

BOARD OF SELECTMEN
Regular Meeting
Thursday, February 6, 2014
MINUTES

2-13-14 1:32pm
RECEIVED
CHAPLIN

Asst. TOWN CLERK

Karen O'Gorman

Members Present: William Rose, Irene Schein and Karen O'Gorman, Administrative Assistant and Recording Secretary. Absent: John Smith

Others Present: Andrew Daniels, Treasurer, Jim Randall, EMD

Regular Meeting

1. Call to Order

Bill Rose called the meeting to order at 7:00 pm

2. Additions to Agenda

Bill Rose made a motion to add 5D - Correspondence back to the agenda. Irene Schein seconded. All were in favor.

3. First Audience of Citizens

There was no first audience of citizens.

4. Approve Minutes of Regular Meeting October 3, 2013 and Special Meeting of October 10, 2013.

Irene Schein made a motion to approve the special meeting minutes of January 6, 2014. Bill Rose seconded. All were in favor. Irene Schein made a motion to approve the special meeting minutes of January 14, 2014. Bill Rose seconded. All were in favor.

4A. Discussion on Fire Truck and Potential Action to Approve the Contract

Chris Bray gave a copy of the contract to the Board. As he was reading through it, everything is addressed to the Chaplin Fire Department and not the Town of Chaplin. He will have them edit that and send it out tomorrow. It is a contract for a custom pumper. He and two others drove to Alabama to look at the truck. The original asking price for the truck was \$250,000 and now it is at \$262,800. The price on the front part is to purchase the truck and everything on it. Mr. Smith asked about cold weather gear on the truck. Mr. Bray said the plan was to purchase chains for all the trucks. The warranty is for one year but the fire department will have the warranty continued. The estimated time of arrival for the truck will be a couple of months. Mr. Bray noted that no down payment is required. We should have a check ready in January. Mr. Rose asked about the tanker and Mr. Bray said that the tanker is being refurbished. Mr. Bray will email Mr. Rose with the changes to the sales agreement.

5. Communications and Reports

A. Trooper Report – January 2014

The Board reviewed the Trooper Reports for January from the Resident State Trooper and from Troop D.

B. Board Members Reports

Mr. Rose said that, due to the recent activity at the transfer station with mattresses, the Town has decided to add mattresses to the fees. We have added a \$10 charge for a mattress or box spring. Irene Schein made a motion to include a fee for our transfer station of \$10.00 for each mattress or box spring. Mr. Rose seconded. All were in favor.

C. Board of Finance Discussion

Bill Rose wanted to address a request for pricing to do a two-year budget projection by MAWC for the Board of Finance. There have been numerous discussions on this subject over the years. Dick Weingart feels very strongly about continuing this process. Mr. Rose feels we can use the numbers from the previous year, watch the Governor's budget projections for revenues and do our own projections. Andrew Daniels, the Town Treasurer has offered to work with the Town Hall staff to get that done. Mr. Daniels has already discussed working with the Board of Finance and the Accountant to take care of the revenue section and then once the other boards and agencies turn in their budgets, then we should be covered. Irene Schein made a motion for the BOS not to support expenditure for any projections for the budget and that the budget projections are to be done in house. Bill Rose seconded it, no further discussion. All were in favor. Mr. Rose and Mr. Daniels will attend the Board of Finance meeting on Monday.

Mr. Rose spoke about the Grand List information that he received from Chandler Rose, Chaplin Assessor. The 2012 Grand List was at 171,911,300 and the 2013 Grand List is at 149,035,700. It will take close to five mils to collect the same revenue. The Grand List Totals are attached to the minutes.

D. Correspondence

Mr. Rose reported that he had received an update from the Chaplin CREW. That update is attached to the minutes. Mr. Rose also reported that the Town of Chaplin is involved in the Section 8 HUD voucher program. The Mansfield Housing Authority is the agency that handles this program. There were 149 vouchers for our jurisdiction, which includes Ashford, Chaplin, Coventry, Mansfield and Willington. Due to sequestration, their funding has been cut. They would like to have a meeting to talk about the situation and they would like the towns to contribute the extra funds. The meeting will be held on February 13th. Mr. Rose will talk to the Willington and Ashford first selectmen to see if there is a big need for this.

6. Old Business

A. STEAP Grant (Darling Pond, North Bear Hill Bridge)

Mr. Rose reported that we had some bad news regarding the Darling Pond Dam. The engineering firm came in on budget but by their estimates, the total dam construction would be over \$492,000 and the town only has \$300,000. The town would need to

come up with \$200,000 to finish this project. The dam is high priority and in the next round of STEAP grants, instead of using the grant money for other projects, we would need to use it to finish the dam project. In order to save some money, he will have the Public Works Department do some of the land clearing in there and do some of our own work here and there but most of the work, the town really can't do. With regard to the North Bear Hill Bridge, the town negotiated the final fees for the completion between the state and WMC. It will be next year before construction. The town has received the Right of Way Agreement from DEEP.

B. Community & Economic Development Commission

Mr. Rose had a visit from Gregory Lewis. He would love to do an open house with the town. He would talk about the different things that are available. There are a lot of different programs, such as loan programs, no cost help on an advisory basis. Ms. Schein also suggested that they invite Roberta Dwyer. We need to try to find a date and work on this and do the open house in September after our budget process and town meeting are completed. The Board should also have a special meeting to work on this.

C. Energy Efficiency Project to the Library/Senior Center

Mr. Rose said that John Smith was working on a lighting program for the Senior Center/Library. Mr. Rose also noted that the heating bill for the library has gone crazy. He is having new thermostats ordered. He also asked Jessica Jahnke to get a quote for window quilts. He would like to put a vestibule in the library. The heating systems are not working correctly. Ms. Schein asked if the town could get a STEAP grant for the work to be done.

D. Discuss All Pending and New FOI Requests

At this point, Dennis O'Brien asked Mr. Rose to go back into Google groups and get all the documentation as to what the security policies were, etc. So he went back in and for some reason, he had access. He printed out the list, sent it to Atty. O'Brien and he put together a letter and sent it to Bill Jenkins so now we are off the hook on the Google groups thing. All we have to do is fulfill the training measure. Atty. O'Brien set up a tentative date of March 18th for FOI training. Since it was tentatively scheduled for a Tuesday afternoon, which is generally very busy, Mr. Rose asked him to reschedule the training. No one has filed any FOIs.

E. Update on Progress Report on the Cohen Project

There has been no progress on the Cohen project. Something needs to be done about that before town meeting if we are going to do some sort of presentation. Mr. Rose was going to ask Atty. O'Brien what he thought about protecting that property.

F. Budget Discussion

It is ongoing with the budget. Mr. Rose said that he had a conference call today regarding the medical insurance and it wasn't good. It looks like we are going to

potentially have a 15% increase in the medical insurance and it could go as high as 20+%. We have had a large increase in claims which hurt our rating. Our other insurance is only going up about 3%. He is still waiting for more figures to come in. He has a meeting with the ambulance corps on the 18th. It looks like we are going to have fairly reasonable increases. Mr. Rose would like to get more tree trimming money this year. He also would like the burning official and the tree warden to have the same salary. In addition, he would also like the sexton to receive the same as the other two.

G. Employee Handbook Policies

Nothing has been done on this to date.

7. New Business

A. Tax Collector Refunds

Irene Schein made a motion to refund Andrew C. Rowley \$7.91 for overpayment of taxes. Bill Rose seconded. All were in favor.

B. Resignations and Appointments

Mary Healy submitted her resignation as Municipal Agent for the Elderly and Mr. Rose also received a letter from Ms. O’Gorman stating that she will be retiring on May 29, 2014. With regard to appointments to the School Working Group, we had a meeting with Milone & MacBroom. It was decided to have in the working group, one member from the Board of Education, one member from an administrator or teacher from that school, one member from somebody who serves on a town board and a parent of a student in the school. He reached out to Angelina Pearce of the Board of Education and asked her to figure out who they want to represent the Board of Education and then what teacher. He is waiting to hear back about that. The Board needs to appoint that group for both schools soon.

C. Resolution regarding the Chaplin Airline Trail

The Chaplin Airline Trail had a three year limit on it and Mr. Rose asked for an extension on it to go for one more year. A new resolution needs to be approved for the Chaplin Airline Trail. Irene Schein made a motion to authorize William H. Rose IV to enter into a contract with the DEEP for work on the Airline Trail. Bill Rose seconded. All were in favor. Mr. Rose said that the town has to hire a contractor to do the work on the trail.

D. Resolution regarding the Withdrawal of the Town of Chaplin from WINCOG

The town was sent a sample resolution from OPM for the Town of Chaplin to withdraw from WINCOG. The resolution needs to be approved at a Board of Selectmen meeting and then to town meeting. Irene Schein made a motion that the Board of Selectmen approve the withdrawal of the Town of Chaplin from WINCOG, effective June 30, 2014 and be brought to the town legislative body for final approval. Bill Rose seconded. All were in favor.

8. Other Business

Bill Rose wanted to report on the regional animal control services that we are using with NECCOG. So far, he has not heard any negative feedback and their website is very effective. It lists animals that are up for adoption and all this is at a very substantial savings. Ms. Schein, at some point in the spring, would like to go to the facility to look at it. With regard to the Tower Hill Road Bridge, there is money in the CIP and Mr. Rose has asked Towne Engineering to give an estimate as to the cost. The town is going to do the excavation work ourselves. The work will start in the summer and the bridge will be closed for two months. Mr. Rose also reported that the tax collections went well. The overdue notices are going out tomorrow and he has gotten much positive feedback.

9. Second Audience for Citizens

Jim Randall wanted to know if the Tower Hill Road Bridge is going to be widened. Mr. Rose said it would be two feet wider. Mr. Randall also had comments with regard to the vouchers for the Section 8 housing.

10. Agenda Suggestions for Next Meeting

STEAP Grant (Darling Pond and North Bear Hill Road Bridge)
Community and Economic Development Commission
Energy Efficiency Project for the Library/Senior Center
Discuss All Pending and New FOI Requests
Update on Progress Report on the Cohen Project
Budget Discussion
Employee Handbook Policies
Tax Collector Refunds
Resignations and Appointments

11. Date, time, and place of next meeting

The next meeting of the Board of Selectmen will be March 6 @ 7:00 pm @ the Town Hall

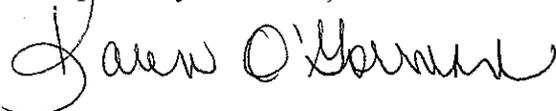
12. Executive Session – Merit Raise for Library Director

The Board entered into executive session at 8:00 pm and came out of executive session at 8:15 pm.

13. Adjourn

The meeting adjourned at 8:15 pm.

Respectfully submitted,



Karen O'Gorman
Recording Secretary

**Chaplin CREW Update
to
Chaplin Board of Education
February 2014**

- CREW's Result Statement is: "**All Chaplin Children Birth to Age 8 are Healthy and Successful Learners.**" The Result Statement represents the quality of life conditions we want for all our youngest children.
- On December 9, 2013 the **Board of Finance approved \$2,250** for a Chaplin team to be trained in the **Result's Scorecard** (a web-based data storage system), purchase a user license and support the local work. This platform will allow Chaplin to follow data trends, analyze data and share information more readily with the community. The team to be trained is: Greg Dion (Technology Director), Sandra Frizzell (Discovery Coordinator) and Dan White (CES Principal). The initial phone conference with Zachary Epps, Scorecard Consultant from Results Leadership Group, LLC took place on February 4, 2014.
- On January 10, 2014 The William Caspar Graustein Memorial Fund notified CREW that they had been approved for **Option 1 funding**. With this designation, the WCGMF will match the \$2,250 from the Town of Chaplin and \$15,068 for redeployed staff for a total of **\$17,318** in additional grant funding. This brings the total award to Chaplin, for the period of July 1, 2013 to June 30, 2014, to \$42,318. The newly matched funds will go toward implementing strategies and supporting the infrastructure so Chaplin can ensure the best outcomes for our children.
- Chaplin Elementary School and Chaplin's Carelot Children's Center have both agreed to participate in the **2014 Early Childhood Health Data Institute**. This is a regional collaborative effort of towns in the Eastern Highland Health District and Tolland County to gather data from Yellow Health Forms on the health of our three and four year old children. We will be able to compare Chaplin's data to our region and a sampling of statewide data. This Institute takes place from February- June 2014. All information is de-identified before it is released to CHDI, protecting the confidentiality of our children and families. The 2014 Institute will address the following:
 - Develop and implement strategies to help parents complete page 1 of the yellow form.
 - Identify barriers and develop strategies to assist health care providers in completing pages 2 and 3 of the yellow form so programs have a more complete health profile on children.
 - Develop and implement strategies to disseminate an existing Spanish version of the yellow form for parents.
- Chaplin CREW is developing a **marketing plan** so community members have a better idea of what we do. Part of the plan will include quarterly publications to the town, one of which will be a Community Report Card on the well-being of Chaplin children. Additionally, we intend to use social media, periodic information blasts to families and our website: Chaplinkids.org, to provide parenting tips and information to families.



**TOWN OF CHAPLIN
INTERDEPARTMENTAL MEMORANDUM
OFFICE OF THE ASSESSOR**

DATE: January 28, 2014
TO: WILLIAM H. ROSE IV, FIRST SELECTMAN
FROM: CHANDLER ROSE, ASSESSOR
SUBJECT: 2013 Grand List Totals

Bill, the following are the Grand List Totals for the October 1, 2013 list. It equates to an overall decrease of 22,875,600 in assessment (13.3% rounded) from the 2012 Grand List.

	<u>2012 Grand List</u>	<u>2013 Grand List</u>
Real Property:	147,356,560	123,724,210*
Motor Vehicle:	15,689,250	16,132,410
Personal Property:	<u>8,865,490</u>	<u>9,179,080</u>
Net Grand List:	171,911,300	149,035,700
TOTAL:	171,911,300	149,035,700

*Real Estate total result of completed state mandated Revaluation