

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
THURSDAY, DECEMBER 4, 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, Diana Alvarez, Treasurer

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

1. **First Audience of Citizens:** D Weingart inquired about an upcoming recently posted BOS Special Meeting to be held on Friday, December 12, 2025 @ 10 AM. J Harrington said that the Special Meeting was being called for the opportunity for the Board, Town Administrators Jordan Lumpkins & Mary Calorio and others to discuss funding for the Bedlam Road Bridge Project.
2. **Additions to the Agenda:** *J Harrington made a MOTION to add the discussion and possible action on the bid received for the CVFD Forestry Skid Unit under New Business (H). L Ricklin seconded the MOTION. All in favor, MOTION carried. J Harrington made a MOTION to add the discussion of the health of Chaplin under New Business (I). J Roman seconded the MOTION. All in favor, MOTION carried.*
3. **Approval of Minutes:** *J Roman made a MOTION to approve the Minutes of the November 6, 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, reported that the draft FY 2024-25 Audit report had been received by the auditors and would be reviewed by the Board of Finance at their Special Meeting on Monday, December 8, 2025 @ 6 PM. He also reported that budget request documents have gone out to all departments for the FY 2025-26 Town Budget. D Weingart reported that the Annual Report submissions are almost complete.
 - C. Shared Town Administrator Report: Town Administrator Jordan Lumpkins shared his monthly report with the Board. Please see attached.
 - D. Correspondence: J Harrington reported receiving a letter from the Chaplin Public Library and the Friends of the Library regarding their informal survey experience at the recent Chaplin Day event. Please see attached. Adele Swart, Diane Sanchez and Johanne Philbrick were present at the meeting to discuss their findings. Diane Sanchez summarized the findings saying that the residents spoken to all value the Town of Chaplin's character, quietness and small town feel. They found that residents would like to see their ideas and concerns brought out into the open with greater communication and civic involvement between the residents and Town

government. Johanne Philbrick welcomed the new First Selectman and stated that most people in Town are happy but have concerns about the transparency of Town government and feel that residents only know about projects and events after the fact. She asked that James Harrington follow Juan Roman's lead in his transparency with the recent activities surrounding the use of the Old Post Office. Leslie Ricklin suggested a more personal touch with face-to-face interactions. J Harrington stated that all ideas presented at the meeting were positive, appreciated and that everyone is on the same page.

- E. Building/Infrastructure: None
- F. Treasurer Report: Treasurer Diana Alvarez discussed working with a Berkshire Bank Municipal Representative to move funds into money market accounts allowing for an increase of revenue. She reported that her budget for FY 2025-26 has been submitted to include a pay increase with documentation of additional duties. She also reported discussions on Point-of-Sale (POS) devices for the recreation Commission's use. She obtained a Toast device for their use; however, the Rec Commission have already obtained a Square Device and have been using it with the funds going into a Rec members personal bank account and then being transferred via a check to the Town. J Harrington, L Ricklin, J Roman and D Weingart all responded that this cannot be allowed and must stop immediately. While the BOS support the use of a POS device by the Rec Commission, they stated it is critical that security and best auditing practices be in place for its use. J Harrington will reach out to the Rec Chair to discuss. D Weingart said that, given this new information, the Town's financial policy needs to be reviewed and updated if need be.
- 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 20 medical calls and 3 fire related and/or car accidents.
- 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: Nissan North America, Inc./ Rhonda Iacobazzi for \$57.59. L Ricklin seconded the MOTION. All in favor, MOTION carried.***
- B. All Pending and New FOI requests: None
- C. Appointments and Resignations: ***L Ricklin made a MOTION to re-appoint Dave Stone as Tree Warden for a term beginning 12/7/2025 and ending 12/7/2027. J Roman seconded the MOTION. All in favor, MOTION carried.*** J Harrington reported

receiving the resignation of Mike Connor from the Chaplin Historic District Alternate Board effective immediately.

- D. Discussion and possible action regarding a Resolution authorizing the First Selectman to sign an application for a DEEP Urban Green and Community Garden Grant to support the Arboretum Extension and Pollinator Garden Project. ***J Roman made a MOTION to authorize the First Selectman to sign an application for a DEEP Urban Green and Community Garden Grant to support the Arboretum Extension and Pollinator Garden. L Ricklin seconded the MOTION. All in favor, MOTION carried.***
- E. Discussion and possible action regarding a Resolution authorizing the First Selectman to sign an application for a DEEP Recreational Trails Grant to support the Helen Garrison Open Space Project. ***L Ricklin made a MOTION to authorize the First selectman signing an application for a DEEP Recreational Trails Grant to support the Helen Garrison Open Space Project. J Roman seconded the MOTION. All in favor, MOTION carried.***
- F. Discussion and possible action regarding the Draft Town of Chaplin Board and Commission Handbook. J Harrington reported that Administrative Assistant Susan Welshman had created a handbook for Board and Commission members addressing topics like Robert's Rules, the submission of agendas, the submission of meeting minutes and member responsibilities. The Selectman and Town Administrator J Lumpkins had received copies of the draft for review, and all stated that they liked its content and brevity. All felt it will be a useful tool for Chairs and Board and Commission members. ***J Roman made a MOTION to approve the Draft Board and Commission Handbook being passed to the Town Attorney for review before adoption. L Ricklin seconded the MOTION. All in favor, MOTION carried.***
- G. Discussion of Tax Collector Services: J Harrington reported that Tax Assessor Chandler Rose brought the Mansfield Tax Collector to meet him and discuss the possibility of Chaplin using the Mansfield Tax Collector's Office as a shared service. The discussion is in its initial informational gathering phase.
- H. Discussion and possible action on the bid received for a CVFD Forestry Skid Unit: ***L Ricklin made a MOTION to accept and approve the bid received from Kick Ash Skid for a forestry skid unit in the amount of \$17,125.00. J Roman seconded the MOTION. All in favor, MOTION carried.***
- I. Discussion on the health of the Town of Chaplin Community: Selectman L Ricklin stated that she had recently read an AARP report on the epidemic of loneliness in not only the elderly, but all age ranges. She would like to see the caring community of Chaplin remain cognizant of their friends and neighbors' mental health. Outreach ideas were discussed.

6. Old Business

- A. American Rescue Plan Funds: No updates.
- B. Update for the construction of fire pond and dry hydrant: J Harrington reported that he, the contractor and DPW supervisor had come to an agreement pertaining to recent repair to the pond.
- C. Discuss/updates on Bedlam and England Road Bridges: J Harrington reported that it will be approximately six months until the project close out is complete for the England Road Bridge Project. Funding ideas for the Bedlam Road Bridge Project will be discussed at an upcoming BOS Special meeting on 12/12/2025 @ 10 AM.
- D. Discussion on the submittal of Board Reports: Topics discussed included monthly vs quarterly reports, standardizing a report form, staff submission responsibilities and compliance. The BOS will reach out to department Chairs to receive their input on a report process. 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 the two DEEP grants discussed and stated that a magnet should be purchased for the Transfer Station.

8. Agenda Suggestions for next meeting: None

9. Date, Time and Place of next meeting: January 7, 2025 at 7 PM, Chaplin Town Hall.

10. Adjourn: Regular Meeting adjourned at 9:21 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: December 4, 2025

Re: November 2025 Administrator's Update

First Selectman Onboarding

The Town Administrators met with the First Selectmen after the election to discuss expectations and how we can assist. The Town Administrators have ensured to maintain a regular presence in Town, and remain available to assist.

Public Outreach/Communication

Administrator Lumpkins has been working with the First Selectman and the Selectman's Assistant to increase communication with the public. This includes releasing an update on the Old Post Office Building and preparing for the rollout of a Town Facebook in December.

Budget Evaluation

The Administrators are in the process of developing a presentation of their findings. A meeting is being scheduled to discuss recommendations with the First Selectman and Board of Finance Chair before formal presentation in January.

Forestry Skid Unit Procurement

The Forestry Skid Unit Invitation to Bid (ITB) was closed on November 18th with one bid received.

Community Connectivity Project

Round I (Library/Senior Center) plans have been updated and resubmitted to the Department of Transportation (DOT) District 2 office. The plans have been reviewed and a letter stating the plans are acceptable has been sent. Once this letter is received, it will be forwarded as the final piece of our final design package for the release of funds. Procurement will take place this winter, with construction beginning in the Spring of 2026. The Phase II Project was rejected for funding. The State determined the project is not a "transportation facility" at this point. We hope to apply for an updated CIF grant in the Spring.

Arboretum Extension Project

The Arboretum Commission has contracted a landscape professional to draft a conceptual design for the Arboretum Extension Project. Administrator Lumpkins has been working with 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 17th. A meeting with the Program Manager was completed.

Helen Garrison Open Space Project

Administrator Lumpkins has continued working with Dave Stone to develop a plan to reestablish public access to the Helen Garrison Open Space property (S. Bear Hill Road). Lumpkins is working with Town staff to develop an DEEP Recreational Trails Grant application to support planning and construction activities. This grant is due on December 18th. A virtual meeting with the DEEP Greenway Coordinator was conducted with positive guidance.

Ordinance Review

The Town Administrators will be working with the Town Attorney to draft an updated Procurement 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.

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 has been announced 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 250th Grant and will close on January 8, 2026. This grant can support planning for the America 250th Celebration.



NECCOG

Northeastern Connecticut Council of Governments

Ashford - Brooklyn - Canterbury - Chaplin - Eastford - Hampton - Killingly - Plainfield
Pomfret - Putnam - Scotland - Sterling - Thompson - Union - Voluntown - Woodstock

Services through Regionalism

Meetings attended

Calorio

Lumpkins

Board of Selectmen

Board of Finance

Air Line State Park and Trail Alliance Meeting

ERTD Board/Executive Board Meeting

Arboretum Meeting with Landscape Professional

Dear Members of the Board of Selectmen,

The Friends of the Chaplin Library recently hosted a table at Chaplin Day which encouraged visitors to share what they liked about Chaplin and were asked to write "what would make it better". There was a large three panel poster board which had photos of people, places and events which were springboards to encourage responses. Participants could put a heart or star post -it on a photo which was a visual for what they found special in our town. There was also a place for comments.

The results of this informal but significant survey were collated by Sally Zimmerman, Anne Sicilian, Ann Chuk and Diane Sanchez. A copy is attached to this letter. The Library Board of Trustees and Friends of the Chaplin Library see this informal survey as an opportunity for our community to be proactive, to help our leaders make informed decisions about how Chaplin develops.

We would encourage our Selectmen to continue to develop a process for better communication. This might be organizing focus groups with a facilitator or offering events which allow for feedback well before your ideas become our plans. As we discuss the Chaplin Day event, we feel that future productive discussion will help us to have a common vision.

Sincerely,

Chaplin Library Board of Trustees
Friends of the Chaplin Library

Library Board of Trustees Report

November, 2025

1. The library was open 17 days which served 390 patrons (average of 23 people per day)
2. There were 94 Chaplin patrons and 24 from other towns.
3. Circulation was 648 including 337 physical material checkouts and 286 electronic checkouts.
4. In-person attendance for events was about 138.
5. Three new library cards were issued (2 new people and 1 returning after long absences)
6. Teatime book chat was held on Nov. 14 with 7 present.
7. The Interim Director attended a security webinar on Nov. 13 and the Board agreed that there should be a policy to address procedures in the event of encountering disruptive patrons. This will be taken up in the New Year.

Respectfully submitted,

Leslie Ricklin, Library Board of Trustees Chair

Senior Center Monthly Report

Date Nov. 2025

Total number of guests for the month 797

Total lunches served for the month 436

Included

Activities:

Breakfast 40

Fit & Fun 98

Mexican Train 3

Bingo 30

Mahjonn 41

Pickleball 25

Yoga 26

Memoir Group 1

Walking Club 1

Haircuts 1

Massage 9

Country Breakfast
64

Special Activities

Music by Jack + Dixie 30

Cell Phone Help 5

Karaoke 10

Light Therapy 13

Band 15

Open Artist Studio 90