

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, November 7, 2019
MINUTES**

Members Present: William H. Rose IV, First Selectman; Kenneth Fortier, Selectman.

Members Absent: Anthony Pinto, Selectman.

Others Present: Suzanne Gluck, Administrative Assistant; Dick Weingart, Board of Finance Chairman;
Residents

1. **Call to Order:** Meeting was called to order at 7pm.
2. **Additions to Agenda:** None
3. **First Audience of Citizens:** Resident, Bill Jordan, asked about the status of the tire removal from his property. The Board discussed the best option for removal and agreed to see if they can make arrangements for the Sterling truck to go right to Mr. Jordan's house and bring tires directly to the plant. Mr. Rose will talk to DPW Supervisor, Dave Stone.
4. **Approve minutes of: Board of Selectmen regular meeting minutes on October 3, 2019; Special meeting minutes on October 16, 2019 and October 22, 2019.**

Mr. Fortier made a **MOTION** to approve the October 3, 2019 Board of Selectmen, regular meeting minutes. Mr. Rose seconded the **MOTION**. Yes - Mr. Rose. Mr. Fortier abstained. **MOTION** passed.

Mr. Fortier made a **MOTION** to approve the October 16, 2019 Board of Selectmen, special meeting minutes. Mr. Rose seconded the **MOTION**. Yes - Mr. Rose. Mr. Fortier abstained. **MOTION** passed.

Mr. Fortier made a **MOTION** to approve the October 22, 2019 Board of Selectmen, special meeting minutes. Mr. Rose seconded the **MOTION**. Yes - Mr. Rose. Mr. Fortier abstained. **MOTION** passed.

5. Communications and Reports

A. Trooper Report: The Board reviewed the statistics for the month of October. Total calls for service in Chaplin were 84, 33 by handled by Trooper Manbeck, which is 39% of all calls handled by the Town Trooper.

B. Board Members Reports: Mr. Rose stated that interviews for the new State Resident Trooper will be taking place next week. Mr. Fortier asked if Chaplin was a desired position, Mr. Rose stated yes.

C. Board of Finance Discussion: Mr. Weingart informed that Board that he received an email from the auditors and that they are well along with audit, most document review is finished. There was a hold up for a report on fixed assets from David Field, the 2018 report was received not the 2019 report. Once the auditors receive the correct fixed asset report then they should be able to issue a draft audit report. Mr. Rose stated there has been some trouble communicating with field services and we have used them for years. The Board discussed our Assessor using his software to depreciate assets and there is no field work involved also our

QuickBooks software may have a depreciation module to purchase. Mr. Rose will look into it, maybe do it in house instead of paying \$1300 a year for a service.

Mr. Weingart also reported that the Board of Education Financial Procedures were complete and should go to the auditors. The Town Financial Procedures are almost complete and should be sent to auditors. The Board of Finance developed by-laws to be reviewed at their December meeting. The Board of Finance is also working on Budget Procedures for the Boards/Commissions. He reviewed the quarterly financial report from the school and was looking more into the Public Act – the information on the report was minimal. Also, the BOF reviewed the budget letter and policies for next fiscal year and he would like to get packets out before Thanksgiving. Mr. Rose mentioned the North Bear Hill Road Drainage project – originally, they thought it may be \$50,000 over budget but it looks to be about \$20,000. They will hold back \$5000 for seeding the ground next year.

D. Correspondence: None

E. Building/Infrastructure: The Board discussed the use of the town buildings for non-profit organizations. The current regulations for rental of the firehouse allows non-profit organizations to rent for free and pay only a security deposit plus provide a certificate of insurance. Mr. Rose wants to discuss with the Board a better definition for non-profit rentals and the fees associated with it; should it be all non-profits, or those that directly benefit Chaplin residents? The Board decided to table the discussion until all members are present.

F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report: The Board reviewed the new report and agreed they would like to see more detail and will look into the Public Act and what is required for reporting.

6. New Business

A. Tax Collector Refunds: None

B. Resignations/Appointments:

Mr. Rose read the resignation from Michael Maggs as a regular member for the Economic Development Commission effective 10/7/19.

Mr. Rose made a **MOTION** to appoint Jeffrey Bizzarro as a regular member to the Economic Development Commission effective 11/7/19 for a term of 2/2/19 to 2/1/22. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to appoint Brendan Kane as an alternate member to the Economic Zoning Board of Appeals effective 11/7/19 for a term of 11/3/15 to 11/2/21. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to appoint Marilyn Nurme as a regular member to the Senior Center Board of Directors effective 11/7/19 for a term of 7/1/19 to 6/30/22. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Rose made a **MOTION** to appoint Neil Muckenhaupt as a regular member to the Senior Center Board of Directors effective 11/7/19 for a term of 7/1/19 to 6/30/22. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

- C. Discuss and possible action to sponsor the Artists' Open Studio event on November 29th & 30th and December 1st, 7th and 8th, 2019 at the Chaplin Senior Center.** Mr. Rose explained that the Board had previously sponsored the Artists' Open Studio to use the senior center to showcase the local artists. He feels it is a contributing, healthy use of the space for Chaplin residents. Mr. Rose made a **MOTION** to sponsor the Artists' Open Studio event scheduled for 11/29, 11/30 and 12/1, 12/7, and 12/8 at the Chaplin Senior Center. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
- D. Discuss and possible action regarding the Board of Selectmen regular meeting dates for 2020.** Mr. Rose made a **MOTION** to approve the following dates for the 2020 Regular Board of Selectmen meetings to meet at 7:00pm located at the Chaplin Town Hall. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

January 2, 2020
February 6, 2020
March 5, 2020
April 2, 2020
May 7, 2020
June 4, 2020
July 2, 2020
August 6, 2020
September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020

7. Old Business

- A. Discussion regarding England Road Bridge Project:** Mr. Rose reported that in the last couple of weeks the State has been surveying the area probably because of grant funding. He talked to the engineering firm that submitted the grant applications and they don't know why surveying is being done but will follow up with it.
- B. Discussion regarding North Bear Hill Drainage Project:** Mr. Rose reported that construction is moving along and coming out great. There has been a lot of discussion with residents and most seem happy, we made some compromises and accommodations. Final paving is scheduled next week, then curbing, back filling, and moving mailboxes. We are getting close to completion and are way ahead of schedule.
- C. Discussion regarding Bedlam Road Bridge Project:** Mr. Rose reported that he talked to an engineering firm today for budget figures to submit for a CIP project. He will pursue local bridge grant funding. The bridge deck is in good shape and can be rehabbed, wing walls breaking off looking at a fix as opposed to complete replacement. If grant money is used, we will do a replacement. The State is pushing for the bridge to be replaced.
- D. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** Mr. Rose said an email went out to potential committee members to meet with the Board of Selectmen to develop the new committee. The fireworks event that was held in Chaplin was a good test to what needs to be done for the bicentennial celebration. There currently is a CIP project for this event.
- E. Discuss All Pending and New FOI Requests:** None

- F. Discussion regarding the Department of Public Works:** Mr. Rose stated that the DPW crew is working hard using the rental bucket truck cutting trees. They are also getting snow plows ready for the winter.
- G. Discussion on Hampton/Chaplin Ambulance Corp.** Mr. Rose informed the Board that in the last few weeks they met with KB Ambulance Service, Town of Hampton and Scotland. Scotland hasn't sustained their paid ambulance service. Canterbury is also ceasing ambulance service. KB met with all of us and their proposal wanted to cover 4 towns. Hampton and Chaplin are not sure if this is good geographically, can they cover such a large area. We will let KB Ambulance Service know we want to get a new proposal for just Hampton and Chaplin. Also, they casually talked to Willimantic for ambulance service, but we didn't receive any proposal. Windham hospital is interested in offering services and they will get a proposal together. Also discussed are the Hampton/Chaplin Ambulance Corps bylaws and if the company disbanded then assets go to Hampton/Chaplin towns – we are trying to get idea of what assets are. Hartford Healthcare interested too so to offset costs. Also, the PSA (assigned territory) Hampton/Chaplin Ambulance Corps owns this and we want them to relinquish it to the towns. Mr. Rose read a letter that was drafted to Hampton/Chaplin Ambulance Corps. Both towns, Hampton and Chaplin, will send this letter to them. Mr. Rose made a **MOTION** to send letter with edits to Ben Brockett of Hampton/Chaplin Ambulance Corps. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
- H. Discussion regarding the move of the Emergency Command Center:** Mr. Rose explained why the command center is moving from the Town Hall to the Fire Department – there is no room for food/water supplies at the Town hall, no generator, location is at the end of town and also Route 198 floods between Town Hall and Firehouse. We need to relocate radios and antennas to the firehouse. EMD is building up funding for the antenna. A spot is picked, base shipped in, and antenna on order. They contacted call to dig – it will be a 45' tall antenna and work will start in a couple weeks.
- I. Discuss and possible action regarding the following:** - TABLED
- Protocol and Procedures, Administration of Naloxone (NARCAN)
 - Opioid Overdoes Reversal Policy
 - Standing Order, Municipal Buildings, Nasal Naloxone (NARCAN)
- J. Discussion regarding shared and contracted services:** Mr. Rose reported that the new building official from Windham, Joe Smith, started on 10/29.
- K. Human Resources:** Mr. Rose made a **MOTION** to hire Victoria Northrop as a substitute librarian as per recommendation from the Library Board of Trustees. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion: None

9. Agenda Suggestions for next meeting:

Communications and Reports

Trooper Report

Board Members Reports

Board of Finance Discussion

Correspondence

Building/Infrastructure

Chaplin Elementary School and Regional District #11 Quarterly Budget Report

New Business

Tax Collector Refunds

Resignations/Appointments

Old Business

Discussion regarding England Road Bridge Project

Discussion regarding North Bear Hill Drainage Project

Discussion regarding Bedlam Road Bridge Project

Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.

Discuss All Pending and New FOI Requests

Discussion regarding the Department of Public Works

Discussion on Hampton/Chaplin Ambulance Corp.

Discussion regarding the move of the Emergency Command Center

Discuss and possible action regarding the following:

 Protocol and Procedures, Administration of Naloxone (NARCAN)

 Opioid Overdoes Reversal Policy

 Standing Order, Municipal Buildings, Nasal Naloxone (NARCAN)

Discussion regarding shared and contracted services.

Human Resources

10. Date, time, and place of next meeting (December 5, 2019 at 7:00pm, Chaplin Town Hall).

11. Adjourn: Meeting adjourned at 8:18pm.

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