

AGENDA
BOARD OF SELECTMEN MEETING
CHAPLIN, CONNECTICUT
Date: November 6, 2014
Time: 7:00 P.M.
Place: Chaplin Town Hall

Members Present: William H. Rose IV; John Smith; Suzanne Gluck, Administrative Assistant and Recording Secretary.

Members Absent: Irene Schein, Selectman.

Others Present: Jim Randall, Emergency Preparedness; Dick Weingart, Board of Finance; Sam Alexander, NECCOG Representative.

Regular Meeting

1. **Call to Order**

Bill Rose called the meeting to order at 7:08pm

2. **Additions to Agenda**

Bill Rose motioned to add agenda item under #8E: "Declaration of Surplus Equipment". John Smith seconded the motion. All in favor.

3. **First Audience of Citizens**

Old Route 6 Sign: Jim Randall informed the Board that the old Route 6 sign has been down for about a week. Bill Rose will let the Steve Guay, Forman of the DPW crew know.

4. **NECCOG Presentation**

Samuel Alexander from NECCOG presented the 2015 Northeastern Connecticut Council of Governments Regional Hazard Mitigation Plan. The goal is to have the plan in final draft for January 2015. This plan will be mandatory in order to receive FEMA funds. Once the plan is completed it will be posted to the Chaplin website.

5. **Approve Minutes**

John Smith made a motion to approve the minutes of October 2, 2014 Regular Meeting of the Board of Selectmen. Bill Rose seconded the motion. No discussion and corrections. All in favor.

6. **Communications and Reports**

A. Trooper Report – October 2014

The Board reviewed the monthly report. For the next meeting Mr. Rose requested a more detailed report showing activity before, during, and after the Speed Enforcement grant was used.

B. Board Members Reports

Airline Trail: Bill Rose reported that the airline trail will be complete this week. There may be some extra funds which would allow the town to put in benches and extra signage.

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Mark Miles: Bill Rose reported that one of the DPW employees, Mark Miles, has given his notice and his last day is November 21, 2014. This position has been advertised and the town has received many applications. Interviews will begin in a week or so.

P/T Driver: Bill Rose reported that a part-time, on-call driver with a CDL for snow plowing has been hired. He will cover for vacations and be an extra driver for the storms. It is difficult finding someone to fill a position like this and Mr. Rose recommends hiring a 4th full-time highway person. More projects can get done.

C. Board of Finance Discussion

Dick Weingart reported that at the BOF meeting on Monday the main order of business is to get budget documents approved. Val Garrison has all the budget sheets updated and the plan is to send them out earlier than last year. The BOF will put together a calendar of events and submit a copy to the Board of Selectmen. Dick Weingart also reported that they need to continue to work on the CIP plan and purchasing processes. It would be helpful to have some type of cost estimate report before projects begin. According to Mr. Weingart the audit continues.

D. Correspondence

Nothing to report at this time.

7. Old Business

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

Bill Rose reported that new STEAP funds are available for Darling Pond and we are in the process of submitting our application due on 11/28/14.

Mr. Rose also reported that the final design is almost completed for North Bear Hill Bridge and the permitting process is in place.

B. Community & Economic Development Commission

Nothing to report at this time.

C. Discuss All Pending and New FOI Requests

Nothing to report at this time.

D. Update on Progress Report on the Cohen Project

Ms. Gluck reported that two letters were sent and to this date there has been no response.

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E. Building and Infrastructure

Bill Rose reported that pipes were replaced under some roads, paving done on Ridge Road, a section of Bedlam road was paved and a section of Parish Hill Road paved and chip sealed.

John Smith reported that they cancelled the electric contract at the Senior Center because the rates keep going up and went back to CL&P. We now have all bills with CL&P but next year can find something more reasonable. Mr. Smith recommends a memo to go out to staff to be sure there are no more buildings under other plans and if so, we can get involved in getting them standardized. Bill Rose will talk to Joe Pinto about the firehouse and their plan. John Smith stated that the schools have a good plan currently and we should reach out to Ken Henrici, Superintendent to get details on what they have.

F. Discussion regarding Recreation Commission

Bill Rose reported that we recently advertised for the Director of the Recreation Commission position and have received some applications. Mr. Rose made a motion to form a committee to assist in the hiring process. This committee should consist of two Recreation Commission members and two Board of Selectmen members. The committee will interview the applicants, make recommendations to the Board of Selectmen and the BOS will hold a Special Meeting to choose the final candidate for the position. John Smith seconded the motion. All in favor. Mr. Rose stated that a tentative date of November 18th will be scheduled for the Special meeting if all interviews can get scheduled in time.

G. Annual Report

Bill Rose reported that an email was sent out by Diana Fiasconaro to all parties involved that their 2013-2014 Annual Reports are due on November 21, 2014.

H. Firehouse Rental

The Board of Selectmen reviewed the final contract for firehouse rentals. Bill Rose made a motion to approve the contract and regulations. John Smith seconded. All in favor.

8. New Business

A. Tax Collector Refunds

Bill Rose made a motion to approve a tax refund to:

Glenn Coolbeth in the amount of \$88.32

Linda Gonnelli in the amount of \$24.19

Jacob Annati in the amount of \$253.06

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Mary Washburn in the amount of \$90.43

Mary Washburn in the amount of \$17.87

Carl Washburn Jr in the amount of \$55.38

Carl Washburn Jr in the amount of \$9.46

John Smith seconded the motion and it passed unanimously.

B. Resignations/Appointments

None at this time.

**C. Approval of Certified Resolution for Historic Documents Preservation
Grant#024-PC-15, Cycle 2, FY 2015**

Bill Rose read the resolution. John Smith motioned to pass the resolution. Bill Rose seconded the motion.

D. Review 2014-2015 Approved Wages/DPW Job Titles.

Bill Rose reported that the Approved Wages for 2014-2015 job descriptions need to be adjusted. Mr. Rose made a motion that the listed Truck Driver PT/OC rated at \$15.65 should state that it is a Non-CDL position. Also an additional position of Driver P/T On-Call CDL at a rate of \$20.87 needs to be added. John Smith seconded the motion. All in favor.

E. Declaration of Surplus Equipment

Bill Rose reported that the freezer at the Senior Center needs replacement. John Smith made a motion to declare the freezer as surplus equipment to be scrapped. Bill Rose seconded the motion. All in favor

9. Other Business

None at this time.

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

Jim Randall asked where the benches and tables were added at the airline trail. Mr. Rose stated that it hasn't been done yet; we will see what funds are left over on this project. John Smith asked if improvements will be made in the parking area and Mr. Rose reported that if the funds are available we can grade and add millings.

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11. Agenda Suggestions for next meeting

- Trooper Reports
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- STEAP Grant (Darling Pond, North Bear Hill Bridge)
- Discuss All Pending and New FOI Requests
- Discussion regarding Recreation Commission
- Tax Collector Refunds
- Resignations/Appointments
- Other Business
- Update on DPW Open Position
- School Study Update
- Other Business

12. Date, time, and place of next meeting (December 4, 2014 @ 7:00pm @ the Town Hall)

13. Adjourn

Bill Rose motioned that the meeting be adjourned at 8:38pm. John Smith seconded the motion. All in favor.