

**BOARD OF SELECTMEN  
REGULAR MEETING  
Chaplin, Connecticut  
Thursday, October 7, 2021  
MINUTES**

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

**Members Absent:** None

**Others Present:** Richard Weingart, Chairman/Board of Finance; A. Daniels, Treasurer/Fire Department; Suzanne Krodel, Administrative Assistant; Irene Schein, Chairman/Economic Development Commission and Sr. Ctr Board of Directors; Jim Randall, EMD; Juan Roman, Resident.

1. **Call to Order:** The meeting was called to order at 7:00pm
2. **First Audience of Citizens:** J. Randall asked that the road signs on South Bear Hill Road be moved as they are too close to the road.
3. **Additions to the Agenda:** None
4. **Approve minutes of the Board of Selectmen regular meeting on September 2, 2021, and special meeting minutes on September 22, 2021:**  
J. Pinto made a **MOTION** to approve the September 2, 2021 minutes amended to add to agenda item 6D regarding the benches "as long as they are not on private property". K. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.

J. Pinto made a **MOTION** to approve the September 22, 2021 minutes. B. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

**5. Communications and Reports:**

- A. **Trooper Report:** The Board reviewed the trooper statistics for the month of September. Also discussed was the renewal of the trooper contract for \$177,030.48. J. Pinto made a **MOTION** to approve the renewal of the trooper contract for FY2021-2022 for \$177,030.48. K. Fortier seconded the **MOTION**. Discussion: B. Rose explained that part of the contract is the trooper's benefits and depending on what pay scale they are at will affect the contract price. All in favor. **MOTION** passed.
- B. **Board Members Reports:** B. Rose reported that on 10/14 there is a public hearing with Planning & Zoning regarding the proposed electronic sign. Also, there is a meeting on 10/19 for conceptual design of England Road bridge.
- C. **Board of Finance Discussion:** D. Weingart reported that he spoke to the auditors last week and we are a bit behind on the data upload for the audit. The audit company is under new ownership, partners split, and Chaplin stayed with Darin Offerdahl. D. Weingart gave permission to transfer records from the old company to the new. There were issues trying to upload files for the town and school; field work begins next week. There will be a Special Board of Finance meeting next Wednesday night because last Monday they did not

have a quorum for the regular meeting. The Board will talk about the FY 2022-23 budget and review policies. The Capital Improvement Plan process will also be kicked off soon.

- D. Correspondence:** B. Rose reported that we have been labeled as a distressed municipality by the State, this means we are open to more grants.

B. Rose reviewed new executive order by the Governor and that State employees must get vaccinated.

Eversource notified the Town of upgrades to power grid/interstate reliability project. J. Pinto stated that they are changing out some structures, no service interruptions anticipated.

- E. Building/Infrastructure:** B. Rose reported on an issue with the Trooper's office, due to a wet year there is a mold problem. They tried to ventilate it and set up a vapor barrier in the basement with a dehumidifier. Mystic Air did a survey and found mold and asbestos in floor tiles. ServePro submitted a quote of about \$14,000 to do a remediation. In the meantime, we moved the Trooper to the Senior Center. This may be a CIP project, depending on what needs to be done. The floor tiles can be encapsulated and not removed. K. Fortier asked if the Trooper sign should be moved, and B. Rose agreed.

There are some HVAC issues in the library, fan motor let go and has to be replaced then they will diagnose what else is wrong. At this time there is no heat. B. Rose thinks that a new system may be covered by COVID ARPA funds. J. Pinto stated that the system at the firehouse also needs to be upgraded, it is about 20 years old and they are putting a lot of money into it. B. Rose stated we are waiting on ARPA guidance on where the funds can be spent.

J. Pinto reported that members of the fire department did a walkthrough of the town buildings and reviewed access. They cannot get into the town garage. The Board discussed key lock boxes for the library/senior center on each end of the interior doors and an electric keypad for the DPW building.

- F. Chaplin Elementary School and Regional District #11 Quarterly Budget Report:** No report.

## 6. New Business

- A. Tax Collector Refunds:** None
- B. Resignations/Appointments:** B. Rose read the resignations from Ann Lewis and Ann Chuk from the Economic Development Commission.

## 7. Old Business

- A. Discussion and possible action regarding the Senior Center Assistant Director position.** B. Rose read minutes from the Senior Center Board of Directors. J. Pinto made a **MOTION** to hire Linda Grindle for the Senior

Center Assistant position. B. Rose seconded the **MOTION**. Discussion: B. Rose stated that because this is a part-time, non-benefited position there were no requirements to post it and they can take the recommendation from the Senior Center Board of Directors. This can be effective immediately. All in favor. **MOTION** passed.

- B. Discussion regarding the Economic Development Commission:** I. Schein stated that after last month's discussion she feels they are in a transition period and once we have a new Board of Selectmen there should be a discussion what the Economic Development Commission is, what suits our town, and what the mission should be. The BOS should write a statement what they should do in the next 2 years. The west side of town is the best place to focus on new development. She would like to cancel the next 2 months of meetings and let vacancies lie for now. The Economic Development Committee had a lot of activity and interest in the community side of things and that is why they went in that direction. She discussed a FEMA grant that has to do with affordable housing which is due at the end of January 2022. Maybe they can get some help from NECCOG and use leftover funds from the last grant of \$15,000. The new steering committee for affordable housing was discussed and the lack of involvement is a problem. We are required to put a housing plan together and they want a committee for input, B. Rose thinks it makes sense to wait for a new administration to be in place.
- C. Discussion regarding the sale of Tutko Road:** Tabled, to be discussed at the annual town meeting.
- D. Discussion regarding the Chaplin Museum:** B. Rose suggested a committee be formed regarding the potential move of the museum; it should wait for the new administration to be in place.
- E. Discussion regarding American Rescue Plan Funds – COVID19:** B. Rose stated that we are now getting requests from agencies for funding using the ARPA funds - 4-H Camp, TVCCA, Eastern Highlands District. We hope to use these funds for new HVAC systems too.
- F. Discussion regarding COVID-19:** We are continuing to follow the mask mandate in all municipal buildings. Meetings are being held in person only.
- G. Discussion regarding undeclaring the State of Emergency for the Town of Chaplin.** The State hasn't undeclared so the Town will not.
- H. Discussion regarding England Road Bridge Project:** B. Rose stated that there will be a conceptual design meeting, then a public hearing.
- I. Discussion regarding Bedlam Road Bridge Project:** B. Rose reported that the Town was accepted into the grant program. He is hoping to find more grants. For a 50/50 grant we would have to come up with \$500,000 out of pocket. If grant requirements changed maybe we can combine more funds with 50/50 so there will be nothing out of pocket. We can put it on hold if we don't have the funds.
- J. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022:** The committee will be meeting next Tuesday, and calendars are currently for sale to raise money.

- K. Discuss the status of the drone purchased by the Emergency Management Director:** J. Randall reported that he is working on getting more people for training and will meet with the Colchester fire chief to get more information and they need training to get Part 107 requirements for licensing. He also received Colchester's policies on the drone which we can change for Chaplin. B. Rose requested from J. Randall a timeline showing the steps of the process for licensing. These steps should show target dates including the detail for each deadline.
- L. Discuss All Pending and New FOI Requests:** None
- M. Discussion regarding the Department of Public Works:** B. Rose reported that Ben Waite was hired and will start on 10/12. Ben is coming from Windham, worked as a mechanic, is air brake certified, plows snow, and has a Class A CDL.

The bucket truck we wanted to rent should have been in, but we are still waiting for the truck to be returned to the rental company.

- N. Discussion regarding shared and contracted services:** No updates
- O. Human Resources:** No updates
- P. Discuss and possible action regarding the Affordable Housing Plan Grant:** B. Rose reported that the Steering Committee meeting was cancelled, and he will follow up with John Filchak from NECCOG.
- Q. STEAP Grant – Electronic Programmable Sign:** Public hearing is scheduled for 10/14 with Planning & Zoning.
- R. USDA Grant – Purchase of a new firetruck:** The Board received specifications and contract from the firetruck committee. Greenwood Emergency Vehicles LLC proposed to furnish truck at \$405,000. Prepayment option of \$8,000. The partial payment of less than \$100,000 then it would have been 3% interest per day was discussed, J. Pinto was not sure how much we can prepay due to how the grant works. B. Rose will have to find out from the Board of Finance if we will be strapped for funds, we don't get grant money until we get vin #. We need more numbers to figure out what we can prepay and what our interest will end up being. J. Pinto couldn't get a trade in value but should be \$10,000 minimum. B. Rose will get back with grant people, find out about reimbursement and what we can afford to prepay. D. Weingart said we have \$295,000 set aside. J. Pinto stated that we can prepay \$295,000 we have a big fund balance. D. Weingart stated that two fiscal years from now we will be under what is recommended for fund balance. J. Pinto stated we are getting reimbursed this money and it will go back into the fund. B. Rose will talk to grant people on Tuesday then get with D. Weingart to figure out the projection. D. Weingart's concern is after 9 months and something in the building phase was missed will it cost additional funds, would like to have the committee come back to the BOS for approval. J. Pinto stated that the committee does not have the authority to approve additional funds beyond what was approved on this contract. B. Rose suggested having a special BOS meeting after we get real numbers of the final cost.

- S. Discussion regarding the William Ross Library:** B. Rose reported that we received a deposit on the library and the closing should be either on 10/28 or 10/29 – before 11/1.
- T. Discussion regarding the new road at South Chaplin Cemetery/Route 198:** No update
- U. Discussion regarding intersection at North Bear Hill Road and Route 198:** B. Rose reported that we need to talk to the engineer from NECCOG and that nothing will be done until the Spring.
- V. Discussion regarding Chaplin Street flags:** No update
- 8. Second Audience of Citizens - Note: Comments are limited to agenda items and subject to Chair discretion:** J. Randall asked if we replaced the tile in the old post office before? B. Rose stated that about 6 or 7 years ago we tiled the old kitchen, and it didn't have asbestos. New flooring was put in. windows were put in the building. At one point we talked about moving the land use department over there, but they need access to the town clerk's vault.
- 9. 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
- Old Business
- Discussion regarding the Economic Development Commission.
  - Discussion regarding the sale of Tutko Road
  - Discussion regarding the Chaplin Museum
  - Discussion regarding American Rescue Plan Funds – COVID19
  - Discussion regarding COVID-19
  - Discussion regarding undeclaring the State of Emergency for the Town of Chaplin
  - Discussion regarding England Road Bridge Project
  - Discussion regarding Bedlam Road Bridge Project
  - Discuss tentative plans to celebrate Chaplin Bicentennial in 2022
  - Discuss the status of the drone purchased by the Emergency Management Director
  - Discuss All Pending and New FOI Requests
  - Discussion regarding the Department of Public Works
  - Discussion regarding shared and contracted services
  - Human Resources
  - Discuss and possible action regarding the Affordable Housing Plan Grant

STEAP Grant – Electronic Programmable Sign  
USDA Grant – Purchase of a new firetruck  
Discussion regarding the William Ross Library.  
Discussion regarding the new road at South Chaplin Cemetery/Route 198.  
Discussion regarding intersection at North Bear Hill Road and Route 198.  
Discussion regarding Chaplin Street flags.

- 10. Personnel Matter: CONFIDENTIAL** discussion regarding human resources matter to be discussed in **Executive Session** per General Statutes section 1-200(6)(A), upon motion and vote of the Board of Selectmen.

J. Pinto made a **MOTION** to enter into executive session. K. Fortier seconded the **MOTION**. All in favor. **MOTION** passed.  
B. Rose, K. Fortier, and J. Pinto entered into executive session at 8:22pm.  
Executive session ended at 8:28pm  
Regular meeting resumed at 8:28pm

**B. Possible action on items discussed in Executive Session.** None

- 11. Date, time, and place of next meeting (November 4, 2021, at 7:00pm, Chaplin Town Hall).**
- 12. Adjourn:** Meeting adjourned at 8:29pm.

*Respectfully submitted by,  
Suzanne Krodel  
Administrative Assistant*