

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, August 4, 2016
AMMENDED* - MINUTES**

MEMBERS PRESENT: Matthew Cunningham, First Selectman; Irene Schein, Selectman; Bill Rose, Selectman

MEMBERS ABSENT: None

OTHERS PRESENT: Dick Weingart, Chairman Board of Finance; Jim Randall, Director of Emergency Preparedness; Suzanne Gluck, Administrative Assistant/Recording Clerk; Marvin and Eunice Edelman, Chris and Peg Mckleroy, Paul Siege, Alexander and Anjanette Hill and others.

1. Call to Order

Matt Cunningham called the meeting to order at 7:02pm.

2. Additions to Agenda

Mr. Cunningham requested new agenda item "Discussion and possible action regarding Office of Policy Management – Neglected Cemetery Grant" under 6I.

3. First Audience of Citizens

None

4. Approve minutes of: Regular Meeting Minutes of July 7, 2016

Irene Schein made a motion to approve the July 7, 2016 Regular Meeting Minutes for the Board of Selectmen. Matt Cunningham seconded the motion. Bill Rose abstained. Motion passed. No discussion.

5. Communications and Reports

A. Trooper Report – July 2016

The Board reviewed the report from Trooper Black. There has been an increase in activity and Trooper Black is handling more than 50% of the calls.

B. Board Members Reports

Matt Cunningham reported that the Town will be putting together a new newsletter with the Chronicle to highlight Town activities. One example is the naturalists at Goodwin Forest will do an article. Bill Rose suggested reaching out to residents to see if they have any contributions that would be an interest to the Town.

C. Board of Finance Discussion

Dick Weingart reported that the Board of Finance will be meeting on Monday for their regular meeting. The BOF will be meeting with the Board of Education per statutory requirement to discuss teacher negotiation factors and budget. He received the budget actuals today and will review with Val Garrison, Finance Manager. There is a bit of a deficit from last year, about \$50,000 or \$60,000 which will come out of the General Fund. The Board of Finance received a letter from the Regional District 11 requesting a BOF member to serve on the Dissolution Committee regarding Parish Hill High School. At the July meeting Matt Foster agreed to serve on the Add/Withdrawal of Grades Committee. The auditor's field work starts in September. They will send a list to the appropriate staff of items they will need to review for their visit.

D. Correspondence

Mr. Cunningham reported on a survey received from the Department of Environmental Protection asking the Town questions regarding Canadian geese and how invasive they have been compared to the past. Mr. Cunningham stated that they continue to be a problem tearing up Garrison park fields.

E. Building/Infrastructure

Mr. Cunningham reported that Connecticut Green Bank accepted the application from Solar Energy for the solar project on the Firehouse and the Library/Senior Center Building. This project will save the Town money on energy. Also, the State is doing repair work on the bridge next to Dianna's Pool. One lane has been closed and it should last several months.

F. Discussion regarding Recreation Commission

Mr. Cunningham stated that the construction of the playscape at Garrison Park should start in a few weeks. Also the Recreation Commission has been working hard on the Labor Day weekend events.

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

None

B. Resignations: Kitty LeShay – Assistant Librarian; Catharine Dietrichsen – Member/Library Board of Directors

Mr. Cunningham read the resignation letters. He noted that an ad will be run soon for the Assistant Librarian position.

Appointments: Carl Lindquist- Alternate/Historic District Commission; Kitty LeShay – Member/Historic District Commission; Paul Siege – Alternate/Historic District Commission; Helen Weingart – Member/Library Board of Directors.

Irene Schein made a motion to appoint Helen Weingart as a member of the Library Board of Directors for a term of 11/8/11 to 11/7/17. Bill Rose seconded the motion. All in favor.

Bill Rose made a motion to appoint Paul Siege as an alternate member to the Historic District Commission for a term of 9/1/16 to 8/31/21. Matt Cunningham seconded the motion. Irene Schein abstained. *Motion Passed

Irene Schein made a motion to appoint Carl Lindquist as an alternate member to the Historic District Commission for a term of 9/1/16 to 8/31/21. Bill Rose seconded the motion. All in favor.

Irene Schein made a motion to appoint Kitty LeShay as a regular member of the Historic District Commission for a term of 9/1/16 to 8/31/21. Bill Rose seconded the motion. All in favor.

C. Status of School Study

Matt Cunningham reported that the Boards of Education are moving forward with forming the committee for the dissolution study at Parish Hill High School. He also recommended changing the name of this agenda item from "School Study" to "Dissolution Study". The Board agreed.

D. Discuss and possible action on the 2016-2017 Hampton-Chaplin Ambulance Corps, Inc. contract with the Town of Chaplin.

Matt Cunningham reported that he still has not met with Ben Brockett to discuss the increase in the contract this year. The Board of Finance did not approve the increase. Mr. Cunningham and Dick Weingart will draft a letter to Mr. Brockett. The Board of Selectmen agreed.

E. Discussion regarding handicapped access at the Senior Center.

Mr. Cunningham is in the process of getting quotes. He reached out to Absolute Alarm for one, and if they can't do the work to change the door access then they will recommend another company.

F. Discussion and possible action to join the Connecticut Conference of Municipalities (CCM).

Mr. Cunningham feels they should move forward with the services CCM offers. They are now catering to smaller towns and feel they offer a better service than COST (Connecticut Council of Small Towns). Ms. Schein asked if we will be dropping the membership to COST. Mr. Cunningham stated yes, once it is time to renew. Matt Cunningham made a motion to join Connecticut Conference of Municipalities (CCM). Irene Schein seconded the motion. All in favor.

G. Discuss and possible action on the North Bear Hill Road Bridge project bids.

Matt Cunningham reported that no bids were received on this project. It may be due to the fact that work is not starting until next spring. Due to grant restrictions it must go out to bid again soon and a tentative schedule is 8/18/16. The Board discussed pushing out further to give more time to the bidders.

H. Discuss and possible action to close out CIP project Public Works/Plow Truck Replacement.

Matt Cunningham stated all items are complete on this project and can be closed out. Irene Schein made a motion to close out CIP project Public Works/Plow Truck Replacement. Bill Rose seconded the motion. All in favor.

I. Discussion and possible action regarding Office of Policy Management – Neglected Cemetery Grant.

Mr. Cunningham reported that the State Department of Office and Policy Management is offering a \$2000 no matching grant for cemetery repairs, i.e. stone walls, headstone, brush removal, etc. The Board of Selectmen and the Board of Finance must make a motion to apply for the grant funds. Irene Schein made a motion to submit an application to the Office of Policy and Management for the 2016 Neglected Cemetery Grant. Bill Rose seconded the motion. All in favor.

7. Old Business

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

Mr Cunningham reported that STEAP funds have been exhausted on this project and there are overages in excess of \$10,000. Mattern Construction costs were in line with their bid, checking into charges from the engineering firm, RTGroup.

B. Discuss All Pending and New FOI Requests

Mr. Cunningham read the letter from Center for a New Economy and their request asking for name, age, race, gender, and job classification of all public employees. Attorney O'Brien is reviewing the request. Ms. Schein asked if this is public information and Mr. Cunningham concurred, we are waiting on clarification of what is considered a "public employee".

C. Employee Handbook Policies

None at this time.

D. Mowing Maintenance/DPW discussion regarding organization and structure

Matt Cunningham reported that the two staff from DPW, Steve Guay and TJ Pearl, both resigned from the Town of Chaplin. They have some candidates that they interviewed from the Supervisor's open position and will look at these applications. At this time it would not be cost effective to incorporate the mowing contract into DPW and it will remain with a contractor.

E. Mansfield/Chaplin Border Study

Mr. Cunningham stated that the Mansfield Town Council signed a resolution which he read to the Board. Irene Schein made a motion to sign the resolution regarding the Mansfield Chaplin Border Study. Mr. Cunningham seconded the motion. All in favor. Discussion: Per Mr. Cunningham one house is on both sides of the border and according to State Statute the residents can decide what school system to use.

F. Discussion regarding Public Safety and Resident Trooper Program

Mr. Cunningham reported on a robbery on 8/4/16 at the Stop and Go convenience store in town and handed out a description of the suspect and photograph from surveillance cameras.

G. Discussion on Energize CT Grant

No updates at this time.

H. Job Descriptions

The Board reviewed the Assistant Cook job description from the labor attorney. The Senior Center hired a new assistant cook and Bob Grindle is now head cook. Irene Schein made a motion to approve the Assistant Cook job description. Bill Rose seconded the motion. All in favor.

I. Discussion regarding leasing space in the Old Post Office Building.

Mr. Cunningham stated that rehabbing of the building will start after the vacancies are filled in DPW.

J. Discussion regarding use of Community Center.

Matt Cunningham reported that there is a plan to remove the stage which Steve Laume will oversee sometime in September. The Recreation Commission has some volunteers to help. The Emergency Management items in that area will remain.

K. Status of Chaplin Museum re-location.

Mr. Cunningham read a letter dated 7/11/16 received by the Town Clerk from Christopher and Margaret Mckleroy requesting to purchase the Chaplin Museum building from the Town. The Town is still trying to schedule a meeting with Mary Dunn from the State of CT Historic Preservation Commission to do a site visit.

L. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.

Matt Cunningham reported that a committee to oversee this still needs to be formed and that it will be discussed with the CIP Committee to put funds aside.

M. Review status of Conservation Commission.

The Board discussed combining Inland Wetlands and Watercourses Commission with the Conservation Commission.

8. Other Business

None

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

Peg Mckleroy asked about the delay with the handicapped access for the Senior Center. Matt Cunningham stated that he is working with Absolute Alarm for a quote. Bill Rose mentioned if it goes over \$7500 it must go out to bid. Mr. Cunningham said the funds would have to come out of CIP money.

Alexander Hill asked if it was a done deal to move the museum. Mr. Cunningham said no and explained that he has to meet with Mary Dunn from the State to determine if it can even be moved. If yes, then it needs to be determined if it can be physically moved. After all options are looked at it, it will then be presented at a Town meeting for vote.

Peg Mckleroy asked that the Board consider using the Old Post office building as the museum and leave the current museum building where it is. She asked that this be listed as one of the options when presented to the Town.

Mr. Hill asked about the status of the old library and stated his concerns of deterioration. Mr. Cunningham explained that there is no land to put in a septic or parking and this building cannot be moved. The only option would be the Town to purchase land from an abutting neighbor.

Dick Weingart reminded the Board that is CIP funds will be used for the handicapped access at the Senior Center/Library building it would have to be approved by the legislative body at a Town meeting.

Mr. Siege recommended the Board to visit other towns with these museums to determine the ROI and if it is worth the small amount of revenue if any, coming into the Town.

Resident (unidentified) suggested that records at the library be digitized and maybe others in the Town. Mr. Cunningham stated that the Town clerk receives a yearly grant to do this and uses the Cotts system which has some land records available to the public at Town hall.

10. Agenda Suggestions for next meetingCommunications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Discussion regarding Recreation Commission

New Business

- Tax Collector Refunds
- Resignations and Appointments

Old Business

- STEAP Grant (Darling Pond, North Bear Hill Bridge)
- Discuss All Pending and New FOI Requests
- Employee Handbook Policies
- DPW discussion regarding re-organization and structure

Agenda suggestions for next meeting continued.

Discussion regarding Public Safety and Resident Trooper Program

Discussion on Energize CT Grant

Job Descriptions

Status of Dissolution Study

Discussion regarding leasing space in the Old Post Office Building.

Discussion regarding use of Community Center.

Status of Chaplin Museum re-location.

Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.

Discuss and possible action on the 2016-2017 Hampton-Chaplin Ambulance Corps, Inc. contract with the Town of Chaplin.

Discussion regarding handicapped access at the Senior Center

Discuss and possible action on the North Bear Hill Road Bridge project bids.

Review status of Conservation Commission.

11. Date, time, and place of next meeting (September 1, 2016 @ 7:00pm @ the Town Hall)

12. Adjourn

Meeting adjourned at 8:23pm.