

9. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.

Jim Randall is opposed to the four stop signs. During the winter if the road is not plowed yet you can't stop, also the stop lines are gone on Cross Road, which is right in the middle of the road. Bill Rose stated that the white lines can be re-done. Irene Schein stated that it is a dangerous intersection and it needs to be a 4-way stop. Bill Rose reported he received multiple complaints about this intersection. John Smith agreed that we need additional stop signs there.

Jim Randall requested that any extra money be spent on removing the old furnace and oil tank from the library, to vacuum sawdust and sheetrock that has been in the basement for years. Bill Rose will talk to Terry Bellman to see if these items should not be disturbed.

Charlotte Shead asked if there is a report showing where the church payment of \$22.00 a year goes to and why is it going to the cemetery? Bill Rose will follow up with Val Garrison, Financial Manager.

10. Agenda Suggestions for next meeting

Trooper Report
Board Member Reports
Board of Finance Discussion
Correspondence
STEAP Grant (Darling Pond, North Bear Hill Bridge)
Community & Economic Development Commission
Discuss All Pending and New FOI Requests
Update on Progress Report on the Cohen Project
Building/Infrastructure/Grange Discussion
Discussion regarding Recreation Commission
Tax Collector Refunds
Resignations/Appointments
Annual Report
CIP: Fire Hose added to FY 2013-2014 Close-Outs

11. Date, time, and place of next meeting: September 4, 2014 @ 7:00pm @ the Town Hall

12. Adjourn

The meeting adjourned at 9:15pm