

**BOARD OF SELECTMEN
REGULAR MEETING
CHAPLIN, CONNECTICUT
Thursday, January 7, 2016
MINUTES**

Members Present: Matthew Cunningham, First Selectman; William H. Rose IV, Selectman; Irene Schein, Selectman.

Members Absent: None

Others Present: Dick Weingart, Chairman – Board of Finance; Bruce Raymond, Board of Finance; Jim Randall, Director of Emergency Preparedness; Town residents.

1. Call to Order

Matt Cunningham called the meeting to order at 7:01pm.

2. Additions to Agenda

None

3. First Audience of Citizens

Resident, Carrie Cowles, inquired about the status of the Old Library and the possibility of the Town leasing it to her to be used as a workshop. Bill Rose stated that the building lacks a septic, plumbing, and parking including handicapped parking and access. Currently there is no space available on the property to add parking. Ms. Cowles stated that she lives on Chaplin Street and parking would not be an issue due to the fact it will be a workshop area, not a shop for patrons. Mr. Rose suggested she start with Zoning to see if it can be used for this purpose, although there will still be an issue with parking and the cost to fix and upgrade the building. Mr. Raymond suggested the Old Post Office building where Trooper Black's office is located. Mr. Rose confirmed that the Town would like to rent the space – currently it just needs cosmetic repairs but it has plenty of parking and the plumbing/septic is functional. Ms. Cowles will schedule a walkthrough of the building to see if it is something she is interested in.

4. Approve minutes of: Regular Meeting Minutes of December 3, 2015.

Irene Schein made a motion to approve the regular meeting minutes of December 3, 2015. Bill Rose seconded the motion. All in favor.

5. Communications and Reports

A. Trooper Report – December 2015

The Board reviewed the statistics.

B. Board Members Reports

Matt Cunningham reported on the case against Lynn Sembor, prior Tax Collector, that according to the State Attorney's office the plea deal offered is to plead guilty for 2 misdemeanors, 3 years probation, 2 counts of 4th degree larceny and 2 years execution suspended to include full restitution to the Town. During her probation she will not be able to handle money at any job.

C. Board of Finance Discussion

Bruce Raymond reported that Cesar Beltram has been appointed by the Board of Finance as a regular member. They still have 2 alternate positions vacant on the BOF. Mr. Raymond also reported that budgets should be in by the end of this month but there is still the outstanding question regarding the NBR shortfall of \$130,000 for Chaplin Elementary. They need a bottom line number in order to appropriate funds at the May Town meeting. Mr. Cunningham stated

that Ken Henrici should be the contact for this to get an update. Mr. Raymond also suggested that if there are going to be changes in the structure of the DPW department then changes in funds will need to be flushed out in the next couple of months in order to get it in next year's budget.

Also, they need to touch base with Chandler Rose, Assessor, about the grand list and the compressor station. This will hit 2016 grand list and online for 2017-18 budget. They don't have to file declarations until the plant comes online which is grand list of 2016 which will affect next budget.

Bill Rose asked about the Vision Appraisal software that the Assessor uses– that will go away and be part of new GIS system and the current NECCOG GIS fees come out of memberships. Whose budget should the new vendor GIS be a part of? Dick Weingart stated that because the origin of data is from assessors' records, that makes the most sense to take it out of his budget.

Mr. Rose asked about the status of the Algonquin compressor permit, Mr. Cunningham is still working on it. Ms. Schein expressed concerns about the compressor station and fracking – is there an emergency management disaster plan in place in case we have a gas leak. Mr. Randall reported not at this time. Matt Cunningham asked that one be developed and put into place.

D. Correspondence

Matt Cunningham reported that John Smith looked into better rates for energy providers and determined that Aequintas Energy that we currently use has the best rate so we will continue to use them.

E. Building/Infrastructure

Mr. Cunningham reported that the septic system at the Senior Center backed up. He had it pumped and also put the other town buildings on the schedule to be done if needed. Also they have no heat at the Senior Center and Stafford Mechanical is onsite fixing the issue, Mr. Cunningham had to call in an electrician to replace the transformer and he will check to see if it is under warranty.

F. Discussion regarding Recreation Commission

Matt Cunningham reported that Pre-K through 2nd grade basketball is starting soon.

6. Old Business

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

Mr. Cunningham reported regarding Darling Pond Dam repairs we are on schedule and we have bi-weekly meetings with the RT Group engineers and Mattern Construction. Regarding the North Bear Hill Bridge, the holdup is the approval of fisheries since we had the pre-bid. This needs to be done before putting out to bid. Everything is in place with the exception of the approval of DEP.

B. Discuss All Pending and New FOI Requests

Mrs. Gluck reported that one request was received on 1/5/16 from the Survey Sub-Committee by one of the Board of Education members for mailing lists from the Grand List and Voter Registration list. Mr. Rose questioned why this was an FOI request seeing it was coming from one of our committees. Mr. Cunningham will follow up if it is an FOI or not.

C. Discussion regarding Shuba Lane

Mr. Cunningham reported no new updates.

D. Status of School Study

Ms. Schein questioned why we are waiting to move forward with the issues at Chaplin Elementary, why can't it be addressed now and RD#11 at a later date. Bill Rose stated changes need to be approved by the State Board of Education. The Board agreed something needs to be done sooner than later on these issues and the local Boards of Education are working on it.

E. Employee Handbook Policies

None at this time.

F. Mowing Maintenance/DPW discussion regarding organization and structure

Mr. Cunningham reported that the labor attorney is working on job definitions for when the Foreman leaves this year. Discussion continued regarding the transfer station manned by DPW, possible regionalization of it and cost of salaries if it is run by DPW.

G. Mansfield/Chaplin Border Study

Matt Cunningham reported that the Mansfield town council is meeting next week, study results to be presented and what Mansfield wants to do with it. We know where the border should be, currently in a holding pattern. Discussion took place regarding a possible tuition solution for students affected from the results of the survey.

H. Discussion regarding Public Safety and Resident Trooper Program

Ms. Schein reported they are still working on topics for public safety. Bill Rose suggested contacting Eastern Highlands for flyers, programs, etc.

I. Discussion on Energize CT Grant

Mr. Cunningham reported he is still working on it. Stafford Mechanical is coming out to look at other buildings. He is recommending the Town move forward with the ConServ contract to upgrade lighting at the Town Hall. We can still use the grant funds on another project. Irene Schein made a motion to approve the ConServ project to upgrade the lighting at the Town hall. Bill Rose seconded the motion. All in favor.

J. Job Descriptions

Bill Rose made a motion to approve the job description for the Transfer Station Attendant contingent on the approval from the Town Labor Attorney. Irene Schein seconded the motion. All in favor.

K. Neighborhood Watch: Discuss new signage request for Ridge and Palmer Roads

Matt Cunningham reported that new signs when up and they have some extras.

L. Discussion on new vendor for GIS online mapping services.

The new GIS online system is available to Town employees for review. The vendor will be onsite next Tuesday for any questions or demos. It will be available to the public in July of this year.

7. New Business**A. Tax Collector Refunds**

Bill Rose made a motion to approve the following tax collector refunds. Irene Schein seconded the motion. All in favor:

Clinton, Matthew L	\$61.34
Zdanis, William R. & Donna	\$43.21
Souza, Richard W	\$30.49

B. Resignations/Appointments: Resignation – Cesar Beltran, Alt BOF; Resignation – Karen O’Gorman, Member Senior Center Board of Directors.

Resignations were read to the Board.

C. Annual Reports

Irene Schein completed the Annual Report for 2014-2015 and the Board reviewed it. Mr. Rose made a motion to approve the 2014-2015 Annual Report for the Board of Selectmen. Irene Schein seconded the motion. All in favor.

D. NECCOG – Resolution for Regional Revaluation

Matt Cunningham reported that according to Attorney Dennis O’Brien the resolution must be approved at a Town meeting. We are waiting on John Filchak from NECCOG to confirm the deadline and if it can wait until our May 2016 Town meeting.

E. Transfer Station Attendant Open Position – Applications/Interviews

Mr. Cunningham reported that currently 2 applications were received and a potential 3rd for the position and interviews to be scheduled soon.

F. Discussion Regarding Annual Budget/CIP Committee

Mr. Cunningham informed the Board that a draft CIP letter and packet has been completed and will be sent out next week.

G. Discussion regarding the old Library building - 57 Chaplin Street

(See First Audience of Citizens agenda item)

8. Other Business

None

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

Resident, Kathy Smith, inquired about the seniors in Chaplin having their taxes frozen if they lived in town for more than 30 years like the town of Coventry does. Mr. Rose stated that he is not aware of any statutes that allows it at this time.

10. Agenda Suggestions for next meetingCommunications and Reports

Trooper Report

Board Members Report

Board of Finance Discussion

Correspondence

Building/Infrastructure

Discussion regarding the Recreation Commission

Old Business

STEAP Grant (Darling Pond, North Bear Hill Bridge)
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
Mansfield/Chaplin Border Study
Discussion regarding Public Safety and Resident Trooper Program
Discussion on Energize CT Grant
Job Descriptions
Neighborhood Watch: Discuss new signage request for Ridge and Palmer Roads
Discussion on new vendor for GIS online mapping services.

New Business

Tax Collector Refunds
Resignations/Appointments
Annual Reports
NECCOG – Resolution for Regional Revaluation
Transfer Station Attendant Open Position – Applications/Interviews
Discussion Regarding Annual Budget/CIP Committee

11. Date, time, and place of next meeting (February 4, 2016 @ 7:00pm @ the Town Hall)

12. Adjourn

Meeting was adjourned at 9:01pm.