

Municipal Building Usage Ad-Hoc Committee
Special Meeting
MINUTES
September 27, 2018

Members Present: William H. Rose IV, First Selectman; Roxanne St. Jean, Director/Chaplin Senior Center; Sandra Horning, Director/Chaplin Library

Members Absent: Bob Williamson, Chaplin Volunteer Fire Department/Deputy Chief

Others Present: Joe Pinto, Chaplin Volunteer Fire Department/Chief

1. **Call to Order:** Meeting was called to order at 4:04pm

2. **Approval of the June 21, 2018 Special meeting minutes:** Roxanne St. Jean made a **MOTION** to approve the 6/21/18 Special Meeting minutes for the Municipal Building Usage Ad-Hoc Committee. Sandra Horning seconded the **MOTION**. Joe Pinto abstained. All others in favor. **MOTION** passed.

3. **Review Rules & Regulations and Application Templates:** The committee discussed the Tulip insurance policy options offered by CIRMA – examples were discussed and may cost anywhere from \$100-200 a day to get the correct coverage.

Rules & regulations will be completed for community room Senior Center, Garrison Park, Volunteer Fire Dept, and Library. If a Town sponsored event, no insurance is required but must be sponsored by the Board of Selectmen or other Town agency. If they are not available, then the Boards/Commissions may sponsor events for the Town. Mr. Rose suggested all parties be held at the firehouse.

4. **Discuss development of Town policies for each building/area of use.**
Sandra Horning and Roxanne St. Jean updated their regulations and the committee reviewed. They will send the DRAFT documents to the First Selectman's office.

Mr. Pinto made a **MOTION** to approve the Senior Center DRAFT template for rules and regulations. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Ms. Horning made a **MOTION** to approve the Library DRAFT template for rules and regulations. Ms. St. Jean seconded the **MOTION**. All in favor. **MOTION** passed.

Garrison Park rules and regulations were discussed. The same policies will be implemented as the Firehouse regarding use of bathrooms, snack bar, insurance coverage required, cleaning process, etc. A draft document will be created to be voted on at the next meeting.

The Volunteer Fire Department rules and regulations were reviewed and updated. A draft document will be created to be voted on at the next meeting.

5. **Second Audience of Citizens:** None
6. **Agenda suggestions for next meeting:** Finalize Rules & Regulations and Application Templates for review at the next meeting and also add first audience of citizens.
7. **Adjourn:** Meeting adjourned at 5:28pm.

*Respectfully Submitted by Suzanne Gluck
Administrative Assistant*