

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, May 7, 2020
MINUTES
REMOTE MEETING**

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; Suzanne Krodell, Administrative Assistant.

1. **Call to Order:** Meeting was called to order at 7:00pm
2. **First Audience of Citizens:** None
3. **Approve minutes of Board of Selectmen special meeting on April 9, 2020:** Mr. Pinto made a **MOTION** to approve the Board of Selectmen April 9, 2020 special meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
4. **Communications and Reports**
 - A. **Trooper Report:** None
 - B. **Board Members Reports:** Mr. Rose reported on the two photographers starting a fundraiser and also the plant sale from the school.
 - C. **Board of Finance Discussion:** Mr. Weingart reported that the Board of Finance will be meeting on 5/11/2020 for the budget public hearing. This will be a remote meeting and all documentation is available on the website. They will recommend that the mill rate stay the same. The overall budget has a 2.5% increase from last year. He also mentioned if there is a revenue decrease from taxpayers not able to pay their taxes the BOF will set aside \$200,000 from the fund balance. Also, \$500,000 set aside for potential expenses due to the replacement/repair of England Road and Bedlam Road bridges. The unassigned fund balance is about 1.2 million dollars about 13.9%. Mr. Weingart asked the Board if there is a different process for approval of the CIP plan seeing there is not a town meeting and also are there restrictions on money transfers from the general fund to CIP. The BOF wants to transfer \$150,000 for the breathing apparatus devices for the fire department. Mr. Rose will follow up. On 5/26/2020 there will be a Board of Finance meeting to approve the budget and set the mill rate.

Mr. Rose informed the Board that there will be an Arboretum project to plant trees around town which falls under Sustainable CT and we will need to be the fiduciary to accept donations. These funds will be transferred to Sustainable CT and transferred back to the town which they will match. We need to open a special revenue account for expenses and to deposit donations. Donors can also go online to donate. Mr. Rose read the email he

sent to the auditors for approval and they approved this process. Mr. Rose made a **MOTION** to approve the Town of Chaplin to be the fiduciary of donations from the Sustainable CT Arboretum Project. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

D. Correspondence: None

E. Building/Infrastructure: Mr. Rose reported that all the buildings are in good shape and there are no issues.

F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report: The Board reviewed the report which is also available online where the documents are posted for this meeting.

5. New Business

A. Tax Collector Refunds: None

B. Resignations/Appointments: None

C. Discussion regarding donation to the Arnold Prince Scholarship Fund. Mr. Rose reported to the Board that the Ad HOC Bicentennial Committee had a contest to pick a new town logo that was created by students at Eastern State University. The logo has been chosen and Mr. Rose presented two thank you letters to be sent to Professor Tao Chen and artist/student Patrick Hawkins. Also, he would like the Town to donate \$500 for the work done to the Arnold Prince Scholarship Fund. Arnold Prince was an Eastern State University teacher, artist and resident of Chaplin and also painted the mural in the library. Also discussed was the budget for the committee and because it is a sub-committee of the Board of Selectmen, expenses including clerical costs will come out of the Selectmen budget and if it goes over, they will request more funds from the Board of Finance.

6. Old Business

A. Discussion regarding COVID-19: Mr. Pinto reported that Camp Conroy, Ashford Salvation Army camp, is going to offer cabins or lodging in the main building for EMT's that may get quarantined. It will be approximately \$80 a day with three meals a day per person.

Sandra Horning, Library Director, submitted a tentative plan for opening the Library on 5/20 for curbside services. The Board of Selectmen reviewed the plan and agreed to wait until we get closer to 5/20 to see what the Governor's plan is for Phase I of opening businesses. The Senior Center was discussed and due to the population, they do not recommend opening it anytime soon.

Gallons of hand sanitizer, disposable masks and gloves for staff were ordered.

The Board discussed the most recent Executive Orders – there is a link on the Governor's website, the full version and a condensed version to all orders.

The Selectman's office donated \$250 to the GoFundMe page for Chaplin Residents Food Bank. The money came from the fund we have to help residents who are having a hard time financially, i.e. heating oil in the winter, etc.

Mr. Fortier discussed the webinar he joined on 4/29 helping municipalities prepare for long-term COVID-19 recovery. They suggest a Recovery Officer for each town to keep track of the resources available to the town. It was suggested that the Economic Development Commission act as a liaison.

The Board discussed opening the Town Hall and at this time, business is continuing in each department either by mail, email, or meeting residents in the parking lot as needed. There is no need to open at this time.

The State is not doing fingerprinting for pistol permits but are processing the ones they already had before the shutdown. If a temporary permit is issued at the Town hall it has been extended from 90 days to 150 days per the Governor's executive orders.

- B. Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.** Mr. Rose stated that this item will stay on the agenda until we officially undeclare the state of emergency.
- C. Discussion regarding England Road Bridge Project:** This is on hold until we can have a public hearing to discuss the project and then usually a second public hearing to discuss the actual cost of the project.
- D. Discussion regarding North Bear Hill Drainage Project:** The area has been reseeded and silt fence installed. This will stay in place until new vegetation comes up. We will be finalizing payments now that the project is complete.
- E. Discussion regarding Bedlam Road Bridge Project:** We are still waiting on the engineering quote and it looks like local bridge money may be available to help fund this project.
- F. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** The Town logo has been voted on and there are final changes to the logo then it will be presented to the town.
- G. Discuss All Pending and New FOI Requests:** We received one request from Wheelabrator regarding a copy of the Willimantic Waste Contract which was sent electronically on 5/5/2020.
- H. Discussion regarding the Department of Public Works:** The road sweeping is done and now the crews are working on drainage issues. New headwall and pipe liner on Chaplin Street. They also worked on the first of four culverts crossing on Bedlam Road.

- I. **Discussion regarding the move of the Emergency Command Center:** Marcus radio came out and approved the progress so far. The move of the emergency command center from the Town Hall should happen soon.
 - J. **Discussion regarding shared and contracted services.** No update
 - K. **Human Resources:** No update
 - L. **Discussion regarding FY2020-21 Budget:** The budget hearing will be held on May 11th and all documents are available online and hard copies on request
7. **Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** None
8. **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 COVID-19
 - Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.
 - 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 regarding the move of the Emergency Command Center
 - Discussion regarding shared and contracted services.
 - Human Resources
 - Discussion regarding FY2020-21 Budget
9. **Date, time, and place of next meeting (June 4, 2020 at 7:00pm, REMOTE MEETING).**
10. **Adjourn:** Meeting adjourned at 8:03pm