

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, July 5, 2018
MINUTES**

MEMBERS PRESENT: William H. Rose IV, First Selectman; Anthony Pinto, Selectman.

MEMBERS ABSENT: Matthew Cunningham, Selectman.

OTHERS PRESENT: Jim Randall, Emergency Management Director; Dick Weingart, Chairman-Board of Finance; Irene Schein, Chairman of the Chaplin Community Economic Development Commission; Roberta Cardinal, Resident; Leslie Ricklin, Chaplin Community Economic Development Commission.

1. **Call to Order:** Meeting was called to order at 7:02pm.
2. **A resolution to make an appointment to fill the vacancy in the office of First Selectman, as required by Connecticut General Statutes section 9-222.** Mr. Rose read resignation from the position as First Selectman from Matthew Cunningham dated 5/7/18, effective, 7/1/18. Also read was resignation from Bill Rose as selectman on the Board of Selectmen effective 7/1/18.

Mr. Pinto made a **MOTION** to resolve that Matthew Cunningham having resigned from the office of First Selectman effective on July 1, 2018, that William H. Rose IV be appointed to fill that vacancy in the office of First Selectman, effective immediately and retroactive to July 1, 2018. Mr. Rose seconded the MOTION. All in favor. **MOTION** passed.

3. **If necessary, a resolution to make an appointment to fill an ensuing vacancy on the Board of Selectmen created by the appointment of a selectman to fill the vacancy in the office of First Selectman, as authorized by Connecticut General Statutes section 7-222.** Mr. Pinto made a **MOTION** to resolve that Matthew Cunningham be appointed to fill the vacancy on the Board of Selectmen created by the appointment of William H. Rose IV to fill the vacancy created by the resignation of Mr. Cunningham from the office of First Selectman, effective immediately and retroactive to July 1, 2018. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

4. **Additions to Agenda:** Mr. Rose requested to add under new business "8F. Solar Panel Discussion".

5. **First Audience of Citizens**

Irene Schein, Chairman of the Chaplin Community Economic Development Commission, reported on the Maypole festival, left over funds from the band that didn't play and also commended volunteers for all their hard work for this event. Also the commission recommends that an Event Coordinator position be created to oversee use of community areas to be overseen by the Board of Selectmen.

Jim Randall told the board that he asked to be on the Library Board's next agenda to discuss the library as a cooling center. He also let them know the hydrant at the pond at Parish Hill High School isn't working. He also suggests a magnet at the transfer station to be used for picking up nails on the ground. He reported on the EPPI Governor's exercise that took place on 6/20.

Leslie Ricklin asked about the status of the cabinet from the William Ross Library. She also suggested the Board reach out to the two residents in town that are actively flying confederate flags in their yards. Due to the symbolism of this flag maybe you can talk to them about being more engaged and part of the town.

6. **Approve minutes of:** Board of Selectmen June 7, 2018 Regular meeting minutes; Board of Selectmen Special meeting minutes of June 12, 2018. Mr. Rose made a **MOTION** to approve the June 7, 2018 Regular meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Rose made a **MOTION** to approve the June 12, 2018 special meeting minutes. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.
7. **Communications and Reports**
- A. **Trooper Report – June 2018:** The Board noted that Trooper Black is taking more than 75% of the calls.
 - B. **Board Members Reports:** None
 - C. **Board of Finance Discussion:** Mr. Weingart reported that auditors were appointed and will start working on audit first part of October. He received a letter from the State (OPM) requesting corrective action plans (i.e. policies/procedures). He will write up and submit what working groups for financial procedures is doing. He Discussed fund transfers that were done from the Capital Improvement Plan (CIP) at town meeting with the auditors and it was suggested to approve via ordinance to have BOF approve these transfers under \$20,000. Mr. Rose didn't feel an ordinance or change is necessary.
 - D. **Correspondence:** Mr. Rose discussed a second letter from Willimantic Waste regarding the contaminated pick-ups for recyclables during curbside service and that our costs are increasing due to no improvement. We just received the notification about the contamination and a letter went out to the residents with their tax bills – not much time in between to correct the issue. He will contact the DeVivo's on Monday.
 - E. **Building/Infrastructure:** No report
 - F. **Discussion regarding the Municipal Building Usage Ad-Hoc Committee:** Mr. Rose reported that they determined renters will need a rider policy when using town buildings (when not used for town sponsored events). CIRMA offers a rider, waiting on quote and will compare with homeowner's quotes to see what is more cost effective for renters.
8. **New Business**
- A. **Tax Collector Refunds:** None
 - B. **Resignations/Appointments:** Alan Burdick resigned from the Library Board of Trustees effective 6/18/18. Paul Siege resigned from the Historic District Commission as a regular member effective 6/18/18.
- Mr. Pinto made a **MOTION** to appoint Victor Boomer as a regular member to the Library Board of Trustees effective 7/5/18 with a term of 11/5/2013 to 11/5/2019. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- Mr. Pinto made a **MOTION** to appoint Paul Siege as an alternate member to the Historic District Commission effective 7/5/18 with a term of 9/1/17 to 8/31/22. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- Mr. Pinto made a **MOTION** to appoint Paul Peifer as a regular member to the Historic District Commission effective 9/1/18 with a term of 9/1/18 to 8/31/23. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- C. **Discussion regarding condition of the library boiler room:** The Board reviewed quotes for removal of asbestos in the room. Mr. Rose suggested it be tested first to determine if it is asbestos and discuss with Terry Bellman, Building Official. If it is to be removed it should be a CIP project.
 - D. **Discussion regarding open bids for a new plow truck for the Department of Public Works.** Mr. Rose reported that an ad will be published to receive bids on the truck on 7/26.

- E. Discussion on Hampton/Chaplin Ambulance Corp.** Due to the potential issue with lack of volunteers the Board will be scheduling a meeting with Hampton/Chaplin Ambulance Corp (Ben Brockett) to discuss a plan for hired personnel in the future for ambulance staff.
- F. Solar panel discussion:** Mr. Rose reported that the Town received leasing bills for the months of April, May and June for the solar panels at the firehouse and library/senior center. The Board was not aware that these were to be leased and they will look into the contract again.

9. Old Business

- A. Update regarding propane supplier for Town buildings.** Mr. Rose stated that he is still waiting for the contract from Osterman, they verbally agreed to meet the State bid pricing. He will also talk to Northeast Propane who has the firehouse contract to negotiate a better price.
- B. Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.** Chandler Rose, Tax Assessor, sent an update to the Board regarding the revaluation - hearings will be held from 11/15 – 12/4, the project should be completed and database turned over to the assessor by 12/30.
- C. STEAP Grant (North Bear Hill Bridge):** Mr. Rose reported that tentative date for the bridge to be open to the public is 8/3/18.
- D. Discussion regarding England Road Bridge Project:** Mr. Rose reported that the town is back on the federal bridge program. This project is a bridge rehab, not replacement.
- E. Discussion regarding North Bear Hill Drainage Project:** Mr. Rose reported that project is still with engineering. The plan was to do bridge replacement and drainage at same time but this didn't work out. Department of Public Works is patching roads until drainage is done.
- F. Discussion regarding Bedlam Road bridge Project:** Mr. Rose reported that we can rehab this bridge maybe around \$500,000-\$600,000 instead of using grant funds which would be over \$1,000,000 due to requirements of the grant.
- G. Status of the Chaplin Museum:** Mr. Rose stated that a public forum may be in September to discuss. He called the appraiser but she hasn't returned calls and he will try one more time. There are offers to purchase the buildings from residents (both old museum and Ross library) but public input needed.
- H. Status of the William Ross Library:** Board agreed this building can be discussed at the same public forum.
- I. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** A committee will be formed in the fall we will send Google groups email to recruit members.
- J. Discuss All Pending and New FOI Requests:** Mr. Rose read the FOI request from LocalLabs which is the publisher of Prairie State Wire. The information which was requested is not an existing report, therefore the request was denied.
- K. Human Resources Updates/Changes:** Mr. Rose reported that the Town labor attorney is in the process of updating the current employee handbook and DPW union contract and will also be developing a standard employee policy manual.
- L. Discussion regarding the Department of Public Works:** No update.
- M. Discussion regarding Public Safety and Resident Trooper Program:** No update
- N. Discussion regarding leasing space in the Old Post Office Building:** Building is still being worked on by DPW staff.

- 10. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Jim Randall let the board know that DEHMS has provided 25 backpacks this year to the CES 5th graders, they can also do a presentation. Mr. Weingart explained that if there are any extra funds from the Maypole Festival a form needs to be filled out with Val Garrison, Finance Manager, to move the funds to the new fiscal year.

11. Agenda Suggestions for next meetingCommunications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Discussion regarding the Municipal Building Usage Ad-Hoc Committee

New Business

- Tax Collector Refunds
- Resignations/Appointments
- Discussion regarding condition of the library boiler room.

Old Business

- Update regarding propane supplier for Town buildings.
- Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.
- STEAP Grant (North Bear Hill Bridge)
- Discussion regarding England Road Bridge Project
- Discussion regarding North Bear Hill Drainage Project
- Discussion regarding Bedlam Road Bridge Project
- Status of the Chaplin Museum
- Status of the William Ross Library
- Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
- Discuss All Pending and New FOI Requests
- Human Resources Updates/Changes
- Discussion regarding the Department of Public Works
- Discussion regarding Public Safety and Resident Trooper Program
- Discussion regarding leasing space in the Old Post Office Building
- Discussion regarding the library boiler room.
- Review and discuss DPW Snow Plow truck bids.
- Discussion on Hampton/Chaplin Ambulance Corp.
- Discussion regarding open bids for a new plow truck for the Department of Public Works.

12. Date, time, and place of next meeting (August 2, 2018 @ 7:00pm @ the Town Hall)**13. Adjourn:** Meeting adjourned at 8:38pm

*Respectfully submitted by Suzanne Gluck
Administrative Assistant/Recording Clerk*