

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, January 2, 2020
MINUTES**

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

Members Absent: None

Others Present: Dick Weingart, Chairman Board of Finance; Jim Randall, Emergency Management Director.

1. **Call to Order:** Meeting was called to order at 7:00pm
2. **Additions to Agenda:** Mr. Rose added "Discussion regarding FY2020-21 Budget" under new business, 6E. The Board discussed having a workshop to review the new budget.
3. **First Audience of Citizens:** None
4. **Approve minutes of: Board of Selectmen regular meeting on December 5, 2019.** Mr. Pinto made a **MOTION** to approve the December 5, 2019 regular meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
5. **Communications and Reports**
 - A. **Trooper Report:** No report available. Mr. Rose will contact Lieutenant Sharland next week to get the status of who the new trooper will be. He explained that there are two candidates, Trooper Manbeck and Trooper Tucker. Trooper Tucker may become a sergeant in another barrack so it would be Trooper Manbeck to take the position. The Town does not have input on who gets the position.
 - B. **Board Members Reports:** Mr. Rose discussed limited hours at the Transfer Station, every other week during the winter and back on normal schedule in March.
 - C. **Board of Finance Discussion:** Mr. Weingart stated that they are waiting on preliminary audit report. The fixed assets were holding things up so the auditor will use last year's data and information the Finance Manager gave them so they can put it together to finish. Mr. Weingart reach out to them so see if they have an idea when this will be done. He explained the auditing process and that the Board of Finance will have to approve the audit – looking at this being done in February. CIP Committee (Capital Improvement Committee) met in December and selected different requests for funding. The next meeting is scheduled for 1/23. The BOF is meeting on the 13th of January, they are reviewing the BOF bylaws. A couple of members are going to Connecticut Conference of Municipalities for Budgeting 101. They will also look at attending the COST Annual Town Meeting. Regarding the budget letter that went out with the packet, there was a section that discussed a 2.5% per year increase limit and State guidelines. This report has only been done once and there are some items that can be excluded, but there is a potential penalty if the town budget is over a 2.5% increase, but he hasn't heard of any penalties levied. He would like to put a statement together to be sent out to the same group that received the budget packets to help clarify the 2.5% cap. Last year we were at 1.8 or 1.9% increase in the budget. Also discussed was the financial procedures handbook and if the auditors reviewed a draft copy in its entirety or not. Mr. Rose stated that they looked at it but will send out to the auditors again if it is approved tonight.

- D. Correspondence:** Mr. Rose read a letter from the Library board regarding the status of Benjamin Chaplin's corner cupboard being moved to the library. Mr. Rose had been in touch with Andy Belisle. He took pictures but will wait to work on the cupboard until spring due to his busy schedule.
- E. Building/Infrastructure:** Mr. Rose reported that there was a window at the William Ross library broken from a storm. The DPW staff fixed it and will also get up there this week to clean out the valley. As per the last town meeting he is in the process of contracting someone to do perc testing in order to move forward with marketability of the Ross library. Mr. Rose also contacted EHHD regarding septic options. Currently the town owns two separate parcels and we must merge them before adding a septic system. He will talk to the zoning officer then hire a surveyor. The next item to address is an easement for a driveway.

Mr. Pinto reminded them they still need a siding contractor for repairs at the firehouse. Mr. Rose reported on the relocation of the antenna. The building inspector said the one we ordered was not rated for the proper wind shear, but we may be able to move it to the other end and tie to the building. The antenna company was to get back to us with a plan but instead shipped antenna the week of the holiday; we still haven't received documentation.

Mr. Rose reported that the handicapped ramp at the library was resurfaced. He talked to the librarian and we will emphasize using the power doors at the senior center for handicapped access instead of the ramp. Due to the ice buildup on the ramp in the winter it is best to use the power door entrance. They will put up signage, pavement striping and parking spots to guide people to use these doors. He will need to coordinate different access for the boards and public who use the library room off hours.

- F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** No report at this time. Mr. Weingart stated he received in December two reports from Dave Solin that are run monthly. Mr. Rose agreed that we can do monthly reports instead of quarterly.

6. New Business

- A. Tax Collector Refunds:** Mr. Pinto made a **MOTION** to refund property taxes to Ford Credit Personal Property in the amount of \$31.52; Chase Decandia in the amount of \$44.53; Mark and Julie Decandia in the amount of \$55.25; Mark Decandia in the amount of \$21.78; Financial Serv Veh Trust in the amount of \$398.13; Joclyn Marchand in the amount of \$24.37; Toyota Lease Trust in the amount of \$205.40; USB Leasing LT in the amount of \$142.02. Mr. Fortier seconded the **MOTION**. No discussion. All in favor. **MOTION** passed.
- B. Resignations/Appointments:** Mr. Rose read an email from Jeff Bizarro turning in his resignation from the Economic Development Commission.

Mr. Rose made a **MOTION** to appoint Robert Dubos as ordinance Violation Hearing Officer and Zoning Violation Hearing Officer. Mr. Pinto seconded the **MOTION**. Discussion: This is to go with an ordinance passed at last town meeting. Rusty Lanzit and David Shenker were already appointed but due to conflicts with their involvement on the Bob Mott zoning violation hearing, Mr. Lanzit, Mr. Shenker, and Mr. Dubos cannot act as hearing officers, therefore we are still looking for one. No further discussion. All in favor. **MOTION** passed.

- C. Discuss and possible action regarding the Town of Chaplin's Accounting Policies and Procedure Manual.** Mr. Fortier made a **MOTION** to approve the Town of Chaplin's Accounting Policies and Procedure Manual. Mr. Pinto seconded the **MOTION**. Discussion:

Once approved adjustments can be made later if necessary. Auditors did a preliminary review of the procedures. No further discussion. All in favor. **MOTION** passed.

- D. Discussion and possible action to appoint ordinance and/or zoning violations hearing officer(s).** See agenda item New Business - 6B. Resignations /Appointments.
- E. Discussion regarding FY2020-21 Budget:** Mr. Rose stated we will keep this on the agenda until a budget workshop is scheduled and budget approved by the Board of Selectmen. Mr. Rose discussed the budget process and what items they are responsible for. We are going out to bid this year on employee health insurance, already in discussion with MDG health insurance representatives and another company about being self-insured which means better insurance, but more information is needed to consider. The Town of Windham did this and didn't have the best of luck.

7. Old Business

- A. Discussion regarding England Road Bridge Project:** Mr. Rose stated no update at this time from surveyors.
- B. Discussion regarding North Bear Hill Drainage Project:** The project is wrapped up and once winter is done, they will do a check on erosion control.
- C. Discussion regarding Bedlam Road Bridge Project:** The local bridge program should come around soon but the STEAP program is not available at this time, but Mr. Rose is checking the website daily. When it is, he will put in an application.
- D. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** The first meeting is next Tuesday at 2pm. The current members are Anne Sicilian, David Shenker, Warren Church, Bob Grindle, Dick Weingart, Leslie Ricklin and Rusty Lanzit (tentative due to work schedule).
- E. Discuss All Pending and New FOI Requests:** None
- F. Discussion regarding the Department of Public Works:** Mr. Rose reported that one of the DPW employees left so we are now down to two staff. He has been helping fill in on the storms plowing until someone is hired. The help wanted ad was published and closes on 1/13. Currently 4 applications were received, and he will start interviews asap.
- G. Discussion on Hampton/Chaplin Ambulance Corp:** A registered letter was sent to Ben Brockett at Hampton/Chaplin Ambulance Corp and it was returned unclaimed. So far, the Town has had no response from them. Mr. Rose talked to the Department of Public Safety and they confirmed that Hampton/Chaplin Ambulance should be able to surrender the PSA to the Town with no problem, but he is unsure about the liquidation of the business. According to the Hampton town attorney they said we would not be liable for outstanding debts. Hampton/Chaplin Ambulance is still working and offering mutual aid with other towns. We are meeting with American Ambulance with Pomfret, Eastford, and Hampton to listen to proposal. We will have a few proposals to consider between KB, Willimantic, and American Ambulance.
- H. Discussion regarding the move of the Emergency Command Center:** Already discussed.
- I. Discussion regarding shared and contracted services:** No discussion

J. Human Resources: Mr. Rose reported in order to align the job descriptions with the new Accounting Policy and Procedures manual we need to make adjustments to the Finance Managers job description. The Treasurer's job description will need to be reviewed by the Treasurer before the Board can approve it. Mr. Pinto made a **MOTION** to approve the job description for the Financial Manager. Mr. Fortier seconded the **MOTION**. Discussion: Mr. Rose stated that duties that were listed on the Treasurer's job description were in fact being done by the Financial Manager for the last 18 years. In order to align with the Financial Procedures Manual and what is currently being done in the office, these responsibilities were moved over to the Financial Manager's job description. Mr. Pinto asked about the reconciling of bank statements to the accounting records and if the Financial Manager is currently doing this. Mr. Rose stated that the Treasurer confirmed she will get the Financial Manager the needed access like she had before we switched banks. They Board discussed bonding. The Town has a blanket bond for town employees and a separate one for the tax collector. When the treasurer appointed the deputy treasurer, we verified with CIRMA about bonding and they confirmed she is bonded under the blanket bond. In the past the deputy treasurer had been another employee, the administrative assistant, who was under the blanket bond, so we needed to confirm the newly appointed deputy treasurer was covered. No further discussion. All in favor. **MOTION** passed.

8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion: No comments.

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
- Discussion regarding shared and contracted services.
- Human Resources
- Discussion regarding FY2020-21 Budget

10. Date, time, and place of next meeting (February 6, 2020 at 7:00pm, Chaplin Town Hall).

11. Adjourn: Meeting adjourned at 8:23pm