

**BOARD OF SELECTMEN**  
**Chaplin, Connecticut**  
**May 9, 2019**  
**SPECIAL MEETING**  
**Minutes**

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

**Members Absent:** Matthew Cunningham, Selectman

**Others Present:** Dick Weingart, Chairman/Board of Finance; Suzanne Gluck, Administrative Assistant.

1. **Call to Order:** Meeting was called to order at 7:03pm
2. **First Audience of Citizens:** Mr. Weingart reported that at the Board of Education meeting Leslie Ricklin, Resident, spoke to the BOE about the Chaplin Bi-Centennial and the recruitment of volunteers to serve on the committee. It was recommended to send information out to all the Board and Committee chairs/members of the Town and to include the school.
3. **Approve minutes of the Board of Selectmen Special meeting minutes on April 11, 2019:** Mr. Pinto made a **MOTION** to approve the 4/11/19 Board of Selectmen special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
4. **Board of Finance Discussion:** Mr. Weingart reported that the budget is ready for the Town meeting. The Board of Education had a meeting last night and approved a revised budget. There was discussion regarding special education costs and the need to appropriate more funds once everything was finalized at the school. He is pleased with the communication process this year, the ideas of budgeting are aligned with the school and Board of Finance and they are making progress. Appropriation request remained consistent, approved \$30,000.

The Board of Finance approved the current auditors, MAWC, to conduct the 2018-2019 audit anticipating a slight increase to the contract.

The Tax Collector, Gay St. Louis, emailed him regarding a list of delinquent taxes. She will probably be attending the June Board of Finance meeting to discuss.

The BOF will probably be setting the mill rate at the 5/28 meeting and discussed a possible mill rate reduction. Mr. Rose agreed that appropriating more funds at a special Town meeting was a good idea, this way it is clearer to discuss firm numbers for special education. They discussed the school budgets: Parish Hill Middle/High school budget didn't pass, there was a 0.9% increase. Currently the Chaplin Elementary school budget has a 2.96% increase - it went from 8%, to 6% now 2.96%.

**5. New Business**

- A. **Tax Collector Refunds:** Mr. Pinto made a **MOTION** to approve a tax refund to ACAR Leasing LTD for \$143.32. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- B. **Resignations/Appointments:** Mr. Pinto made a **MOTION** to appoint Leslie Ricklin as an alternate member to the Historic District Commission effective 5/9/19 for a term of 9/1/15 to 8/31/20. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

**C. Discussion regarding a State project to install horizontal alignment warning signs on State owned roads in Chaplin.** Mr. Rose read a letter from State DOT informing multiple Towns in CT that they will be installing additional curve signs on State roads and that if the Town feels a public hearing/meeting is needed to inform the residents that they must submit a request to DOT by 5/10. The Board discussed if there was a need for a hearing for signage on State roads. Mr. Rose made a **MOTION** to notify DOT that the town of Chaplin will not need a public hearing. Mr. Pinto seconded the **MOTION**. Discussion: further discussion determined that it would be best to have the State schedule a hearing for the residents to attend. Mr. Rose withdrew the **MOTION** and will contact the State engineer on 5/10.

**D. Discussion regarding North Bear Hill Road drainage project.** Mr. Rose reported that the engineer is dropping off bid packets on Monday. We need a clerk of the works – possibly a temporary employee but the Town labor attorney is checking into benefits, insurance, unemployment costs, etc. We may need to just hire an engineering firm to supervise, or a private contractor.

**E. Human Resources:**

**1. Discuss and possible action on the updated Employee Handbook:** Mr. Rose made a **MOTION** to accept and approve the Town of Chaplin Terms and Conditions of Employment for Non-Union Employees Handbook. Mr. Pinto seconded the **MOTION**. All in favor. No discussion. **MOTION** passed.

**2. Discuss and possible action on the Senior Center Assistant and Senior Center Director job description.** Mr. Rose stated that they are finalizing exempt and non-exempt definitions for employee positions so for now the Senior Center Director job description has been tabled.

Mr. Rose made a **MOTION** to approve the new Senior Center Assistant job description. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

**3. Discuss and possible action regarding the Town of Chaplin Approved Wages schedule for FY 19-20:** Mr. Rose stated the wage schedule is for FY 18-19 not FY 19-20. Mr. Pinto made a **MOTION** to approve the Town of Chaplin Approved Wage schedule for FY 18-19. Mr. Rose seconded the **MOTION**. Discussion: the change reflects the new Senior Center Assistant position with \$16.00 an hour wage. All in favor. **MOTION** passed.

**6. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** None

**7. Date, time, and place of next meeting (June 6, 2019 at 7:00pm, Chaplin Town Hall).**

**8. Adjourn:** Meeting adjourned at 7:54pm

*Respectfully submitted by  
Suzanne Gluck, Administrative Assistant*