

**BOARD OF SELECTMEN
REGULAR MEETING
CHAPLIN, CONNECTICUT
Thursday, December 3, 2015
MINUTES**

Members Present: Matthew Cunningham, First Selectman; Irene Schein, Selectman; William H. Rose IV, Selectman.

Members Absent: None.

Others Present: Bruce Raymond, Board of Finance; Jim Randall, Director of Emergency Preparedness.

1. Call to Order

Matthew Cunningham called the meeting to order at 7:04pm.

2. Additions to Agenda

Mr. Cunningham requested agenda item 6(H) be removed as it is a duplicate and is already listed under 6(L). Also requested was adding a new agenda item under 7G. New Business - Discussion and possible action on NECCOG Animal Services Contract for 2015-2016.

3. First Audience of Citizens

Jim Randall asked about the next meeting with the public regarding the North Bear Hill Bridge project. Mr. Rose stated that there will not be another public meeting. The next meeting is scheduled on 12/9/15 for pre-bid meeting for contractors. Discussion regarding the width of the bridge took place.

4. Approve minutes of: Special Meeting Minutes of November 3, 2015 and Regular Meeting Minutes of November 5, 2015.

Irene Schein made a motion to approve the November 3, 2015 Special Meeting Minutes. Bill Rose seconded the motion. All in favor.

Irene Schein made a motion to approve the November 5, 2015 Regular Meeting Minutes. Bill Rose seconded the motion. All in favor.

5. Communications and Reports

A. Trooper Report –October and November 2015

The Board reviewed the statistics.

B. Board Members Reports

Mr. Cunningham reported that there is a Planning & Zoning Commission Public Hearing scheduled for 12/10/15 regarding an application for a Drug Rehabilitation facility on England road. Also received was a petition by the residents showing opposition. Mr. Cunningham read an anonymous letter he received regarding this application stating reasons why the facility should not be approved.

Mr. Cunningham also reported on his discussion with CT Caskets and their interest in purchasing the Kawasaki building that is currently up for sale in Chaplin.

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C. Board of Finance Discussion

Bruce Raymond reported that Dick Weingart, Board of Finance Chairman, will be out on leave until February and he will be filling in for him. He also asked the BOS to be sure to copy him on all correspondence during Mr. Weingart's absence. Mr. Raymond stated that an extension with the auditors was filed. Also the school is over budget by about \$139,000 and he will reach out to Ken Henrici to get the details on the deficit. According to Matt Cunningham Mr. Henrici already received a letter from the State about compliance. Mr. Raymond stated the General Fund is not that high anymore and they will need to work on this deficit with the school.

Mr. Raymond also reported on the issue that the BOF is short members due to the resignations of Diana Fiasconaro and Jaime Vertefeuille. According to the ordinance for alternates the Board of Selectmen would appoint alternates for the Board of Finance. Dave Morris may be willing to serve as an alternate seeing he was on the ballot. The BOF can move Cesar Beltran up as a regular member but Jean Lambert is checking with Gene Boomer if they have any recommendations. Per State statutes the being replaced, i.e. Dick Weingart can choose his own alternate for the interim. Bill Rose suggested sending something out via Google Groups to see if there is some interest for these positions.

Mr. Raymond informed the Board that he is working on the Annual reports, a cover letter and policy statement for the budget process.

D. Correspondence

Mr. Cunningham reported on notification from the State that STEAP grant applications will now be accepted for 2016. Bill Rose suggested applying to get money matched for the England Road Bridge repairs – we received Federal money but this is not enough. North Bear Hill Road drainage project should have enough funds in CIP to get engineering done. Mr. Cunningham also reported on a letter from DMV that they will no longer be accepting paper tax releases; they all must go through the new online system. Gay St. Louis, Tax Collector, is aware of this. The Town of Lebanon sent a letter regarding offering their schools as possible alternative to Chaplin residents.

E. Building/Infrastructure

Matt Cunningham informed the board that repairs to Bujak Road are complete and Algonquin Gas reimbursed the town for these costs. Tower Hill Road repairs are also complete.

Mr. Rose reported that Ed Harney, Public Relations representative for Algonquin Gas requested the Town to apply for building permit funding. The last time Algonquin had a project they had to go through zoning, building official, etc. The State of CT this time says they do not have to do this. Algonquin still agreed to pay for building permit, but we need to know how much the project will be, they are saying around \$118,000 for building permit costs. Terry Bellman, Building Official, will need to follow up with this.

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Matt Cunningham reported that the Eversource tree trimmers are working in town and we had issues with them not providing flaggers for the motorists.

F. Discussion regarding Recreation Commission

Mr. Cunningham reported that the basketball program is in full swing - 65 registered players, grades 3-6 first game on Saturday. Currently there are 2 travel teams, girls and boys 7th and 8th graders. The Shoot-a-thon fund raiser is in December. Hampton and Scotland kids joined. K-2 basketball soon – looking for a coach. Bill Rose stated that we need to be sure all the venues used are covered by the insurance policy for the travel teams.

6. Old Business

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

Matt Cunningham reported that we have approximately \$138,000 left in the STEAP grant funds and just waiting on the final contract from the State for the new \$200,000 STEAP grant. Regarding North Bear Hill Road there is a pre-bid meeting scheduled 12/9/15.

B. Discuss All Pending and New FOI Requests

Sue Gluck reported that an FOI request was received on 12/3/15 for a copy of the Voters Registration List that was used as a checklist for the Advisory Poll held on 11/3/15, a copy of the Municipal Election Checklist and a copy of the Moderator's Return. Request was processed on 12/3/15.

C. Discussion regarding Shuba Lane

No updates at this time.

D. Status of School Study

Bill Rose reported that he attended the four Boards' of Education meeting and that the Advisory Poll results were turned over to them for review. The four Boards will be doing their own survey but heard discussion from residents regarding dissolution.

Matt Cunningham informed the Board that First Selectman of Scotland, Dan Syme, sent a letter to OPM, Benjamin Barnes on 11/18/15 requesting a grant extension (No. RPI-14-6) for the Regional School Analysis for an additional 12 months.

E. Employee Handbook Policies

None at this time.

F. Mowing Maintenance/DPW discussion regarding organization and structure.

Matt Cunningham reported that he will be advertising for the vacant position for Transfer Station Attendant. The Board discussed options regarding the Transfer Station and how DPW staff can assist in running the facility and how they will handle the extra work coming for the MS4 requirements. Mr. Rose also suggested incorporating some mowing if another DPW position is approved.

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G. Dump Truck and Snow Fighting Equipment

Mr. Cunningham informed the Board that the new truck has been delivered. The radio has been installed and signs are done.

~~**H. Assessor vendor for online GIS mapping services**~~

I. Mansfield/Chaplin Border Study

Bill Rose reported on the findings of the survey. The locations changed for some houses on Bates Road, South Bedlam and Atwoodville Road. Another meeting is scheduled on 12/8/15 with Mansfield to review survey.

J. Discussion regarding Public Safety and Resident Trooper Program

According to Mr. Cunningham we have a fully executed contract on file and an updated A&O manual for the Trooper Program. Ms. Schein discussed the Public Safety program and suggested sharing videos on texting and driving, home security cameras, etc. Maybe something can be sent out via Google groups. Mr. Cunningham suggested developing a public safety board to maybe include residents, fire chief, member from the BOS, etc.

K. Discussion on Energize CT Grant

The Board discussed using the grant for updating the lighting at Town hall or possibly a central air conditioning system. They also discussed possibly using it for the Senior Center community room for a new HVAC system, but that would cost much more due to the size of the room. The ConServ quote offers 0% financing, maybe the grant should be used for another project and take advantage of the 0% financing instead. Matt Cunningham will reach out to more contractors for quotes.

L. Discussion on new vendor for online GIS mapping services

Mr. Cunningham reviewed proposal by MainStreetGis which totaled \$4900 (includes hosting, updates, etc.). Currently we pay NECCOG \$2000 general service, \$1700 GIS service and \$500 mylar services which totals \$4200. Also, if we go with this new vendor the \$1750 that is paid every year to Vision Appraisal will no longer be needed. MainStreetGIS will set us up at no cost for internal use until contract comes in for 7/1/16 for public use. Irene Schein made a motion to approve and sign contract for MainStreetGIS starting 12/1/15 for internal use and agreement shall be in affect from 7/1/16 to 6/30/17. Bill Rose seconded the motion. All in favor.

M. Job Descriptions: Inland Wetlands Agent - Zoning Enforcement Officer

Bill Rose made a motion to approve the Inland Wetlands Agent job description and Zoning Enforcement Office job description. Irene Schein seconded the motion. All in favor. Discussion ensued regarding labor attorney, Eileen Duggan if she approved these job descriptions yet, she has not. Bill Rose amended the first motion to approve the Inland Wetlands Agent job description and Zoning Enforcement Office job description pending approval from labor attorney. Irene Schein seconded the amended motion. All in favor.

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- N. Hampton-Chaplin Ambulance Corps Contract: Review and possible action.**
Mr. Cunningham reported the fully executed contract for 2015-2016 is on file.
- O. Neighborhood Watch: Discuss new signage request for Ridge and Palmer Roads**
Bill Rose asked Mr. Cunningham to follow up with DPW and if the signs have been ordered yet.

7. New Business

A. Tax Collector Refunds

Irene Schein made a motion to approve the following tax refunds. Mr. Rose seconded the motion. All in favor:

Therese M Smith	\$122.33
Peterson DL Trust	\$183.31
Heath Rose I	\$7.99
Peter and Jeanette Haines	\$240.82

B. Resignations/Appointments:

Matt Cunningham read the resignations. Irene Schein made a motion to accept resignations from Jaime Vertefeuille, BOF; Anthony Linkkkila, BAA; and Diana Fiasconaro, BOF. Bill Rose seconded the motion. Irene Schein made a motion to appoint Eugene Boomer, BAA; Randy Godaire, Sr. Center Board of Directors; and Neil Muckenhoupt, Sr. Center Board of Directors as an Alternate. Bill Rose seconded the motion. All in Favor.

C. Resolution – NECCOG Mitigation Plan

Matt Cunningham read the resolution for the NECCOG Mitigation Plan. Irene Schein made a motion to approve the resolution for the NECCOG Mitigation Plan. Bill Rose seconded the motion. All in favor.

D. Annual Reports

Irene Schein agreed to do the Annual Report for 2014-2015 for the BOS and will submit next week.

E. Board of Selectmen Regular Meeting Dates for 2016:

Bill Rose made a motion to approve the attached 2016 meeting dates for the Board of Selectmen. Irene Schein seconded the motion. All in favor.

F. Discussion and possible action on DOT Physicals

Mr. Cunningham stated that some DPW staff asked that the Town pay for their CDL physicals. Mr. Rose said that this has not been past practice and it is the employee's responsibility. The Town labor attorney, Eileen Duggan, confirmed that it is not in the Union contract to pay for these physicals. Irene Schein made a motion upon the advice of the labor attorney that the Town will not pay for the DPW CDL physicals. Mr. Rose seconded the motion. All in favor.

G. Discussion and possible action on NECCOG Animal Services Contract for 2015-2016:

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Mr. Rose made a motion to sign and approve the 2015-2016 NECCOG Animal Services Contract. Irene Schein seconded the motion. All in favor.

8. Other Business

None

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

Jim Randall stated the fans in the Community room at the Senior Center work fine. He also asked if Trooper Black can be used as a flagger for the tree trimmers. Mr. Cunningham informed him that that is a contractual issue, different rate and contract change. It wouldn't be Trooper Black, we would have to contact Troop D for coverage.

10. Agenda Suggestions for next meeting

Communications and Reports

Trooper Report

Board Members Report

Board of Finance Discussion

Correspondence

Building/Infrastructure

Discussion regarding the Recreation Commission

Old Business

STEAP Grant (Darling Pond, North Bear Hill Bridge)

Discuss All Pending and New FOI Requests

Discussion regarding Shuba Lane

Status of School Study

Employee Handbook Policies

Mowing Maintenance/DPW discussion regarding organization and structure

Mansfield/Chaplin Border Study

Discussion regarding Public Safety and Resident Trooper Program

Discussion on Energize CT Grant

Job Descriptions

Neighborhood Watch: Discuss new signage request for Ridge and Palmer Roads

New Business

Tax Collector Refunds

Resignations/Appointments

Annual Reports

Board of Selectmen Regular Meeting Dates for 2016

11. Date, time, and place of next meeting (January 7, 2016 @ 7:00pm @ the Town Hall)

12. Adjourn

Meeting was adjourned at 8:59pm

Town of Chaplin, Connecticut

Scheduled Meetings of the Board of Selectmen for 2016

Meetings are scheduled at 7:00 PM on the first Thursday of the month. All meetings will be held at the Chaplin Town Hall.

Meeting Dates - 2016
January 7 th
February 4 th
March 3 rd
April 7 th
May 5 th
June 2 nd
July 7 th
August 4 th
September 1 st
October 6 th
November 3 rd
December 1 st