

**BOARD OF SELECTMEN  
REGULAR MEETING  
June 7, 2018  
MINUTES**

**Members Present:** William H. Rose IV, Selectman; Anthony Pinto, Selectman.

**Members Absent:** Matthew Cunningham, First Selectman

**Others Present:** Jim Randall, Emergency Preparedness Director; Dick Weingart, Chairman Board of Finance; Chris McKleroy, Resident; Michael Maggs, Resident

1. **Call to Order:** Meeting was called to order at 7:03pm
2. **Additions to Agenda:** Add "Discuss employee compensation and raises for Fiscal Year 2018-2019" to 7E.
3. **Open sealed 2018-2019 Garrison Park and Town Hall complex mowing bids; discuss and possible action.** Mr. Rose stated due to change in Department of Public Works force and equipment issues they elected to go out to bid and subcontract mowing. Bids were opened (see attached tabulation sheet). Mr. Rose will contact lowest bidder to confirm references and equipment list.
4. **First Audience of Citizens:**  
Jim Randall informed the Board that on 6/20 there will be an EPPI exercise from 8am – 2pm to review emergency plans. He also discussed overhang at firehouse and plan to set up the mast for the radios. Mr. Randall also discussed the Red Cross smoke detector program and that some Chaplin residents took advantage of the program. He also discussed the asbestos at the Fire Department and he is getting a quote for removal. Mr. Rose asked that he give the quote to the Board of Selectman for review. Mr. Randall also discussed the water coming in near the phone panels and computer lines in basement under library. He informed the board he was not happy with the move of the emergency cots out of the community room and due to weather, he has not had a chance to move them.

Mr. Weingart asked about equipment issues for mowing. Mr. Rose explained that they have been having a lot of issues on the used mowing equipment they bought.

Mr. McKleroy discussed the old museum and went door to door to talk to the neighbors about the potential move of the museum and got about 85% of village resident signatures for a petition to keep the museum where it is. Mr. Rose stated that moving forward we do need a bigger cross section of people and not just from the village residents, the building belongs to the whole town.

Mr. Bragg asked if they contacted appraiser Catherine Hebert from Platt Associates regarding the old museum. Mr. Rose will follow-up with scheduling an appraisal for both the old Museum and William Ross Library.

5. **Approve minutes of:** Board of Selectmen May 3, 2018 Regular meeting minutes; Board of Selectmen Special meeting minutes of May 1, 2018 and May 16, 2018.

Mr. Pinto made a **MOTION** to approve the May 3, 2018 Board of Selectmen regular meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the May 1, 2018 Board of Selectmen special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the May 16, 2018 Board of Selectmen special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

**6. Communications and Reports**

- A. Trooper Report – May 2018:** The Board reviewed the trooper report for May – small increases probably due to nicer weather. Trooper Black is still handling over 70% of the calls.
- B. Board Members Reports:** Mr. Rose reported on the library well. Department of Public Health was contacted to see where the well can go, application needs to be filed with local DPH – Eastern Highlands District. Current well is only about 60' deep and this year it started going dry.
- C. Board of Finance Discussion:** Mr. Weingart reported that the budget process is complete and on 5/29 set mill rate for Fiscal Year 18-19 at 32.5 mills (reduction of 2.55 mills) this was due to jump in grand list of the Algonquin gas stations. The Board of Finance named MAWC to be our auditors for FY 2017-2018. Mr. Weingart would like to talk to Bill Rose and Valerie Garrison about the chart of accounts. The financial procedures working group meet 5/29 and an outline was submitted for a new budget monitoring process for the Board of Education.
- D. Correspondence:** Mr. Rose read a letter from Willimantic Waste regarding a lot of contamination in recycling in curbside service. A letter has been drafted to the residents and will be sent out with the tax bills.
- E. Building/Infrastructure:** Mr. Rose discussed paving Singleton Road after North Bear Hill bridge is complete.
- F. Discussion regarding Recreation Commission:** None
- G. Discussion regarding the Chaplin Community and Economic Development Commission:** Maypole day was very rainy but over 100 people showed up. The scheduled band didn't play so those funds are still available for another event.
- H. Discussion regarding the Municipal Building Usage Ad-Hoc Committee:** Tentative meeting 6/21.

**7. New Business**

- A. Tax Collector Refunds:** None
- B. Resignations/Appointments:** Mr. Pinto made a **MOTION** to appoint David Stone as a regular member of the Recreation Commission with a term of 7/1/17 to 6/30/19 effective 7/1/17. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to appoint Matthew Cunningham to be a selectman on the Board of Selectmen effective 7/1/18 through 11/5/2019. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to appoint William H. Rose IV to First Selectman for the Town of Chaplin effective 7/1/18 through 11/5/2019. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

- C. Discussion regarding England Road bridge:** Mr. Rose reported that about 3 years ago he applied for an 80/20 reimbursable federal bridge grant. Then he received a call from engineer that when they came out to follow up on it someone from Town Hall told him we are not doing the project. I told him we still want to proceed and use the grant, we almost lost it.
- D. Discussion and possible action on Deed of Easement and Agreement – George Zlotnick and Zenia Zlotnick of the Town of Mansfield and State of Connecticut, and Town of Chaplin.** The Town used to put snow on property located at Harakaly Road but once a driveway was put in the Town lost the area to store the snow. This is an easement to allow the Town to do this again off the side of the owner's driveway. Mr. Pinto made a **MOTION** to accept the Deed of Easement and Agreement – George Zlotnick and Zenia Zlotnick of the Town of Mansfield and State of Connecticut, and Town of Chaplin. Mr. Rose seconded the **MOTION**. No further discussion. **MOTION** passed.

- E. Discuss employee compensation and raises for Fiscal Year 2018-2019.** Mr. Rose discussed the cost of living raises for employees but also needed to discuss a couple of positions and recommended changes. Administrative Assistant, Suzanne Gluck, regarding the hours she has been consistent working 30+ hours a week to do the job with increased duties to include website, cemetery program, and other miscellaneous duties and he proposed she increase to 30 hours a week. Currently the position is 24 hours a week, up to 30 hours a week but it is consistently 30 hours a week. Mr. Rose made a **MOTION** to increase the Administrative Assistant position to full paid 30 hours a week based on her current hourly rate. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed. Mr. Weingart recommended salary survey and multiple job descriptions for a position to be used depending on the new hire's skills and experience.

Mr. Rose also recommended longevity or performance raises for long time employees Valerie Garrison, Finance Manager (start date 2002) and Roxanne St. Jean, Senior Center Director (start date 2004). They have worked many years, and go above and beyond their job duties with no assistants. They work many extra hours, are always available to everyone and do a tremendous job. They have never received any increased pay or compensation other than cost of living raises. Val Garrison did receive a raise in 2008 but that was due to an increase in her hours. The Board discussed ways to develop a system for performance raises and incentives. Mr. Rose made a **MOTION** to start a salary study group. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

## 8. Old Business

- A. Discussion and possible action to determine propane supplier for Town buildings:** Mr. Rose discussed contract with Osterman Propane and the changes he requested.
- B. Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.** Mr. Rose stated that according to Assessor, Chandler Rose, all field and data review is complete and completion of revaluation is on schedule.
- C. STEAP Grant (North Bear Hill Bridge);** Mr. Rose reported late July early August completion of the bridge project. Reimbursement from State is slow and has been addressed.
- D. North Bear Hill Drainage Projects:** Mr. Rose is still waiting for the engineering report, preliminary plans reviewed. This will probably go out to bid next Spring.
- E. Discussion regarding the Bedlam Road bridge project:** Mr. Rose contacted an engineering firm to get an evaluation and budget figure.
- F. Status of the solar panels at the Volunteer Firehouse, Senior Center/Library buildings.** Mr. Rose reported that so far operational, producing power and will need to look at snow slide in front of Senior Center due to ice buildup in the winter. According to Mr. Pinto the firehouse is producing and the bill went from an average of \$700 to \$250-\$300.
- G. Status of Chaplin Museum:** Mr. Rose reported no changes at this time.
- H. Status of William Ross Library re-location:** Library is not being considered for re-location, current discussion is sell or remodel the building and the town will get an appraisal on it.
- I. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.:** Committee to be developed after this Fall.
- J. Discuss All Pending and New FOI Requests:** None
- K. Human Resources Updates/Changes:** Mr. Rose stated that it is the Department of Public Works contract negotiation year and almost complete. One issue is a better separation of the Employee Handbook and DPW Union Contract. The town Labor Attorney office is currently redrafting the Employee handbook. We also need to develop a policies handbook which would apply to both areas.

Also, to be discussed is Town Treasurer job description which Mr. Rose tabled until Val Garrison, Finance Manager, can review.

- L. Discussion regarding the Department of Public Works:** Mr. Rose has specs for a new truck and it will go out to bid shortly. It takes about 90 days to get it ordered and another 90 days to get equipment on it so we need to get to bid now so it is ready for January.
- M. Discussion regarding Public Safety and Resident Trooper Program:** No update
- N. Discussion regarding leasing space in the Old Post Office Building:** DPW continues to work on room.

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

Jim Randall inquired about the cabinet in the William Ross Library. Mr. Rose stated there have been delays meeting up with antique restorer located in Chaplin.

Dick Weingart discussed BOE budget projection and may not use extra appropriation. Town received \$31,000 reimbursement for Special Education costs. He also discussed the Board of Finance administrative support job duties and will discuss with BOF and Mr. Rose.

Mr. McKleroy asked about the status of the gate for library/senior center. Mr. Rose reported it has been delivered and he authorized overtime to the DPW staff to install on a weekend when there is no traffic in the building. Mr. McKleroy also asked that if the Historic District Commission will be involved with the plans for the old museum and Mr. Rose said yes, they will be a part of the process.

**10. Agenda Suggestions for next meeting**

**Communications and Reports**

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Discussion regarding Recreation Commission
- Discussion regarding the Chaplin Community and Economic Development Commission
- Discussion regarding the Municipal Building Usage Ad-Hoc Committee

**New Business**

- Tax Collector Refunds
- Resignations/Appointments

**Old Business**

- Discussion and possible action to determine propane supplier for Town buildings
- Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.
- STEAP Grant (North Bear Hill Bridge)
- Discussion regarding England Road bridge
- North Bear Hill Drainage Projects
- Discussion regarding the Bedlam Road bridge project
- Status of Chaplin Museum
- Status of William Ross Library
- Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
- Discuss All Pending and New FOI Requests
- Human Resources Updates/Changes
- Discussion regarding the Department of Public Works
- Discussion regarding Public Safety and Resident Trooper Program
- Discussion regarding leasing space in the Old Post Office Building

**11. Date, time, and place of next meeting (July 5, 2018 @ 7:00pm @ the Town Hall)**

**12. Adjourn:** Meeting adjourned at 9:07pm.

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

**TABULATION SHEET FOR MOWING BIDS - Town Hall Garrison Park  
FOR THE TOWN OF CHAPLIN  
FY 2018-2019**

<b>COMPANY</b>	<b>BID AMOUNT</b>
<b>D &amp; D Property Maintenance</b>	Town Hall/Garrison Park: \$10,500
	Optional Bid/Baseball Diamonds: \$5,000

<b>COMPANY</b>	<b>BID AMOUNT</b>
<b>A Sharper Edge, LLC</b>	Town Hall/Garrison Park: \$8,000
	Optional Bid/Baseball Diamonds: \$1,500

<b>COMPANY</b>	<b>BID AMOUNT</b>
<b>Greenway Property Services, Inc.</b>	Town Hall/Garrison Park: \$18,200
	Optional Bid/Baseball Diamonds: \$3,000

<b>COMPANY</b>	<b>BID AMOUNT</b>
<b>Custom Cut Landscaping</b>	Town Hall/Garrison Park: \$14,400
	Optional Bid/Baseball Diamonds: \$3,500