

**BOARD OF SELECTMEN  
REGULAR MEETING  
CHAPLIN, CONNECTICUT  
Thursday, May 7, 2015  
MINUTES**

**Members Present:** William Rose IV, Irene Schein, John Smith.

**Members Absent:** None

**Others Present:** Dick Weingart

**Regular Meeting**

**1. Call to Order**

Bill Rose called the meeting to order at 7:00pm

**2. Additions to Agenda**

None

**3. First Audience of Citizens**

None

**4. Approve minutes of: Regular Meeting Minutes of April 2, 2015**

Irene Schein made a motion to approve the minutes, John Smith seconded. No changes. All in favor.

**5. Communications and Reports**

**A. Trooper Report– April 2015**

The Board reviewed the report. Mr. Rose reported that the enforcement control grant is available again to cover the July to September period. The paperwork was sent in for approval. Ms. Schein asked about the status of the speed enforcement trailer and Mr. Rose stated that due to the DPW being short staffed it hasn't been set up. The Town is currently looking for a part-time person to help the staff.

**B. Board Members Reports**

None

**C. Board of Finance Discussion**

Dick Weingart reported that he spoke with Jason Michaud from MAWC auditor group looking for the journal entries to close out our books and to be sure they match the accountant's records. Mr. Michaud is coming in on Wednesday at 8:30am to sit with Mr. Weingart and Val Garrison to work on these entries. The firm will be coming out in June for two days to do some prep work for the 2014-2015 audit, so the 2013-2014 audit needs to be wrapped up. Mr. Weingart reported on the budget and that the Board of Education in Chaplin is likely to run a deficit this year and the primary reason is due to Special Education student outplacement in October that was not budgeted. Also this includes the \$45,000 in magnet school tuition – 10 students are going to STEM school. It may be around a \$150,000 deficit. There is money in this year's budget to cover about 13 students for STEM.

The proposed budget is on the website and the budget for 2015-2016 is \$7,982,667 which is a 3% increase over the current year. Due to the 5.7% increase on the grand list from the Eversource energy project we are realizing an extra \$135,000 to \$140,000 in revenues. And due to taking money out of the fund balance from last year that was around 12% we were able to put an extra \$125,000 for road maintenance in CIP and also \$150,000 for a new plow truck.

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The mill rate will remain at 35.05 mills. Mr. Rose stated that the Board of Selectmen appreciates the support on the road repair.

**D. Correspondence**

Mr. Rose reported on a letter from Habitat for Humanity. They are looking for a qualified family for a home on Ivanhill Street in Willimantic. Mr. Rose also reported on Algonquin pipeline and that it will be on the grand list when installed. Everyone is aware, Town Clerk and Assessor of the project and the upgrade happening in the near future.

**E. Building/Infrastructure**

Mr. Rose reported he is currently getting quotes on road repairs. The old post office needs to be freshened up – he hoped to have that done over the winter but was delayed due to the harsh winter we had and the DPW crew being very busy. Regarding the community center they will need funds for a new HVAC system and we can apply for grand funding, maybe STEAP. We may consider an acoustic upgrade also and will watch for available grants. John Smith mentioned updating the lighting to make it more energy efficient, he will have Gary from Stafford Mechanical come in and give us a quote.

**F. Discussion regarding Recreation Commission**

John Smith reported that the Commission is getting quotes on staining and painting the pavilion, fence and the floor in the snack bar. He also reported that a plumber had to be called for a leak, nothing serious.

**6. Old Business**

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

Mr. Rose stated that he still hasn't heard anything about the grant for the dam. Regarding North Bear Hill Road the STEAP funds transfer has been approved to move from Bedlam Bridge project to N. Bear. We now have \$650,000 as matching money for the bridge. This frees up \$200,000 of Town money that was put aside and can be moved over to the Bedlam project which needs to be approved at the next Town meeting. WMC Engineering will come up with a proposal on phases and different things we can do for the bridge. He reminded the Board that if he would like to move this money to the undesignated fund in the event Darling dam needs immediate repair and if we don't get approved for STEAP funds. The drain is working at the dam but it is taking a lot of maintenance to keep up with it.

Regarding the North Bear Bridge, DOT is currently working with residents regarding the easement the State requires for the project.

**B. Discuss All Pending and New FOI Requests**

None

**C. Discussion regarding Shuba Lane**

Mr. Rose reported that court was delayed and reiterated that if the court determines it is a town road then we may need to add to our next town meeting agenda. If it is determined not to be a town road, it is a civil dispute between the parties. Mr. Rose reported on the Mansfield/Chaplin border issue and currently a survey is being done. A letter went out to the residents to notify them of the activity and hopefully the surveys will be done in a couple of weeks.

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**D. Annual Budget/CIP review and discussion**

See 5C – Board of Finance Discussion

**E. Status of School Study**

Mr. Rose reported that the 2<sup>nd</sup> presentation for the public was completed. Once we receive the questions and answers from this meeting we will post on the Town website. All the Boards of Education are supposed to meet at the end of May to discuss the findings. The Board of Selectmen discussed the possibility of arranging a meeting to talk to the BOE's with the other Board of Selectmen from Hampton and Scotland. Bill Rose will follow up with scheduling this.

**F. Employee Handbook Policies**

None at this time

**G. Possible action regarding Administrative Assistant position from Executive Session held on February 5, 2015.**

Irene Schein made a motion to approve an increase of pay for the Administrative Assistant from \$32,000 a year to \$35,498 (money currently budgeted) effective 7/1/15. John Smith seconded the motion. All in favor.

**7. New Business**

**A. Tax Collector Refunds**

Mr. Rose made a motion to approve the following tax collector refunds:

David M. Shenker	\$73.62
Joseph A. Houle	\$31.55
Dustin G. Bagshaw	\$99.38
Hyundai Lease Titling Tr.	\$82.91
Daniel K. Rogers	\$141.25
Richard j Dubina	\$17.06
Mountain Laurel Associates LLC	\$6.00

Ms. Schein seconded the motion. All in favor.

**B. Resignations/Appointments:**

Bill Rose read the resignation letter dated 5/4/15 from Megan Hicks, Chairperson of School Readiness Committee.

**C. Mowing Maintenance/DPW discussion regarding organization and structure.**

Bill Rose expressed some concerns regarding the DPW department and the role of the First Selectman. With the federal mandate of MS-4 permitting coming down the pike, more sweeping will be required, bids on equipment, culvert replacements will require a large investment of time it to oversee the DPW staff and their projects. The First Selectman oversees the department with the assistance with the foreman, but these responsibilities are growing quickly and the Board of Selectmen may need to consider possibly hiring a DPW Director. The Board discussed what other towns do and options on sharing services and/or equipment. Maintenance and mowing in the town was discussed and what options the Town has to have the DPW staff oversee these tasks. The Board of Selectmen agreed to continue discussions and planning for the future changes and demands.

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**D. Discussion: Employee Salaries**

Mr. Rose reported that union negotiations for the DPW employee salaries are scheduled for May 14, 2015. They will be negotiating their contract which includes medical insurance.

**E. Curbside Recyclables/Garbage: Discussion and review updated Town policy**

Bill Rose reported that some minor changes were needed to update the current policy. The Board reviewed and made appropriate changes (i.e. removing price of containers to "at Town's current cost") Irene Schein made a motion to approve the new policy. John Smith seconded the motion. All in favor.

**F. Discussion to nominate a "Business of the Year" for the Windham Chamber of Commerce**

Bill Rose notified the Board that the Chamber of Commerce, Windham Region, asked them to nominate a Business of the Year for the annual awards dinner. John Smith made a motion to nominate Chaplin Kawasaki (DBA Ives Racing & Recreation LLC). Ms. Schein seconded the motion. All in favor

**G. Job Descriptions: Discuss, review and possible action on the job descriptions for DPW, Administrative Assistant, and Town Clerk.**

Bill Rose stated that the current DPW job descriptions have been recognized and used but they need to be updated. Regarding the Laborer/Operator/Truck Driver the changes are to remove the salary range section. Also this disclaimer is to be added to the end of the job description "This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change". Irene Schein made a motion to approve the updated Laborer/Operator/Truck Driver job description. John Smith seconded the motion. All in favor.

Bill Rose stated in regards to the Working Foreman job description he suggested to add under section LICENSE or CERTIFICATE "Current Commercial Driver's License (minimum Class B, but Class A a plus)". Disclosure to be added "The Town of Chaplin is an Equal Opportunity Employer" and to remove the signature lines. Irene Schein made a motion to approve the updated job description of Working Foreman. John Smith seconded. All in favor.

Bill Rose reviewed the Administrative Assistant job description. Changes include remove the redundant line about providing notary public services under EXAMPLES OF ESSENTIAL FUNCTIONS, added more detail about the 911 list process and add a paragraph regarding the sale of cemetery deeds and maintaining cemetery records. Ms. Schein made a motion to approve these changes. John Smith seconded. All in favor.

Bill Rose recommended tabling the Town Clerk job description until the clerk can review. The Board agreed.

**H. Discussion on health insurance waiver incentives for employees.**

Bill Rose reported that if the DPW employees do not sign up for the medical insurance the Town offers a monetary incentive which is significantly lower than what the town pays for premiums

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for each employee. This includes signing a waiver and providing proof they have insurance else ware. The Administrative Assistant signed a waiver and requested the incentive. Discussion ensued whether it was conducive to accept the DPW union policy for other employees. Another non-union employee received the incentive in the past, but there was not a policy in place. Mr. Rose stated the incentive is not in the Employee Handbook, only in the union contract. Irene Schein made a motion to not adopt the policy the union currently has for the medical insurance waiver incentive. John Smith seconded. All in favor.

**8. Other Business**

None

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

Dick Weingart expressed concerns about the payroll companies coming in and giving demos. Do we need to change to another system? If the Board of Education is looking for better software then it may make sense, but with the amount of employees at the Town Hall should we spend more money on this and who makes the decision? Bill Rose confirmed it would be the Board of Selectmen that would decide on this change.

**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

**Old Business**

STEAP Grant (Darling Pond, North Bear Hill Road)  
Discuss All Pending and New FOI Requests  
Discussion regarding Shuba Lane  
Status of School Study  
Employee Handbook Policies  
Mowing Maintenance/DPW discussion regarding organization and structure

**New Business**

Tax Collector Refunds  
Resignations/Appointments  
Salary Discussion – Employees  
Job Descriptions

**11. Date, time, and place of next meeting (June 4, 2015 @ 7:00pm @ the Town Hall)**

**12. Adjourn**

The meeting adjourned at 9:35pm