

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, April 7, 2016
MINUTES**

Members Present: Matthew Cunningham, First Selectman; William H. Rose IV, Selectman; Irene Schein, Selectman.

Others Present: Dick Weingart, Chairman Board of Finance; Jim Randall, Emergency Preparedness Director; Chandler Rose, Assessor; Bill Covey, Connecticut Casket; Leslie Ricklin, Resident.

1. Call to Order

Matt Cunningham called the meeting to order at 7:00pm.

2. Additions to Agenda

Mr. Cunningham asked to move item 7D – “Discuss and possible action on a request from Connecticut Casket Company for a temporary tax abatement for 238 Willimantic Road”, after agenda item #4.

Irene Schein suggested putting the Conservation Commission on the next agenda to discuss status of this commission.

3. First Audience of Citizens

Jim Randall asked about the status of the new Library sign. Mr. Rose stated due to the fact it is part of the historic district he believes it may go to a public hearing with the Historic District Commission. Mr. Randall asked that an additional sign be added stating it is a cooling center. Mr. Rose suggested he talk to the Library Board. Mr. Randall also inquired about the status of the old furnace in the library and if it will be removed. Mr. Rose stated the building official recommended it stay where it is.

Leslie Ricklin of England Road reminded the Board that in year 2022 it will be the bicentennial for the Town of Chaplin and maybe the Town can coordinate some activities around this event. She suggested involving the elementary school children to maybe do some historical research on the town to include interviews with longtime residents. The Town was incorporated on July 4, 1822 and maybe we can also tie the July 4th celebration into the bicentennial. Mr. Rose suggested putting funds aside in the CIP accounts to plan for 2022.

4. Approve minutes of: Regular Meeting Minutes of March 3, 2016.

Irene Schein made a motion to approve the regular meeting minutes of March 3, 2016. Bill Rose seconded the motion. All in favor.

5. Discuss and possible action on a request from Connecticut Casket Company for a temporary tax abatement for 238 Willimantic Road.

The Board discussed the Honda sign at this location and it is not in the correct location, it was supposed to be on the building and not on the road. Mr. Cunningham reached out to the Zoning Officer about this. Bill Covey, CT Casket, introduced himself and gave a background on his company that is purchasing this building in Chaplin. Other local towns offer a tax abatement to bring new business in town and he is asking the Board to consider this also. Windham is one of them but Chaplin was a better fit for CT Casket. Due to the fact they are looking at employing 10 people and

plan to expand this will bring more business to the local restaurants and businesses so they are hoping the Board will consider this request. Chandler Rose, Assessor, explained it would require a local ordinance to pass. If passed an application will need to be filed and when approved the assessor monitors on a yearly basis. The Board expressed concerns of the loss of revenue, approximately \$65,000 for the 3 years. If it were a new construction it would add to the grand list, but this is an existing building. The taxes are being paid now on the building and if the abatement were approved then the town would have to find these funds somewhere else in the budget which would affect the bottom line of revenue. Mr. Covey stated that they plan on building another storage building which would bring in more taxes. Mr. Cunningham stated he supports the economic development to bring new business in town. Mr. Rose had concerns if an ordinance is passed does that mean all new businesses would want this tax abatement. Mr. Cunningham stated it would be a case to case decision. This ordinance will have to be decided by the legislative body at Town Meeting. Attorney Dennis O'Brien will draft the ordinance and it will be added to the legal notice for the Annual Town meeting scheduled in May.

6. Communications and Reports

A. Trooper Report – March 2016

Mr. Cunningham stated that the previous decrease in calls was due to Trooper Black being out from an injury but has returned and calls increased again.

B. Board Members Reports

Matt Cunningham reported that due to the MBR shortfall for the funds for the Board of Education, Attorney O'Brien filed a waiver with the State Board. In the past, other towns were not granted one but this time Chaplin is filing before the shortfall, not after so maybe we have a chance.

Mr. Cunningham reported that the section of old Hampton road was looked into by land use Attorney Rich Roberts and it was in fact deeded to Chaplin from DOT and we can discontinue it. Irene Schein made a motion to add the "discontinuation" of the section of Old Hampton Road to the legal notice for the Annual Town meeting in May 2016. Bill Rose seconded the motion. All in favor. Discussion continued regarding if it should be termed a "discontinuation" and will confirm with Rich Roberts.

Mr. Cunningham reminded the Board that the Chaplin Clean-up Day is scheduled for 4/16 and has been posted to the website. There will be lunch at Garrison Park provided by the Conservation Commission.

Also reported by Mr. Cunningham, Labor Attorney Eileen Duggan wants to open up discussion regarding wages and cost sharing for the DPW Union Employees, currently she is waiting to hear back from the Union.

Irene Schein reported on the Mansfield Solar Share Program that is in pilot right now. She attended a Chamber of Commerce forum on economic development and stated the biggest complaint was transportation for residents to secure jobs outside of their hometowns.

C. Board of Finance Discussion

Dick Weingart reported that the BOF Public Hearing is scheduled for 4/11/16 at the Senior Center to review the preliminary budget proposal. Discussion will involve the funds cut by the Appropriations Committee for the ECS for approximately \$47,000. Municipal revenue sharing grant – \$135,000 new revenue to offset capping of motor vehicle. Another discussion will be the MBR shortfall of \$126,630. We could be finishing this fiscal year with \$50,000 deficit, about \$475,000 in fund balance which is down about 6%.

D. Correspondence

Mr. Cunningham reported that the State will begin bridge inspections in Chaplin. There was a question on exactly where Pumpkin Hill Bridge was located. He had met with DOT and they discussed England Bridge and that they felt Federal grants aren't appropriate for the bridge. It has been approved and we can still use the funds but it may be best to do the work ourselves. The last inspection report on Bedlam Bridge was 10 years ago and it may qualify for state/local funds.

E. Building/Infrastructure

Matt Cunningham reported on the repairs to the furnace in the Library. It turns out it isn't just the heat exchanger but other parts. Action Air will not charge us for labor on the other part repairs due to the quote did not reflect this issue, it was found after the quote was received.

F. Discussion regarding Recreation Commission

Mr. Cunningham discussed the stage at the senior center; the Recreation Commission agreed to make the room usable again and will do a walk through at the next meeting. The stage can be removed and the hatchway underneath is mostly in concrete. Ms. Schein recommended re-using the railings or floor sections to make a block if needed. Mr. Cunningham reported that we are using Windham's equipment to put new material down on the baseball fields. Also Little League started and T-Ball will start soon.

7. Old Business**A. STEAP Grant (Darling Pond, North Bear Hill Bridge)**

Mr. Cunningham reported that work continues on Darling Pond Dam, weather permitting. Regarding North Bear Hill Bridge, DOT and Fisheries approval was received and now it is with Army Corps. It may be the end of April or early May before it goes out to bid – currently no school buses or trucks are driving on it.

B. Discuss All Pending and New FOI Requests

Mr. Cunningham stated that an FOI request was received looking for the Superintendent's salary and fringe benefits costs. We do not manage that information here and it was forwarded to the Board of Education.

C. Status of School Study

Mr. Cunningham reported that the four Boards are still working on the survey questions. The First Selectmen have met with Lt. Governor Wyman to get legislation passed to allow another school study. They are scheduled to meet again on April 14th.

D. Employee Handbook Policies

None at this time.

E. Mowing Maintenance/DPW discussion regarding organization and structure

Mr. Cunningham reported that DPW Foreman has been getting equipment quotes.

F. Mansfield/Chaplin Border Study

Mr. Cunningham reported that the last Mansfield Town Council meeting was cancelled and there was not an agenda item for the border study. Attorney Rich Roberts has been trying to get Mansfield to move on this issue, he will be contacting their attorney and Chaplin will monument the border and send out tax bills.

G. Discussion regarding Public Safety and Resident Trooper Program

Mr. Cunningham spoke with Trooper Black and he will have a stronger presence at the elementary school and is also organizing a presentation for the kids.

H. Discussion on Energize CT Grant

No update at this time.

I. Job Descriptions

The Board reviewed the Public Works Manager job description that was drafted by Attorney Duggan and suggested it should be more specific on OSHA certifications and also finalize a salary. The Board reviewed the Transfer Station Attendant job description which was updated by the Town Labor Attorney. Bill Rose made a motion to approve the Transfer Station Attendant job description. Irene Schein seconded the motion. All in favor.

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

Matt Cunningham did a walk through with the DPW Foreman and made a list of repairs needed.

K. Discussion Regarding Annual Budget/CIP Committee

See above.

L. Discussion regarding use of Community Center.

See above.

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

Mr. Rose made a motion to approve a tax refund of \$17.18 to Richard B. Cassidy. Irene Schein seconded the motion. All in favor.

B. Resignations/Appointments: Bill Rose made a motion to appoint Shirley Rakos and Neil Muckenhoupt as regular members for the Senior Center Board of Directors. Irene Schein seconded the motion. All in favor. Bill Rose made a motion to appoint Dave Stone as a regular member for the Recreation Commission. Irene Schein seconded the motion. All in favor.

C. Review and possible action on Mowing Bids for 2016-2017 Fiscal Year.

Mr. Cunningham reported that the closed Mowing Bids were opened today at 3pm (see attached tabulation sheet). Irene Schein made a motion to accept the 2016-2017 mowing bid from Custom Cut Landscaping for \$8500.00 (Town Hall & Garrison Park); \$1250.00 (Baseball Edging) and \$9000.00 (cemetery). Bill Rose seconded the motion. All in favor

D. Discussion regarding the 2016 Annual Town Meeting.

The Board reviewed the DRAFT legal notice and updated appropriately.

9. Other Business

None

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

None

11. Agenda Suggestions for next meetingCommunications and Reports

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

Old Business

STEAP Grant (Darling Pond, North Bear Hill Bridge)
Discuss All Pending and New FOI Requests
Status of School Study
Employee Handbook Policies
Mowing Maintenance/DPW discussion regarding organization and structure
Mansfield/Chaplin Border Study
Discussion regarding Public Safety and Resident Trooper Program
Discussion on Energize CT Grant
Job Descriptions
Discussion and possible action regarding leasing space in the Old Post Office Building.
Discussion regarding Annual Budget/CIP Committee
Discussion regarding use of Community Center
Discussion regarding the 2016 Annual Town Meeting

New Business

Tax Collector Refunds
Resignations/Appointments
Chaplin 2022 Bicentennial Celebration
Status of Conservation Commission

12. Date, time, and place of next meeting (May 5, 2016 @ 7:00pm @ the Town Hall)**13. Adjourn** Irene Schein made a motion to adjourn the meeting at 9:17pm. Bill Rose seconded the motion. All in favor.

**TABULATION SHEET FOR MOWING BIDS
FOR THE TOWN OF CHAPLIN
FY 2016-2017**

COMPANY	BID AMOUNT
Custom Cut Landscaping	Town Hall & Garrison Park: 8500.00
	Baseball Edging: 1250.00
	Cemetery: 9000.00

COMPANY	BID AMOUNT
K&M Landscaping	Town Hall & Garrison Park: 10,000.00
	Baseball Edging: 3000.00
	Cemetery: 9500.00

COMPANY	BID AMOUNT
Darby Pollansky	Town Hall & Garrison Park: 16,200.00
	Baseball Edging: 6000.00
	Cemetery: 22,500.00

COMPANY	BID AMOUNT
	Town Hall & Garrison Park:
	Baseball Edging:
	Cemetery:

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	Baseball Edging:
	Cemetery:

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