

**BOARD OF SELECTMEN  
REGULAR MEETING  
Chaplin, Connecticut  
THURSDAY, NOVEMBER 6, 2025**

Members Present: James Harrington, First Selectman; Juan Roman, Selectman; Leslie Ricklin, Selectman

Members Absent: None

Others Present: Jordan Lumpkins, Shared Town Administrator; Dick Weingart, BOF Chair

**Call to Order:** Meeting was called to order at 7:04 pm.

1. **First Audience of Citizens:** Adele Swart from The Friends of the Library came to distribute flyers for the Chaplin Public Library Auction to be conducted online. She described the prize donations and bidding process.
2. **Additions to the Agenda:** None
3. **Approval of Minutes:** *J Roman made a MOTION to approve the Minutes of the October 2, 2025 Regular Meeting as presented; L Ricklin seconded the MOTION. All in favor, MOTION carried.*
4. **Communications and Reports**
  - A. Board Members Reports: None
  - B. Board of Finance Discussion: D Weingart, Chair of the BOF, submitted an agenda for the 11/10/2025 BOF Regular Meeting along with a Budget Calendar for the development of the FY 2025-26 Budget. He explained the BOF meetings and budget calendar to new First Selectman James Harrington and new Selectman Leslie Ricklin. He also reports that the current Town Audit is progressing with no major issues and should be ready for review by the Board of Finance at their December meeting.
  - C. Shared Town Administrator Report: Town Administrator Jordan Lumpkins shared his monthly report with the Board. Please see attached.
  - D. Correspondence: None
  - E. Building/Infrastructure: None
  - F. Treasurer Report: None
  - G. Department of Public Works Report: None
  - H. Chaplin Volunteer Fire Department Report: Fire Chief Joe Pinto reported that during the month of October, the CVFD responded to 60 medical calls, 1 motor vehicle accidents and 3 mutual aid incidents.
  - I. Senior Center Report: Please see attached.
  - J. Public Library Report: Please see attached.
5. **New Business**
  - A. Tax Collector Refunds: *J Roman made a MOTION to approve the following tax refunds: Joyce S Hamilton = \$8.00; Norman & Margeret Roy = \$10.89; Maarita Dubitsky = \$96.79. L Ricklin seconded the MOTION. All in favor, MOTION carried.*

- B. All Pending and New FOI requests: J Harrington reported that an FOI request was received on 11/4/2025 from Brendan Clerkin, Bench Strength Partners, Inc. requesting "copies of all current lease agreements maintained by the municipality including any active leases related to communications equipment, antennas, or similar site uses." The lease agreement with Flo Tech (Canon Copiers) was scanned and sent. FOI was closed on 11/5/2025.
  - C. Appointments and Resignations: None
  - D. Discussion and possible action on a Memorandum of Understanding between the Eastern Connecticut Conservation District and the Town of Chaplin: ECCD Facilitator Maurie Robie attended the meeting and explained the program and contents of the MOU to the Board members. Chaplin resident John Mayer was introduced as attending ECCD advisory board meetings. Chaplin is the only town of eight towns associated with the Natchaug River and watershed that has yet to sign the MOU. The Board members will take time to review the documents. A new signatory page will be sent to the Town Hall with new First Selectman James Harrington's name added for signature. Tabled until next month's meeting.
  - E. Discussion and possible action on declaring DPW Ford F-350 2022 pickup truck bed, including bumper and tailgate, as Surplus. ***J Roman made a MOTION to declare the truck bed, including bumper and tailgate, as Surplus equipment. L Ricklin seconded the MOTION. All in favor, MOTION carried.***
  - F. Discussion and possible action on the purchase of an Intimidator 12XP woodchipper for the DPW from Bobcat of Connecticut: J Harrington reported that the chipper had been demonstrated to DPW Supervisor D Stone and was deemed appropriate for DPW needs. ***L Ricklin made a MOTION to purchase the Intimidator 12XP woodchipper from Bobcat of Connecticut with refurbished funds. J Roman seconded the MOTION. All in favor, MOTION carried.***
  - G. Discussion and possible action on the Chaplin Board of Selectmen monthly meeting schedule for 2026. The BOS reviewed the proposed meeting dates for their monthly meetings in 2026: Wednesday, January 7, 2026 (change due to New Year holiday – all other dates fall on the first Thursday of the month), 2/5/2026, 3/5/2026, 4/2/2026, 5/7/2026, 6/4/2026, 7/2/2026, 8/6/2026, 9/3/2026, 10/1/2026, 11/5/2026 and 12/3/2026. ***J Roman made a MOTION to approve the proposed monthly meeting dates of the Chaplin Board of Selectmen for 2026. L Ricklin seconded the MOTION. All in favor, MOTION carried.***
- 6. Old Business**
- A. American Rescue Plan Funds: The history and use of Chaplin's American Rescue Plan Funds (ARPA) was described by J Roman to update new First Selectman J Harrington and new Selectman L Ricklin.

- B. Update for the construction of fire pond and dry hydrant: J Harrington reported that he had met with the contractor, B Mott, regarding an incident at the pond property. The pond project site has not yet been turned back over to the Town of Chaplin.
  - C. Discuss/updates on Bedlam and England Road Bridges: The DPW has purchased the construction trailer used at the site of the England Road Bridge from the contractor, New England Roads, Inc. for use at the Town garage. J Roman reported that he has submitted a request with the DOT for the removal of the large construction sign on Route 198. Discussed the increase in cost for the Bedlam Road Bridge replacement and possible funding options to explore.
  - D. Discussion of Building Inspector Shared Services: Building Inspector Joe Smith has signed the agreement with the Town of Chaplin to continue his building official services in Chaplin until the end of the fiscal year.
  - E. Discussion on the submittal of Board Reports: J Ricklin stated that she felt the submittal of quarterly reports by town entities is a healthy step toward transparency. Further discussions as to which entities will be required to submit quarterly reports are to be had. Tabled until next month's meeting.
- 7. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion:** J Randall inquired about procurement procedures for items at different price points. He also stated that he would like to see the flagpole at the CVFD to be used again for flag display. He also stated that he felt the ECCD Mou should go before a Town Meeting. D Weingart stated that he felt a discussion needs to be had regarding the Board of Education use of CIP funds for things like the upcoming roof replacement at the CES. L Ricklin asked if the BOS ever sits down for discussions outside of the BOS monthly meetings. J Lumpkins explained that whenever the 3 Selectmen meet for discussion it needs to be posted with an agenda for public observation and include Minutes to be published. J Lumpkins suggested that the best practice for discussions would be to plan strategic workshops/roundtables.
- 8. Agenda Suggestions for next meeting:** None
- 9. Date, Time and Place of next meeting:** December 4, 2025 at 7 PM, Chaplin Town Hall.
- 10. Adjourn:** Regular Meeting adjourned at 9:09 PM

*Respectfully Submitted by,  
Susan Welshman, Administrative Assistant to the First Selectman*



To: Chaplin Board of Selectmen

From: Regional Town Administrators – Mary Calorio and Jordan Lumpkins

Date: November 6, 2025

Re: October 2025 Administrator's Update

### **Budget Evaluation**

Administrator Calorio met with the Board of Finance Chairman, several department heads, finance office, Board of Finance members and Selectman to receive feedback on the budget process and document. Everyone has been very open and candid sharing their experiences, suggestions and concerns. Once compiled, the findings and recommendations will be presented to the Board of Finance. She anticipates presenting at the December meeting.

### **Forestry Skid Unit Procurement**

The Forestry Skid Unit Invitation to Bid (ITB) was updated by Administrator Lumpkins and reposted. Bids are due on November 18<sup>th</sup>. The first round of bids came in higher than expected and alterations to the spec should result in responses within our budget.

### **Community Connectivity Project**

Round I (Library/Senior Center) plans are currently being reviewed by the State Department of Transportation (DOT) District 2 due to the need for an encroachment permit. Once this approval is received, the engineer can finalize the Request for Proposal (RFP) and Specifications, and the State will release the funds. Procurement will take place this winter, with construction beginning in the Spring of 2026.

### **Arboretum Extension Project**

The Arboretum Commission has contracted a landscape professional to draft a conceptual design for the Arboretum Extension Project. Administrator Lumpkins will work with the Commission and the contractor to develop an Department of Energy and Environmental Protection (DEEP) Urban Green and Community Garden (UGCG) Grant application. The application is due December 17<sup>th</sup>. A meeting with the Grant Manager has been requested.

### **Helen Garrison Open Space Project**

Administrator Lumpkins has been working with Dave Stone to develop a plan to reestablish public access to the Helen Garrison Open Space property (S. Bear Hill Road). Lumpkins has visited the property and will



be doing a more comprehensive walk of the property next week. Potential next steps include (in no order) – engaging the public, inviting the DEEP Service Forester to walk to property and provide input, receive a free Environmental Review from the CT Resource Conservation and Development (RC &D) Environmental Team, and applying for a DEEP Recreational Trails Grant to support planning and /or constructing costs. This grant is due on December 18<sup>th</sup>. A virtual meeting with the DEEP Greenway Coordinator has been scheduled to discuss the project next Monday.

### **Ordinance Review**

Administrator Lumpkins has worked with the Town Attorney to evaluate the Competitive Bid Ordinance. It was determined that the Town is not required to advertise all bids in the local paper, and the replacement of this with advertising on the State Bid Portal, and posting on the website, is sufficient. This will result in cost savings for the Town, and lead to a wider pool of bidders. The Town Administrators will work with the Town Attorney to draft an updated Ordinance that is more up-to-date and dynamic.

Administrator Lumpkins also spoke with the Town Attorney about developing a stone wall ordinance.

Both the stone wall ordinance and procurement ordinance will be prepared for the Annual Meeting in the spring.

### **Building Inspector Contract**

The Town is no longer contracting building services from the Town of Windham. Administrator Lumpkins drafted a contract for the Building Official, which was executed. The contract will expire at the end of the fiscal year (June 30th).

### **Former Post Office**

A Brownfield Assessment Grant has been applied for and is currently pending. Follow-up questions have been answered. Decision is anticipated for December.

### **Economic Development and other Projects**

Administrator Lumpkins has been working with the Air Line State Park and Trail (ALSPT) Alliance to develop a Z-Map promoting Chaplin. These Z-map feature recreational opportunities and businesses in Chaplin. Lumpkins is also supporting the ALSPT Alliance in a regional trail signage application.

Additionally, Administrator Lumpkins has been working with the Eastern Regional Tourism District to promote the region. The State is updating their “Attraction Map”. Diana’s Pool and Natchaug State Forest have been proposed for inclusion.

The ERTD Marketing Grant will be announced soon and will have a January 9, 2026 deadline. This grant can fund marketing initiatives in the region.



The Last Green Valley has just announced their America 250<sup>th</sup> Grant and will close on January 8, 2026. This grant can support planning for the America 250<sup>th</sup> Celebration.

#### Meetings attended

##### Calorio

Cost Fall Conference  
Advanced CT Meeting  
Board of Finance

##### Lumpkins

Board of Selectmen  
Cost Fall Conference  
Air Line State Park and Trail Alliance Meeting  
ERTD Board/Executive Board Meeting  
Advance CT Meeting  
Arboretum Meeting with Landscape Professional

# Senior Center Monthly Report

Date Oct 2025

Total number of guests for the month 887

Total lunches served for the month 379

## Activities:

Breakfast 69

Fit & Fun 135

Mexican Train 3

Bingo 55

Mahjongg 48

Pickleball 22

Yoga 12

Memoir Group 20

Walking Club —

Haircuts 11

Massage 12

Light Therapy 10

Cell Phone Help 6

Karaoke 33

Band 25

## Special Activities

Salem Cross Inn Bus Trip 51

Vaccine Clinic 37

## Library Board of Trustees Report

October 2025

1. For the month of September, the library was open 17 days which served 351 patrons (average of 21 people per day)
2. There were 102 Chaplin patrons and 23 from other towns.
3. Circulation was 737 including 342 physical material checkouts and 250 electronic checkouts.
4. In-person attendance for events was about 115.
5. Five new library cards were issued (2 new people and 3 returning after long absences)
6. Teatime book chat was held on Sept. 19 with 7 present.
7. Dr. Richard Benfield from CCSU gave an entertaining and historical talk about the National Parks and his role in bringing wolves back to Yellowstone.

Respectfully submitted,

Leslie Ricklin, Library Board of Trustees Chair