

**BOARD OF SELECTMEN
REGULAR MEETING
Chaplin, Connecticut
Thursday, February 6, 2020
MINUTES**

Members Present: William H. Rose IV, First Selectman; Anthony Pinto, Selectman; Kenneth Fortier, Selectman (arrived at 7:14pm).

Members Absent: None

Others Present: Dick Weingart, Chairman/Board of Finance; Leslie Ricklin, Ad Hoc Chaplin Bicentennial Committee; Jim Randall, Emergency Management Preparedness Director.

1. **Call to Order:** Meeting was called to order at 7:06pm.
2. **Additions to Agenda:** "Declaration of Surplus" added to 6E under "New Business"
3. **First Audience of Citizens:** Leslie Ricklin handed out a proposal asking for matching funds for an arboretum in town. They can receive a \$3000 match from Sustainable CT once an IOB Go Fund Me page is set up by Sustainable CT. Stage 1 is to plant 20 trees in the fall at Garrison Park and each year 20 more trees will be planted if the funds are available. They could have up to 60 varieties of trees. Mr. Rose will check into the setting up of the funds and also the Board will make a motion under correspondence.

Ms. Ricklin also reported on the Bicentennial celebration. There will be another meeting in March. Eastern University students are working on the new logo. Also discussed was planning on a scavenger hunt and maybe pick a song or poem for the celebration.

4. **Approve minutes of: Board of Selectmen regular meeting on January 2, 2020 and special meeting minutes on January 16, 2020.** Mr. Pinto made a **MOTION** to approve the 1/2/20 regular Board of Selectmen meeting minutes. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Pinto made a **MOTION** to approve the Board of Selectmen special meeting minutes on 1/16/20. Mr. Fortier seconded the **MOTION**. No discussion. All in favor. **MOTION** passed.
5. **Communications and Reports**
 - A. **Trooper Report:** The December statistics were available but not the January ones. Mr. Rose spoke with Lieutenant Sharland to find out what trooper will be assigned to Chaplin and they still didn't get confirmation when Trooper Tucker will be coming.
 - B. **Board Members Reports:** Mr. Rose reported that Connecticut Casket is leaving Chaplin due to an eviction, they also owe 2 years of property taxes. Also, he was invited to tour Ellis Tech – the school was very impressive, and he met with the Chaplin students.
 - C. **Board of Finance Discussion:** Mr. Weingart had a meeting with the auditors today to discuss the 2018-2019 audit. The Board of Finance will be meeting on Monday to approve it. He also reported that according to CCM (CT Council of Municipalities) that the ECS education grant was cut by \$71,000. The assessor reported on the grand list which is down about \$211,000 due to the depreciation of the Algonquin Gas equipment which is about one mill.

The ambulance contract was discussed, and Mr. Rose stated that he discussed quarterly payments to the Town of Windham. We will need contingency to make up any short falls this fiscal year, but Windham will work with us.

The Board of Selectmen will be presenting their budget on 3/9 and the Board of Education will be the following Monday.

- D. Correspondence:** Mr. Rose read an email stating we passed the preliminary State audit in preparation of the potential FBI audit regarding the fingerprinting process for pistol permits, new employees, etc.

Also discussed was an email sent by a Mansfield resident and a complaint of excessive shooting at 61 and 71 Nollett Road. They shoot for 6 hours non-stop on Sundays which is affecting the resident's quality of life. The police looked into the complaint and the tenants are in compliance of target shooting. A petition was circulated and turned into to office and it is requested that the Board of Selectmen draft a letter to the landlord/s of the properties to address the issue. Mr. Pinto made a **MOTION** to send a letter to the owner/s of 61 & 71 Nollett Road requesting they address the shooting issue with the tenants. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

Regarding the correspondence received from Sustainable CT for funding of the arboretum, we will advertise to help raise funds.

- E. Building/Infrastructure:** Mr. Rose had a key/fab system installed for the Community Center at the Senior Center for easy access to the room. The Board agreed it is time to start advertising that the room to get more use.
- F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report:**
None

6. New Business

- A. Tax Collector Refunds:** None
- B. Resignations/Appointments:** Mr. Rose read the resignation from Eunice Edelman from the Library Board of Directors. He spoke with Victor Boomer; Chair of the Library Board and he may have another resignation and someone to appoint.

Mr. Rose made a **MOTION** to appoint Karen Carrancio as the Chaplin representative to the Eastern Regional Tourism District. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

- C. Discussion and possible action to resolve that in order to merge two contiguous parcels owned by the Town of Chaplin so that they be legally considered as a single merged lot, namely "the William Ross Library" at 57 Chaplin Street and the rear lot directly behind it, for usefulness and possible sale, the Selectmen will forthwith execute and record in the Town Land Records an Affidavit of Title expressing their intent to merge the parcels, plus a survey to be commissioned, completed and recorded later.** Mr. Rose explained that at the last town meeting it was voted to pursue the sale of the William Ross Library. We need to have a survey done and the neighbor has agreed to an easement for a driveway. Eastern Highlands District has looked at the area regarding placement of a septic system once the two parcels are merged, we will then have a saleable property. Mr. Fortier read the resolution (see attached). Mr. Rose made a **MOTION** to

approve the resolution to Merge Two (2) Town owned Lots located at 57 Chaplin Street, Chaplin CT. Mr. Pinto seconded the **MOTION**. No discussion. All in favor. **MOTION** passed.

- D. Discussion and possible action to reallocate an obsolete radar gun to the Chaplin Recreation Commission.** This radar gun is obsolete and according to Trooper Manbeck they are often donated to baseball teams so they can clock pitches. Mr. Rose made a **MOTION** to reallocate the obsolete radar gun to the Chaplin Recreation Commission. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
- E. Declaration of Surplus:** Mr. Pinto made a **MOTION** to declare the 1986 F600 Ford rescue truck with VIN # 1FDNF60H9GVA40101 as surplus equipment. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

7. Old Business

- A. Discussion regarding England Road Bridge Project:** Mr. Rose reported that he received notification of scheduling of the borings by Close, Jensen, and Miller. Next is a public hearing with proposed costs at the Town meeting. We will need to come up with 20% of funding, 80% will be Federal Funding. At this time there is no STEAP funding which would cover the 20% but he will keep checking.
- B. Discussion regarding North Bear Hill Drainage Project:** This project is on hold until the Spring and will be completed. The Town Attorney, Dennis O'Brien is working on a drainage easement for the Johnson property.
- C. Discussion regarding Bedlam Road Bridge Project:** DPW is photographing and monitoring the cracks in the wingwalls to see if they are moving.
- D. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** See earlier discussion
- E. Discuss All Pending and New FOI Requests:** None
- F. Discussion regarding the Department of Public Works:** Mr. Rose reported that everything is going smoothly, and they are getting a lot done with this warmer weather. The new employee is fixing the chipper.
- G. Discussion on Hampton/Chaplin Ambulance Corp.:** Service with Willimantic/Windham started on 2/1 and we already had 4 calls; response time was very quick. Hampton/Chaplin Ambulance Corp is no longer responding and the PSAR was relinquished to OEMS.
- H. Discussion regarding the move of the Emergency Command Center:** The antenna will be installed in the original location at the firehouse once the concrete pad is put in.
- I. Discussion regarding shared and contracted services.:** None
- J. Human Resources:** Mr. Rose reported that the Treasurer's job description was updated to match the town's financial procedures manual. The Board discussed experience required for the position. Mr. Pinto made a **MOTION** to approve the Treasurer's job description dated

12/31/2019. Mr. Fortier seconded the **MOTION**. All in favor. No discussion. **MOTION** passed.

- K. Discussion regarding FY2020-21 Budget:** Mr. Rose will work on the budget next week with Val Garrison, Finance Manager, then send out to the Board to review before they meet to finalize the budget.

- 8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Mr Randall asked about the broken fan in the Community Center. Mr. Rose stated it hasn't been fixed yet. Mr. Randall said that he never heard about the two parcels at the Ross library until today. Mr. Rose stated it was recently discovered it was two parcels, not one that the town owns so they need to be combined first in order to get the property saleable. Mr. Weingart asked about the health insurance and status of the bids. Mr. Rose reported they received some preliminary bids – current provider ConnectiCare is a 5% increase, others came in lower, but a cap must be set so they don't come in low the first year and have a large increase the next year. Mr. Weingart also asked on the status of an assistant for the Finance Office and Town Clerk. He also asked how the Board will handle a salary for the Deputy Treasurer. Mr. Rose stated that the Town Clerk may increase the budget for her assistant but for the Finance Manager a backup from central office was discussed but not budgeted at this time. As far as the Deputy Treasurer goes it has always been a paid position included in the duties of the Administrative Assistant. Will the Treasurer budget a new line item or compensate the new deputy from her salary?

9. 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 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 on Hampton/Chaplin Ambulance Corp.
Discussion regarding the move of the Emergency Command Center
Discussion regarding shared and contracted services.
Human Resources
Discussion regarding FY2020-21 Budget

- 10. Date, time, and place of next meeting (March 5, 2020 at 7:00pm, Chaplin Town Hall).**

- 11. Adjourn:** Meeting adjourned at 8:51pm.

*Respectfully submitted by Suzanne Gluck
Administrative Assistant/Recording Clerk*

RESOLUTION

To Merge Two (2) Town owned Lots located at 57 Chaplin Street, Chaplin CT

WHEREAS, the small front lot owned by the **Town of Chaplin** at 57 Chaplin Street containing the "William Ross Library" and the larger unimproved rear lot behind the "William Ross Library" lot also owned by the Town have been vacant and of little or no use for many years, it is in the best interests of the Town that the two lots be legally merged so they may be marketed, sold, and put to good use for a potential new owner and the benefit of the people of the **Town of Chaplin**;

WHEREFORE, be it **RESOLVED** that this Board of Selectmen in order to effect the merger of these two contiguous parcels owned by the **Town of Chaplin** so that they be legally considered as a single merged lot from this day forward, will execute forthwith an **Affidavit of Title** expressing their intent to merge said parcels into one lot, to be recorded in the Land Records of the **Town of Chaplin**, plus a survey to be commissioned, completed and later recorded as well.

Duly enacted this 6th day of February 2020.



William H. Rose IV, First Selectman



Selectman Anthony J. Pinto, Jr.



Selectman Kenneth P. Fortier