

**BOARD OF SELECTMEN
REGULAR MEETING
CHAPLIN, CONNECTICUT
Thursday, February 5, 2015
Minutes AMENDED**

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

Members Absent: None

Others Present: Dick Weingart, Board of Finance; Jim Randall, Emergency Management Director; Sara Bullard, Citizen; Attorney James Connor.

Regular Meeting

1. Call to Order

Bill Rose called the meeting to order at 7:02pm.

2. Additions to Agenda

The Board of Selectmen agreed to move agenda item "6E – Annual Budget/CIP review and discussion" to agenda item 8A.

3. First Audience of Citizens

Jim Randall recommends widening Cross Road by 3 feet between the blue house and the firehouse as it is currently too narrow for a fire truck. Bill Rose stated if it is widened it should be done towards Town property and not residential property. The drainage is not good on that road and if reconstruction is to be done, this could be addressed at the same time. Mr. Randall also stated that a culvert could be put in near what used to be the firehouse driveway to prevent water from freezing on the road. Bill Rose will bring this issue up at the CIP Budget meeting due to an infrastructure change and not just a repair.

4. Approve minutes of: Regular Meeting Minutes of January 5, 2015.

Irene Schein made a motion to approve the minutes of the January 5, 2015 Regular meeting. John Smith seconded the motion. All in favor.

5. Communications and Reports

A. Trooper Report – January 2015

Suzanne Gluck stated that new categories have been added to the report to include DUI. The Board remarked that it is unclear as to what the "non-reportables" encompass. This category was very high for the month of January, the others were stable. Ms. Gluck will find out for the next meeting.

B. Board Members Reports

Ms. Schein stated that the town crews did a great job on the roads. Bill Rose agreed and stated that the DPW staff maintained the older equipment well, we are running 1990 trucks and older technology and that they are doing a great job.

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Mr. Rose reported that FEMA will be opening up funds and that the county needs to meet approximately \$185 million in order to receive assistance. FEMA funds were applied for a couple of years ago and we received around \$7500, so if there are funds available again we may apply. This may only be a normal storm for us but if other towns are in need of the assistance and because we need to apply together, we can assist.

Bill Rose reported that the Airline Trail is done with the exception of \$3500 of grant money that needs to be spent by March – we may purchase park benches and signage. Any parking lot changes are tough this time of year, but we could get an extension.

Mr. Rose reported on the Anthem medical insurance database that was hacked by a cyber attack. All District #11 towns are on Anthem and the breach included social security numbers, email addresses, contact information, etc. Ms. Schein stated that Anthem is offering free credit monitoring services for those members affected and they are asking members to change their passwords and pin numbers. Bill Rose sent notification to Town Hall employees today and will get it out to the rest of the staff (DPW, library, etc).

Mr. Rose reported that mowing bids going out for next meeting. We will receive the bids by the closing date at 2pm, open the bids that same day at 3pm and record them, then discuss at the Board of Selectmen meeting scheduled that evening. The current mowing company did a good job on Garrison Park and other town properties.

Bill Rose informed the board that CL&P is now called Eversource.

C. Board of Finance Discussion

Dick Weingart reported that the Board of Finance meeting is not Monday but in two weeks on February 23, 2015 as a special meeting. The audit is complete and they presented to the Board of Finance in January. They voted to approve and it is signed off. The printed copies should be in soon. It was a clean audit with one material weakness on procedures and internal controls. Bill has template from MAWC which can be used and adjusted to Chaplin's needs and target date would be nice to have completed for next audit. This issue has been on the book for 6 years. Mr. Rose stated that he has already been working on it and it is evolving. Once it is in draft form he will share with the Board of Finance and Board of Selectmen.

Chandler Rose submitted memo on the grand list a substantial increase mostly 5.7% on mostly personal property attributed in large extent to Eversource installation of transmission lines. His calculation of 5.7% increase it could amount to \$250,000 revenue from a \$157 million grand list.

Mr. Weingart reported that CIP budget requests have gone out and a meeting is scheduled for February 18, 2015 and the deadline to turn them in is the end of February. A meeting should be held after that to finalize CIP.

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The Board of Finance will like to look at the budget submissions for the next BOF meeting to be ready for the presentation meeting at the March BOF meeting.

Mr. Weingart has been attending various meetings for town government, i.e. COST, and also Government Finance Association quarterly meeting and discussed various topics. He reviewed the presentation for the uniform chart of accounts, at some point we will need to provide numbers for expenditures of public safety, public works and education. Regarding the software that Scotland is installing for their finance software, the town and the BOE will be using it for the uniform chart of accounts to be in line with what the state uses. The town and BOE will have their own financials; we may want to talk to them. Bill Rose stated the town of Pomfret invited him to a presentation by Tyler Technologies to take a look at their software for the uniform chart of accounts. Brooklyn and Pomfret want to go in together to apply for grant monies for the conversion. Maybe Chaplin would be interested.

Bill Rose stated that he talked to Jason Chilly regarding the BOF alternate position and he will do it. Per Dick Weingart there are no other candidates as an alternate, there are three positions. Mr. Weingart will check on minority representation and confirm if it is separate than if they were a board member.

D. Correspondence

Bill Rose stated that NECCOG is hosting a session with Kevin Lembo, not sure what the agenda is but Mr. Rose may attend.

Bill Rose reported he received information from our attorney on the Mansfield border discussion. We had a hard time getting Mansfield to move ahead with this, finding many obstacles. The town of Chaplin will proceed ahead and what Mansfield agreed to was an interlocal agreement with the two towns, working together and to hire a surveyor. I gave an example to our attorney of the interlocal agreements we use with Windham for IT, tax collection, etc he modified it and will submit to Mansfield and we will see if we can move ahead. Mr. Rose recommends Chaplin be the driving force and be the fiduciary on this, handle the hiring and payments so there are no more delays.

E. Building/Infrastructure

John Smith reported that the energy project for the garage has been approved. A Special Meeting will need to be held to accept the contract. Mr. Smith will follow-up with scheduling one.

Bill Rose reported that a new heat exchanger was put in one of the HVAC systems at the firehouse.

John Smith would like to see how the propane usage is at the Library/Senior Center. Mr. Rose stated that it has been reported they are comfortable in the Library.

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F. Discussion regarding Recreation Commission

Bill Rose reported he met with TrueGreen and has proposal. We are looking into who Windham uses and their process for treatment. It is an \$8000 expenditure and we should get more quotes. John Smith stated the commission will complete their budget in the next week or two.

6. Old Business

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

Bill Rose reported on Bedlam Road Bridge. He is confirming the process of selecting an engineer. Hopefully we can get the basic things we need to get done with the funds currently available to us. In regards to the Darling Pond Dam, we are still waiting to hear if we were awarded the STEAP grant. Bill Rose reported on North Bear Hill Road, WMC has submitted 70% of the final design plans to the State of CT. We are waiting on the State right now to go to the next phase. If we can stay on schedule it calls for bidding project in September/October of this year but bidding at this time is not good due to closing the bridge in November and closed throughout winter with school bus traffic. With the chemicals, concrete and spring erosion we are better off waiting until bidding in spring and wait until school is out to break ground. We will not have any cost estimates until bidding and engineering is done and approved. There is a 10% contingency built in, also permitting on endangered species needed more of a study costing \$11,000 and had to go to the contingency and state must approve.

B. Discuss All Pending and New FOI Requests

None at this time

C. Discussion regarding Shuba Lane

Bill Rose reported on a letter that Town Attorney, Dennis O'Brien forwarded from Attorney James M. Connor. Mr. Rose read the letter and summarized its contents; basically via their research the closure of the road in 1825 was null and void because they didn't have the power to close the road at Town meeting.

Mr. Conner reiterated what Mr. Rose reported and detailed the case cited from 1907 regarding a dispute of roads in Woodbridge. Because the Woodbridge Town Meeting closed a road in 1840 that it had become a private road, but looking at the statutes it doesn't state that the Town meeting has the authority to do it. The process is that the Selectmen act with the approbation of the Town. After digging deeper and looking at the statutes in 1825 and at that time there was even less power up until 1833 for local governmental bodies to discontinue the highway so it seems that it may have been a common mistake that the Town meeting votes. His clients, the Bullard's, are dealing with their neighbor placing obstructions laterally alongside the road and at the end of the road. We are hoping to get assistance from the Town in relation to the litigation in superior court and it is very much a town interest and responsibility regarding the placement of obstacles. According to Mr. Rose and in his discussions with Attorney O'Brien the Town has no reason to dispute the case and the Dziavits may have a different take on it.

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As per our Town Attorney, once the courts decide if this is in fact a town road then we will abide by that decision. On an interim basis we are treating it as a town road to make sure it is maintained, clear, and safe. At this time there is no infrastructure work to be done there such as paving and until a court decision is made we are in a holding pattern.

D. Discussion regarding Treasurer Position

Bill Rose updated that board that after some discussion if it should be hired or appointed position, the Treasurer, Andrew Daniels, was advised by the State Treasurer's office to keep the position as elected. As far as job duties changing we would have to upgrade QuickBooks to multiuser which in turn we would have to upgrade our server costing about \$1500. Auditors are good with the checks and balances in place. Per the Board of Selectmen the position will remain as is.

E. Annual Budget/CIP review and discussion

Moved to Agenda Item 8A

F. Status of School Study

Bill Rose discussed an article stating the State Board of Education will be seeing more requests to combine regional school districts, merging schools, etc. The First Selectman of the towns was supposed to have a meeting last Thursday with BOE and it was postponed. It has been determined that once the program is laid out, the Board of Education will have to be the spearhead, not the Board of Selectmen. When adding or dissolving grades are involved then the BOE must take over. The Town received \$36,750 from a grant to pay for the presentation and study and we applied for another \$250,000 to go to Phase 3 where it would be implementation and/or to study more on this issue. The Q&A presentation can be attended by the public but the BOE will be carrying this meeting. Irene Schein stated that the public is waiting to hear. Mr. Rose stated that the study group was made of teachers, administrators, residents and they started with 6 options and now they are down to 2. Not all 6 options were viable – the Pre-kindergarten to 6th grade program only and tuitioning out 8th – 12th grade there are no facilities that will work for this. The current two options are Pre-k through 12 program, one BOE and consolidation of grades, all 3 towns having one 1st grade, etc and having one school handle Pre-k to 3 and another handle 4-6, etc. Or another option is to consolidate Pre-K – 8th, consolidate administrations, one curriculum, one superintendent, etc. Ms. Schein stated that the engineering group, Milone and MacBroom who did the study did not inform us correctly about the dissolution legalities and more involvement with the BOE. Mr. Rose stated we will have more information next week.

7. New Business

A. Tax Collector Refunds

None at this time

B. Resignations/Appointments:

Resignations: Julie LaCasse, Library Board Regular Member, resigned on 1/13/15 term ends 11/7/17. Carol Bellman resigned on 1/5/15 as Secretary for the Recreation Commission. John Smith stated this is not a member position and no need to be replaced at this time.

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Appointment: Jason Chilly, BOF Alternate

Ms. Schein motioned to appoint Jason Chilly as a Board of Finance Alternate. John Smith seconded the motion. No discussion. All in favor.

8. Other Business

A. Annual Budget/CIP review and discussion

Mr. Rose reported the following potential changes to the budget.

Transfer Station	Increased to \$1000 (disposal of household chemicals has changed)
Hauling of Bulky waste	Changed from \$27650 to \$28050 due to trucking increases
Employee Raises	Executive session will be needed. Contacted union attorney to start negotiations.
Tree Warden	Remained the same
Buildings grounds/maintenance	Mostly staying the same. Not spending much in software, lowered \$1000
Electricity	Spending less on electricity but rates have increased. Budget will change to \$10,000.
Telephone	\$500 less
BOS	Conference/Dues – increased to \$450 for Administrative Assistant education
Legal Notices	Decreased to \$750
Mileage	Lower \$200 - no more traveling to WINCOG
Town Memberships	<ul style="list-style-type: none"> • The Town will remain with COST, membership is less expensive than CCM. • Access Agency remain the same \$500 • Section 8 Housing no request at this time. Mansfield is running program now. Last year gave \$1563 • Covenant Soup – double to \$200 • Dial A Ride – increase \$190 more • Meals on Wheels- no request yet • MeCassa Substance Abuse – from \$346 to \$576.25 • No Free Freeze Shelter - \$400 ** • Sexual Assault Crisis - \$825 • United Social/Mental - \$1614 • VNA East – service ended in 2013/2014. Reorganization no membership • Walking Weekend Green Valley - \$250 • WINCOG/NECCOG waiting for per capita membership • Windham Regional Community Council - \$1100 \$1100 ** • Eastern CT Conservation District – no membership approved at this time

** AMMENDED PER BOS REGULAR MEETING MINUTES ON 3/5/15

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Bill Rose reported on CIP. For North Bear Hill Road Bridge we have not tapped into CIP funds, using STEAP grant funds. We don't have a final price, was told it was \$2 million then \$3 million, but we have been putting aside 20% of our share of \$121066 and may need to increase for the next phase if project will cost \$3 million. This money is on reserve and as of the 2015-2016 budget we will have \$166,000 put aside besides the \$200,000 of grant money towards the 20%. We can put another \$50,000 toward it for 2016-2017 budget. Mr. Rose will check with WMC to see if they can give us a better idea of cost.

Mr. Rose also reported that for public works we are keeping up with maintenance. \$325,000 total CIP on a regular basis and considered for next year.

Mr. Rose stated that everything else in CIP looks ok. Money was put aside for a plow truck replacement, \$100,000 per Town Meeting. John Smith will check on prices in Franklin.

Mr. Rose stated that the Garrison park grounds and maintenance should be under Building/Grounds/Maintenance, not recreation. Mr. Rose discussed the TruGreen proposal for the field maintenance. Projects can be done together for the Town Hall and Garrison Park instead of having two contractors, etc. Field Maintenance/Development should be moved under Building/Grounds/Maintenance line item. Mr. Smith stated he thinks the Recreation Commission will be ok with this. Mr. Weingart stated that the Recreation Commission should make a request for this with the BOS endorsement. John Smith will discuss at the Recreation Commission meeting.

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

Jim Randall asked about recycling paints, batteries, etc can we have a recycling day. Mr. Rose stated that we collect these items every week at the transfer station. Mr. Rose will check to see if Mid-Neroc has a program to do this in addition to the transfer station.

Jim Randall asked about notification of meetings for surplus military equipment. Mr. Rose stated that he receives a list of equipment but nothing seems to be what we need.

10. Agenda Suggestions for next meeting

Communications and Reports

Trooper Report

Board Member Reports

Board of Finance Discussion

Correspondence

Building/Infrastructure

Discussion regarding Recreation Commission

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Old Business

STEAP Grant (Bedlam, Darling Pond, North Bear Hill Road)
Discuss All Pending and New FOI Requests
Discussion regarding Shuba Lane
Annual Budget/CIP review and discussion
Status of School Study

New Business

Tax Collector Refunds
Resignations/Appointments

- 11. Date, time, and place of next meeting (March 5, 2015 @ 7:00pm @ the Town Hall)**
- 12. Executive Session: Discussion regarding Administrative Assistant position and Town Clerk position.**
Bill Rose motioned to move into executive session at 9:37pm. Irene Schein seconded the motion. All in favor. Executive session ended at 9:50pm.
- 13. Possible action regarding Administrative Assistant position and Town Clerk position.**
Irene Schein made a motion to support the increase for the Town Clerk, request to Board of Finance to \$31,000 annually. Bill Rose seconded the motion. John Smith abstained.
- 14. Adjourn**
Meeting adjourned at 9:52pm