

BOARD OF SELECTMEN
Chaplin, Connecticut
September 13, 2018
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, Recording Clerk/Administrative Assistant; Peg McKleroy; Peggy Church.

1. **Call to Order:** Meeting was called to order at 1:33pm.

2. **First Audience of Citizens:** None

3. **Approve minutes of: Board of Selectmen July 5, 2018 Regular meeting minutes and Board of Selectmen Special meeting minutes of July 24, 2018 and August 7, 2018.**

Mr. Pinto made a **MOTION** to approve the 7/5/18 Board of Selectmen regular meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the 7/24/18 Board of Selectmen special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to approve the 8/7/18 Board of Selectmen special meeting minutes. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

4. **Communications and Reports**

A. Trooper Report – July and August 2018: No discussion.

B. Board Members Reports: Mr. Pinto reported that he received a quote from Pelletier Builders for \$45,000-50,000 to build the overhang/porch at the firehouse. This must be built due to the snow/ice slide from the solar panels.

C. Board of Finance Discussion: Mr. Weingart reported that he found an article to get grant money (AFG program) for the fire department's breathing apparatus.

Mr. Weingart discussed the two outstanding audit items from the corrective action plan. These should be resolved in the 2018-2019 FY.

For the Financial Procedures Working Group he suggested they focus on the draft book to finalize in the next couple of months.

The State is now requiring the Town to submit who will be appointed to oversee the Annual report; this will probably be a Board of Finance member.

Mr. Weingart discussed the DRAFT job description for the tentative Board of Finance clerk; to discuss further with the Selectman's office and other employees.

D. Correspondence: Mr. Rose discussed an email received from Paul Peifer regarding the appraisal on the museum and the missing approval of the previous Board of Selectmen minutes. He will follow up with Mr. Peifer; minutes are always approved in regular meetings, not always in special meetings.

- E. **Building/Infrastructure:** No updates
- F. **Discussion regarding the Municipal Building Usage Ad-Hoc Committee:** The committee agreed the Town will need to require insurance for non-town sponsored events. They will be meeting soon to finalize the policies for the use of town buildings.

5. New Business

- A. **Tax Collector Refunds:** Mr. Pinto made a **MOTION** to approve a tax refund to Volt Trust for \$480. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.
- B. **Resignations/Appointments:** Resignation/Roxanne St Jean as Municipal Agent for the Elderly and Paul Siege, Community & Economic Development Commission.

Appointment of Ann Lewis as Municipal Agent for the Elderly. Mr. Rose made a **MOTION** to appoint Ann Lewis as the Chaplin Municipal Agent for the Elderly effective 9/6/18 to 9/1/22. Mr. Pinto seconded the **MOTION**. All in favor. **MOTION** passed.

- C. **Discussion regarding Senior Center/Library building as potential cooling center.**
- D. **Mission Statement – Chaplin Bicentennial Committee.** Mr. Rose made a **MOTION** to adopt the Chaplin Bicentennial Committee mission statement written by Leslie Ricklin. Mr. Pinto seconded the **MOTION**. **MOTION** passed.
- E. **Surplus Equipment Declaration:** Mr. Rose made a **MOTION** to approve to liquidate the surplus equipment (see attached), legal ad to be posted as soon as possible with two runs and bid opening to be scheduled on 10/4/18 at the next Board of Selectmen meeting.
- F. **Discussion regarding solar panel contract:** Mr. Rose reported that we are paying 10.5 cents per kilowatt under this contract with an escalator of 1.5 cents per year. He contacted Town Attorney, Dennis O'Brien to review the contract.

6. Old Business

- A. **Update regarding propane supplier for Town buildings:** Mr. Rose is still waiting to hear back from Osterman regarding the updated contract with the Town.
- B. **Discuss the Town of Chaplin's 2018 Grand List Revaluation conducted by Vision Government Solutions, Inc.:** Mr. Rose read the update from Assessor, Chandler Rose. The revaluation project is almost wrapped up.
- C. **STEAP Grant (North Bear Hill Bridge):** Mr. Rose reported that the project has been held up due to the delay with the cable company moving the utility pole that is in the center of the road. Once the pole is moved the road can be paved and opened to traffic.
- D. **Discussion regarding England Road Bridge Project:** Mr. Rose reported that he is in the process of contacting the engineer for the project to submit requirements for the grants.
- E. **Discussion regarding North Bear Hill Drainage Project.** Mr. Rose reported that the project is with the engineering firm.
- F. **Discussion regarding Bedlam Road Bridge Project:** Mr. Rose reported that project is with the engineer to get estimates.
- G. **Status of the Chaplin Museum:** Mr. Rose reported that he tried numerous times to contact the appraiser but never got a call back. He met with Stephanie Abraham to appraise the museum and she said it was difficult to appraise due to the nature of the building and no available comparable properties. She did not recommend selling the building as it holds more value to the Town.
- H. **Status of the William Ross Library:** Mr. Rose reported that appraiser Stephanie Abraham priced it at approximately \$50,000 and recommended the Town try to acquire more property surrounding the building and also putting in a septic system. Mr. Rose will reach out to abutting neighbors.

- I. Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.:** To be posted online with mission statement and start recruiting committee members.
- J. Discuss All Pending and New FOI Requests:** Mr. Rose read FOI request from SmartProcure asking for specific vendor data. Information was not readily available and SmartProcure withdrew request.
- K. Willimantic Waste – curbside single stream recycling contamination notice.:** Mr. Rose reported that the Town is now getting charged for the contaminated recyclables. The Board discussed more education for the residents to alleviate these extra charges.
- L. Human Resources Updates/Changes:** Mr. Rose stated that the Employee Handbook is being re-written and also a new Employee policy manual is being developed. They are also finalizing the Department of Public Works union contract.
- M. Discussion regarding the Department of Public Works:** DPW rented a bucket truck to take down dead trees in town. Mr. Rose also stated that Singleton Road is being paved next week.
- N. Discussion regarding Public Safety and Resident Trooper Program:** No updates.
- O. Discussion regarding leasing space in the Old Post Office Building:** No progress at this time.
- P. Discussion regarding condition of the library boiler room:** Mr. Randall received one quote for asbestos removal, Mr. Rose will get another quote.
- Q. Discussion on Hampton/Chaplin Ambulance Corp.:** Mr. Pinto reported that Ben Brockett has not been available but will continue to follow up with him.

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

Peggy Church had concerns regarding the art show hosted by the Artists Open Studio and if they can still use the Senior Center. Mr. Rose stated they will be grand fathered in and at the next Municipal Building Ad-Hoc committee it will be discussed what functions will be determined as town sponsored.

8. Agenda Suggestions for next meeting:

Communications and Reports

- Trooper Report
- Board Members Reports
- Board of Finance Discussion
- Correspondence
- Building/Infrastructure
- Discussion regarding the Municipal Building Usage Ad-Hoc Committee

New Business

- Tax Collector Refunds
- Resignations/Appointments

Old Business

- 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 Project
- Discussion regarding North Bear Hill Drainage Project
- Discussion regarding Bedlam Road Bridge Project
- Status of the Chaplin Museum
- Status of the William Ross Library

Discuss tentative plans to celebrate Chaplin Bicentennial in 2022.
Discuss All Pending and New FOI Requests
Willimantic Waste – curbside single stream recycling contamination notice.
Human Resources Updates/Changes
Discussion regarding the Department of Public Works
Discussion regarding leasing space in the Old Post Office Building
Discussion regarding condition of the library boiler room.
Discussion on Hampton/Chaplin Ambulance Corp
Discussion regarding solar panel contract
HVAC System – Town Hall

9. Date, time, and place of next meeting (October 4, 2018 @ 7:00pm @ the Town Hall)

10. Adjourn: Meeting adjourned at 3:23pm.

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

Surplus Equipment List Declaration

Board of Selectmen – Special Meeting

September 13, 2018

LOT#	ITEM
1	Johnson PPL6000 Radio
2	Wacker plate compactor with 3.5HP, Honda Model #VPA1350W – does not run
3	Volt Master 6000W generator w/8HP Briggs Model #VX50V2 – does not run
4	Hustler 4600 Excell 12' wing zero turn lawn mower w/Kubota diesel Model #925008 Serial# 6060428 – runs good
5	Snapper 1030 snow blower – does not run
6	1996 International 4900, DT466 VIN #1HTSDAAROTH324784 – needs radiator, air cooler and power steering reservoir, runs good
7	11' Everest plow – needs 1 angle cylinder
8	Torwell 6-yard spreader model 4D 6HW6