

**BOARD OF SELECTMEN
REGULAR MEETING - REMOTE
Chaplin, Connecticut
Thursday, September 3, 2020
Minutes**

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

Members Absent: None

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

1. **Call to Order:** The meeting was called to order at 7:08pm.
2. **First Audience of Citizens:** Jim Randall, Emergency Preparedness Director (attended remotely) asked when the swap shop will be open again at the transfer station. Mr. Rose stated that due to the COVID pandemic at this time it will stay closed because there would be too many people touching these items and it is a confined area in the building. He also asked if the transfer station is closed on a Saturday can it be open on another day. Mr. Rose stated he will add it to the next agenda for discussion.
3. **Approve minutes of Board of Selectmen regular meeting on June 4, 2020; special meetings on June 24, 2020, June 30, 2020, July 7, 2020 and July 23, 2020.** Mr. Pinto made a **MOTION** to approve the 6/4/20, 6/24/20, 6/30/20, 7/7/20, and 7/23/20 minutes for the Board of Selectmen. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.
4. **Communications and Reports**
 - A. **Trooper Report:** Mr. Rose reported on the trooper transition, we now have Trooper Tucker as our resident trooper. He is very enthusiastic about the community. He was at the Senior Center meeting people during the luncheon. Trooper Tucker offered to attend the Board of Selectmen meetings to give updates.
 - B. **Board Members Reports:**

Mr. Rose reported on the Emergency Management ZOOM meeting he attended and that the town needs to assign a Recovery Coordinator and Drought Management Coordinator. Mr. Rose volunteered to be the Recovery Coordinator but did not see a need for a Drought Mgt Coordinator because the town does not have drinking water system.

Will Hooper submitted a DRAFT Emergency Operations Plan to the Carla Iezzi, DEHMS, for review.

Mr. Rose is also working on the Emergency Medical Plan – he is waiting for a template from the Willimantic Fire Department for reference.

Mr. Rose reported on the status of the tree plantings for the Arboretum Project and that the Board of Selectmen are invited to attend on 9/24 and 9/25.

Mr. Pinto reported on the status of the Hampton/Chaplin Ambulance Company and he heard that they may be disbanding. Supposedly they donated the ambulance and equipment without letting members know. These funds should be divided between Chaplin and Hampton. Hampton/Chaplin Ambulance currently owes \$73,000 to Windham Hospital.

- C. Board of Finance Discussion:** Mr. Weingart reported that the audit preparation is underway. The tentative date to start work is 9/28. The Board of Finance drafted the annual report memo to be sent out soon to the departments. The Board of Finance is working on policies/procedures around major items i.e. annual report, budget, etc. The bylaws were approved by the Board. They projected a budget surplus of \$500,000 – \$550,000. Now we are about \$900,000 – the school had a surplus and property taxes were about \$40,000 higher.

Mr. Rose stated that the right of way letter for the England road bridge has been submitted. It is a 20% match, which means we need to put aside approximately \$10,000. We will need to fund this right away and Mr. Weingart will discuss with Town Attorney, Dennis O'Brien, to see if under the Governor's Executive Order the BOF has the authority to transfer money into the CIP account to cover this.

- D. Correspondence:** Mr. Rose read a letter from the Library Board of Trustees looking for approval from the Board of Selectmen on a policy regarding racism. The Board of Selectmen agreed that this does not have to be approved by them but discourage new policies every time a social issue arises. Racism is illegal therefore a policy is not needed.
- E. Building/Infrastructure:** Mr. Rose reported on an issue the Town is having with the leased copiers. Due to the issues with obsolete parts and configuration problems the vendor is willing to cancel the remaining 1 ½ year lease and replace the copiers with a new lease. He also checked with the school to see what they are doing, and they purchased machines, but this could get expensive due to the fact maintenance and parts are an additional cost. Mr. Pinto also recommended Xerox and to get a quote.
- F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** No report at this time.

5. New Business

- A. Tax Collector Refunds:** None
- B. Resignations/Appointments:** Mr. Pinto made a **MOTION** to appoint Zayne Ring as Tax Collector. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

6. Old Business

- A. Discussion regarding COVID-19:** Mr. Rose stated that the Governor's executive order was extended until 2/9 and at this time he doesn't feel the need to open Town hall to the public. Other surrounding Towns are not opening, other than Brooklyn, but we may need to make a change when the cold weather sets in. We can limit 1 person per department at a time and continue with social distancing guidelines and scheduled appointments. The Board will create a plan for the next meeting to approve. Notification from the State was received regarding guidelines for Senior Centers opening for 9/1. The Town of Chaplin will just continue with meals, Sit and Zoom, update the Facebook page and virtual programs. Library traffic is low, but the new hours and programs are working well. There is now a 5th Covid case in town. Mr. Pinto stated he used to be notified by QV dispatch of new cases and wasn't for this one. He feels the first responders should be notified.
- B. Discussion regarding undeclaring the State of Emergency for the Town of Chaplin:** Tabled
- C. Discussion regarding England Road Bridge Project:** Surveying is being done and the Right of Way will begin soon. Mr. Pinto requested a hydrant be installed as part of this project.
- D. Discussion regarding North Bear Hill Drainage Project:** Project is complete, looking into finalizing the retainage reimbursement.
- E. Discussion regarding Bedlam Road Bridge Project:** we have an estimate and waiting for local bridge program funds.
- F. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** Mr. Rose reported that we are moving along with different programs and that the town will celebrate throughout the entire year with a big gala in September to include fireworks. Some ideas are play reenacting first town meeting, walking tours, and aerial shots with drone.
- G. Discuss All Pending and New FOI Requests:** None
- H. Discussion regarding the Department of Public Works:** Mr. Rose noted that the DPW crew did a wonderful job during the last storm. Also, they rented a bucket truck to continue with tree work.
- I. Discussion regarding the move of the Emergency Command Center:** The antenna base is installed at the firehouse. Mr. Pinto ran the conduit and the town crew repaved. The antenna will be a one day install from the vendor then we can move the rest of the command center.

J. **Discussion regarding shared and contracted services.** No discussion.

K. **Human Resources:** Mr. Fortier made a **MOTION** to approve the job descriptions for the Administrative Assistant, Transfer Station Attendant, Library Director, Library Assistant, and Assistant Cook. Mr. Pinto seconded the **MOTION**. Discussion: The Administrative Assistant job description changed with the new 38-hour work week and the other job descriptions were updated reflecting that these are hourly positions. All in favor. **MOTION** passed.

7. **Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion.** Mr. Randall asked if England Road bridge will be wider than the existing bridge. Mr. Rose stated after the Right of Way is complete, they will have a better idea of what will be recommended.

Mr. Weingart asked about the hourly positions and what if they go over there scheduled hours. Mr. Rose stated it is not overtime unless it is over 40 hours per week and these additional hours should be pre-approved.

8. **Agenda Suggestions for next meeting:**

Communications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Chaplin Elementary School and Regional District #11 Quarterly Budget Report

New Business

- Tax Collector Refunds
- Resignations/Appointments
- Lock Boxes/Keys town buildings

Old Business

- Discussion regarding COVID-19
- Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.
- Discussion regarding England Road Bridge Project
- Discussion regarding North Bear Hill Drainage Project
- Discussion regarding Bedlam Road Bridge Project
- Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
- Discuss All Pending and New FOI Requests
- Discussion regarding the Department of Public Works
- Discussion regarding the move of the Emergency Command Center
- Discussion regarding shared and contracted services.
- Human Resources

9. **Date, time, and place of next meeting (October 1, 2020 at 7:00pm, REMOTE MEETING).**

10. **Adjourn:** Mr. Pinto made a **MOTION** to adjourn the meeting at 8:43pm. Mr. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

*Respectfully Submitted by,
Suzanne Krodel
Administrative Assistant*