

**BOARD OF SELECTMEN
REGULAR MEETING
CHAPLIN, CONNECTICUT
Thursday, March 5, 2015
Minutes**

Members Present: William H. Rose, Irene Schein, John Smith, Suzanne Gluck, Administrative Assistant and Recording Secretary.

Members Absent: John Smith joined the meeting at 8:40pm.

Others Present: Jim Randall, Emergency Management Director

Regular Meeting

1. Call to Order

Bill Rose called the meeting to order at 7:08pm.

2. Additions to Agenda

None

3. First Audience of Citizens

None

4. Approve minutes of: Regular Meeting Minutes of February 5, 2015 and Special Meeting Minutes of February 25, 2015

Irene Schein made a motion to approve the February 5, 2015 minutes. William Rose seconded the motion. Mr. Rose asked to make an amendment to section 8a. He asked to change "No Free" to "No Freeze" and also to change the amount under 8a. for the Windham Regional Community Council from \$1100 to \$1000. All in favor.

Irene Schein made a motion to approve the February 25, 2015 minutes. Mr. Rose seconded the motion. All in favor.

5. Communications and Reports

A. Trooper Report – February 2015

Bill Rose reviewed the Trooper report for February 2015. Ms. Schein asked what non-reportables meant. Ms. Gluck stated according to Trooper Black it means patrol checks, suspension incident, etc. when no report was written.

B. Board Members Reports

Bill Rose stated after approving the CON SERV project for DPW and the Eversource Community grant program we are close to the \$5000.00 grant. John Smith will be talking to the representative from Eversource to see what programs are available.

C. Board of Finance Discussion

None

D. Correspondence

None

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E. Building/Infrastructure

Bill reported that there has been no more information about the STEAP funds being moved from one bridge project to another, still with OPM. Town Engineering quote came in to get a budget number on the stretch from North Bear to Singleton Road. He will try to get another competitive quote to get a better idea of costs for the budget.

Bill Rose reported that for the museum move funds will be put aside in CIP, we put together a museum committee and they filed 501C to be tax free. Dick Weingart mentioned at the BOF meeting since we sold the Grange to use this money to move the museum. He asked to put a committee together. Mr. Rose asked a few town members and did not get anyone yet to join. He will continue to coordinate the move, getting it out to bid for quotes so the Board of Selectmen can decide on what to do. Discussion continued on where it will be moved and the side of the library makes most sense – power available, it is a nice area. The existing location will be cleaned up and hedges taken care of. Mr. Rose also suggested talking to DOT to get rid of the merger so people slow down. A lot of the work can be done by our DPW staff regarding clean up.

F. Discussion regarding Recreation Commission

None

6. Old Business

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

Mr. Rose reported that not much is happening right now. He is still trying to move STEAP funds from one bridge to another. Still in the middle of engineering, we had one issue about trying to find a contractor for the endangered species work. Engineering submitted their 70% design and waiting for approval from the State which came in about a week ago, it was expected in December. During this time they requested funds for the endangered species study which would cost \$11,000.00. The State came back and stated we have to hire a minority or handicapped contractor and to include three quotes.

B. Discuss All Pending and New FOI Requests

None

C. Discussion regarding Shuba Lane

Bill Rose reported that the February court date was postponed to a later date.

D. Annual Budget/CIP review and discussion.

Irene Schein made a motion to move agenda item from 6D to 7F so John Smith can be present for the discussion. Bill Rose seconded the motion.

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E. Status of School Study

Bill Rose reported that an agenda has been sent out regarding the meeting scheduled for March 12, 2015. The public can see the presentation but this meeting is more for the Boards of Education of the towns to ask their questions to Milone & MacBroom. Mr. Rose stated that the public will have another meeting to ask questions. He will send out an informational email via Google groups as a reminder.

7. New Business

A. Tax Collector Refunds

None

B. Resignations/Appointments

None

C. Mowing Bids – Review Mowing Bids for 2015-2016 fiscal year

Bill Rose reported that only one bid came in and it was the same contractor, K&M Lawn & Garden, which did the mowing last year. His bid is higher than last year but it is still within the parameters of other bids that were submitted last year. Ms. Schein stated that if he did a good job and price is right then she is fine with him receiving the bid. Mr. Rose stated that as these costs go up, it may be time to look into hiring another DPW employee and start maintaining the mowing with the town crew. Equipment would need to be purchased and there would be additional cost of salary and benefits to the new employee. Ms. Schein asked that this be added to the next agenda for further discussion.

D. Personnel Discussion – Accrued Vacation Time

Mr. Rose reported that some employees had an excess of vacation time that was accumulated over the years. The previous Administrative Assistant used up her time prior to leaving, but Mrs. Val Garrison has 136 vacation days on the books that still needs to be used. Mr. Rose is proposing to offer a payout for half of her 136 vacation days. She will get paid in the amount of \$6293.40 for 34 days in FY 2014-2015 from the contingency fund. Mrs. Garrison will also be paid for another 34 vacation days in FY 2015-2016 out of the vacation budget in the amount of \$6293.40. Due to the pay out at today's pay rate, she will forfeit 34 days of the remaining 68 days, leaving her a balance of 34 days (separate from her regular earned time) which will need to be used over the course of the next two years, or they will be forfeited. Bill Rose will have Town Attorney, Dennis O'Brien, draft an agreement letter and Mrs. Garrison will have 10 days to review and give an answer. The Board of Finance should also receive notice of this proposal. Irene Schein made a motion to offer the proposed settlement to Mrs. Garrison. John Smith seconded the motion. All in favor.

E. Discussion regarding Medical Insurance changes: Anthem vs. ConnectiCare

Bill Rose reported that medical insurance for employees went out to bid. We have been with Anthem for 18 years, this year their increase is approximately 15.5% from last year.

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ConnectiCare came in at 9.5%, and dropped it more to 8.5% so the group decided to go with ConnectiCare. The benefit package is the same as Anthem. Now that we have a number for the medical insurance we can move forward with labor negotiations with the union for the DPW employees. The town labor attorney has been contacted and we can present this at negotiations. Mr. Rose contacted the BOE Chair, Alycia Sanders, Ken Henrici and MDG representative and noted there are 9-10 options in the policy and asked MDG rep if the Town of Chaplin can adopt one of the other plans in ConnectiCare and eliminate current plan we have and if there is potential so save on this consolidation and she said yes.

F. Annual Budget/CIP review and discussion. (moved from Agenda Item 6D)

The Board of Selectmen reviewed the following budget numbers:

- General government: reduction in budget due to Mirma assessment is paid, down to \$7000. One number that could change is the paramedic line item – from \$2300 to \$3000 because unsure where the negotiations with Windham Hospital and a group of representatives from WINCOG will go.
- Building grounds and maintenance: small increase due to mowing bids that came in today.
- Electricity: reduced to \$10,000
- Web development/IT Support: we will be replacing server software from 2003 and 2012 and replace server, same budget as last year, \$4000
- Employee fringe and costs: Reduction in health insurance costs due to Administrative Assistant and not taking medical insurance, going from \$152,000 to \$136,000. Personal/Vacation time increase to \$18,900 has Val Garrison's payout built in. Still need to do labor negotiations with DPW then will discuss other salary increases. So for now funds set aside in the contingency fund for salary increases once it is decided.
- Health Insurance: Has the 8.49% ConnectiCare increase built in.
- Town memberships: Meals on Wheels added from last discussions, \$310 increase from last discussion. Area trail maintenance program is the agreement to use different equipment from Coventry and the \$250 is yearly maintenance on this equipment, different towns share total costs. We can also rent equipment at a reduced price. This was in public works budget and moved to memberships instead. NECCOG is much more expensive now.
- Transfer station: overall increase of \$2000 due to trucking increases, hauling of bulky waste and household chemical disposal.
- Public works: doesn't show salary increases. Salt increase due to prices going up, hard to budget from this winter due to the unusual amount of storms. Sand remained the same as last year. We are applying for FEMA funds again this year, received \$7500 a few years ago which helped. Fuel has increased due to prices going up.
- Sanitation: increase from last year due to increase of contract.

Irene Schein made a motion to present the final budget (see attached) to the Board of Finance on March 9, 2015. John Smith seconded the motion. All in favor.

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8. Other Business

A. Proclamation – Girl Scouts

John Smith read proclamation. Mr. Rose signed the proclamation stating that March 12, 2015 as Girl Scout Day.

9. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.

Jim Randall suggested for the museum move that the foundation not be a cement slab but a basement to store artifacts. Mr. Randall also reminded the BOS about the removal of old oil furnace and asbestos in the Library. Mr. Rose talked to the Building Official and suggested it should not be disturbed. Mr. Randall asked if MID NEROC was contacted regarding setting up a recycling day to drop off hazardous materials. Mr. Rose stated that residents can always drop off at the Transfer station but he will contact them for a special day.

10. Agenda Suggestions for next meeting

Communications and Reports

Trooper Report
Board Member Reports
Board of Finance Discussion
Correspondence
Building/Infrastructure
Discussion regarding Recreation Commission

Old Business

STEAP Grant (Bedlam, Darling Pond, North Bear Hill Road)
Discuss All Pending and New FOI Requests
Discussion regarding Shuba Lane
Status of School Study

New Business

Tax Collector Refunds
Resignations/Appointments
Salary Discussion – Employees
Discussion Regarding Mowing Services – Contract vs. In house

11. Date, time, and place of next meeting (April 2, 2015 @ 7:00pm @ the Town Hall)

12. Adjourn

Meeting adjourned at 8:24pm

TOWN OF CHAPLIN

11/25/2014

3/5/2015

Budget Request for FY 2015-2016

AGENCY NAME: GENERAL GOVERNMENT

ACCOUNT	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 Budget	2015-2016 REQUEST	2015-2016 BOF REVIEWED
20125	Ambulance Assessment	12,000.00	24,000.00	24,000.00	24,000.00	
20130	Bank Service Charges	0.27	1,149.90	100.00	200.00	
20135	Cellular Phones	1,272.35	1,510.72	1,400.00	1,400.00	
20150	Chaplin Special Needs	0.00	194.95	500.00	500.00	
20152	CREW Funding	N/A	1,740.00	0.00	0.00	
20156	Contracted Services					
20156.1	School Study	N/A	N/A	N/A	N/A	
20156.2	Contracted Services - Chaplin/Mansfield Bd	N/A	12,791.17	10,000.00	10,000.00	
20160	Donations	0.00	0.00	200.00	200.00	
20175	Eastern Highlands Health District	10,422.60	10,570.60	11,030.00	11,403.00	
20180	Flags	2,850.10	408.18	800.00	800.00	
20225	Insurance - CIRMA					
20225.a	LAP			35,000.00	35,000.00	
20225.b	Crime			886.00	900.00	
20225.c	Workers Compensation			26,266.00	26,100.00	
20225.d	Workers Compensation Audit			2,500.00	5,000.00	
20225.e	Bond Renewals			1,200.00	1,200.00	
20225.f	MIRMA Assessment			7,000.00		
20225.1	Auto	6,965.00		Above		
20225.2	Boiler	0.00		Above		
20225.3	Bond Renewals	273.00	1,724.00	Above		
20225.4	General Liability					
20225.a	Employment Practice Liability	3,405.00		Above		
20225.b	Excess Liability	3,874.00		Above		
20225.c	General Liability	7,287.00	25,671.00	Above		
20225.d	MIRMA Assessment	4,275.25	8,942.25	Above		
20225.5	Property, Inland Marine, Crime	10,900.00	4,660.00	Above		
20225.6	Public Officials	2,354.00		Above		
20226	Volunteer Fire					
20226.a	Volunteer Fire - Auto	7,071.00	8,256.00	10,425.00	10,700.00	
20226.b	Volunteer Fire - Inland Marine	0.00	0.00	3,800.00	3,914.00	
20226.c	Volunteer Fire - Umbrella	2,750.00	3,200.00	3,500.00	3,600.00	
20225.9	Workers Compensation	30,530.00	24,530.00	Above		
	Workers Compensation Audit	2,788.00	1,361.00	Above		
	Subtotal-Insurance:	81,572.25		89,577.00		
20250	Legal Fees	3,020.50	6,660.00	3,000.00	3,000.00	
20260	Municipal Agent for Elderly	1,200.56	1,650.77	1,800.85	1,801.00	
20280	Official Records Destruction	0.00	0.00	200.00	200.00	
20300	Paramedics	2,311.00	2,298.00	2,300.00	3,000.00	
20350	Probate Court	695.00	649.00	760.00	630.00	
20375	Town Counsel Retainer	8,400.00	9,000.00	9,000.00	9,000.00	
20385	Training	0.00	0.00	200.00	200.00	
20425	911 Dispatch Fees	4,436.32	5,022.83	5,023.00	4,862.00	
	Total:	\$128,180.95	\$155,890.57	\$159,890.85	\$157,610.00	
	Approved by Board of Finance for		FY: 2015-16:	11/25/2014		\$0.00

TOWN OF CHAPLIN

11/25/2014 3/5/2015

Budget Request for FY 2015-2016

AGENCY NAME: EMPLOYEE FRINGE BENEFITS & COSTS

ACCOUNT	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 REQUEST	2015-2016 BOF REVIEWED
31505	Annuity Match	10,610.24	10,580.63	13,761.00	15,261.00	
31510	Drug & Alcohol Testing	375.00	375.00	450.00	450.00	
31515	Employee Benefits					
31515.1	Bereavement Time	825.92	0.00	1,600.00	1,600.00	
31515.2	Clothing Allowance	1,744.91	763.92	1,200.00	1,200.00	
31515.3	Food Reimbursements	493.44	425.10	400.00	425.00	
31515.4	Health Insurance	132,877.92	123,388.91	152,000.00	136,000.00	
31515.5	Holiday Pay - 13 Days	6,688.24	6,780.40	6,925.00	6,925.00	
31515.6	Life Insurance	856.80	907.20	1,100.00	1,100.00	
31515.7	Sick Time	6,114.18	7,150.92	6,400.00	6,400.00	
31515.8	Personal/Vacation Time	11,336.08	13,213.84	12,418.00	18,900.00	
31517	Payroll Expenses	3,080.30	2,990.73	4,000.00	4,000.00	
31520	Social Security	38,094.42	37,420.12	42,000.00	42,000.00	
31525	Unemployment Compensation	5,225.00	2,500.96	6,000.00	2,000.00	
	Total:	\$218,322.45	\$206,497.73	\$248,254.00	\$236,261.00	
Approved by Board of Finance for		FY 2015-16	11/25/2014	0.00		

TOWN OF CHAPLIN

11/25/2014 3/5/2015

Budget Request for FY 2015-2016

AGENCY NAME: TOWN MEMBERSHIPS

ACCOUNT	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 REQUEST	2015-2016 BOE REVIEWED
44050	ACCESS Agency	500.00	500.00	500.00	500.00	
44055	Area Trail Maintenance Program	250.00	250.00	0.00	250.00	
44100	Chaplin Section 8 Housing (New FY 14-15)	0.00	0.00	1,463.00	1,463.00	
44101	COST	725.00	725.00	725.00	725.00	
44102	Covenant Soup Kitchen	100.00	100.00	100.00	200.00	
44103	Dial-a-Ride	4,959.00	4,959.00	3,800.00	3,990.00	
44104	Meals on Wheels	293.00	308.74	310.00	310.00	
44105	NECASA (Substance Abuse)	338.00	345.75	346.00	576.25	
44106	No Freeze Shelter	200.00	200.00	200.00	400.00	
44107	Sexual Assault Crisis	700.00	700.00	800.00	825.00	
44108	United Social & Mental	1,614.00	1,613.50	1,614.00	1,614.00	
44109	VNA East (Service ends FY 13-14)	500.00	755.00	0.00	0.00	
44110	Walking Weekend-Last Green Valley	0.00	250.00	250.00	250.00	
44111	WINCOG/NECCOG	1,764.00	2,070.50	2,766.06	4,210.00	
44112	Windham Reg Comm Council - VA	1,000.00	1,000.00	1,000.00	1,100.00	
	Total:	\$12,943.00	\$13,777.49	\$13,874.06	\$16,413.25	
Approved by Board of Finance for		FY 2015-16		11/25/2014	\$0.00	

TOWN OF CHAPLIN

11/25/2014 3/5/2015

Budget Request for FY 2015-2016

AGENCY NAME: TRANSFER STATION

		2012-2013	2013-2014	2014-2015	2015-2016	2015-2016
ACCOUNT	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	BO REVIEWED
44500	Transfer Station - Other	0.00	0.00	0.00	0.00	
44505	Salary: Attendant	3,423.91	1,920.73	6,320.08	6,320.08	
44510	Salary: Assistant	891.97	2,588.81	480.80	480.80	
44515	Advertising	70.91	0.00	0.00	0.00	
44520	Decals	0.00	0.00	0.00	0.00	
44525	Disposal - Anti-Freeze	238.50	0.00	100.00	100.00	
44530	Disposal - Bulky Waste	10,601.56	10,777.14	11,500.00	11,500.00	
44535	Disposal - Household Chemicals	1,625.94	1,470.53	600.00	1,000.00	
44540	Disposal - Refrigerant	105.00	133.00	400.00	400.00	
44543	Disposal - Singlestream	(6.55)	(2.45)	0.00	0.00	
44545	Disposal - Tires	164.00	288.25	400.00	400.00	
44550	Haul Bulky Waste/Iron	7,739.95	8,440.68	8,400.00	9,400.00	
44553	Haul Singlestream	455.91	154.23	450.00	650.00	
44555	Light Iron (Credits)	(1,810.16)	(1,503.40)	(1,500.00)	(1,500.00)	
44560	Permit Fees	390.82	912.60	400.00	400.00	
44565	Supplies	95.14	64.47	100.00	100.00	
	Total:	\$23,986.90	\$25,244.59	\$27,650.88	\$29,250.88	
Approved by Board of Finance for:		FY 2015-16	11/25/2014	50.00		

TOWN OF CHAPLIN

11/25/2014 3/5/2015

Budget Request for FY 2015-2016

AGENCY NAME: SANITATION

ACCOUNT	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 REQUEST	2015-2016 BOF REVIEWED
40510	MSW & Collection	53,309.11	52,793.64	54,401.00	54,401.00	
40515	Recycling - News # 6, Commingled	0.00	0.00	0.00	0.00	
40520	Residential Collection	106,867.20	110,035.20	110,036.00	113,308.80	
40525	Singlestream (Credits)	(1,698.92)	(1,258.95)	(1,200.00)	(1,250.00)	
	Total:	\$158,477.39	\$161,569.89	\$163,237.00	\$166,459.80	
Approved by Board of Finance for		FY 2015-16	11/25/2014	\$0.00		