Garrison Park Pond, courtesy Chaplin Recreation Commission

Annual Report

2016- 2017

TOWN OF CHAPLIN
Annual Report
1 July 2016 to 30 June 2017

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TOWN OF CHAPLIN
LIST OF OFFICERS

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
SELECTMEN			
Matthew Cunningham, First Selectman	R	11/3/2015	11/7/2017
William H. Rose IV, Second Selectman	R	11/3/2015	11/7/2017
Irene J. Schein, Second Selectman	D	11/3/2015	11/07/2017
TOWN CLERK			
Shari Smith	R	1/4/2016	1/1/2018
TOWN TREASURER			
Diana Fiasconaro	R	11/03/2015	11/7/2017
ASSISTANT TREASURER			
Suzanne Gluck	R	11/5/2015	11/7/2017
BOARD OF FINANCE			
Marc Johnson	R	11/3/2013	11/5/2019
Linkesh A. Diwan	U	11/5/2013	11/5/2019
Jean Lambert	R	11/3/2015	11/2/2021
Richard G. Weingart	D	11/03/2015	11/2/2021
Doug Dubitsky .	R	11/8/2011	11/7/2017
Cesar Beltran	D	11/5/2011	11/7/2017
BOARD OF FINANCE - ALTERNATES			
Matthew M. Foster	R	11/3/2015	11/7/2017
Jaime Vertefeuille	D	11/3/2015	11/5/2019
Cesar Beltran	D	11/3/2015	11/2/2021
BOARD OF EDUCATION			
John F. Bolduc, Jr.	D	11/5/2013	11/7/2017
Stephanie L. Harrington	R	11/3/2015	11/7/2017
Stacy R. Foster	R	11/5/2013	11/7/2017
William Hooper	D	11/3/2015	11/5/2019
Jaclyn Chancey	D	11/3/2015	11/5/2019
Justin A. Rondash	R	11/3/2015	11/5/2019
Jamison L. Spalding	R	11/3/2015	11/5/2019
RD 11 BOARD OF EDUCATION			
Stacy Foster	R	7/1/2015	06/30/2018
Stephanie Harrington	R	7/1/2016	6/30/2019
Sally Ireland	R	7/1/2017	6/30/2020
PLANNING AND ZONING			
Eric D. Beer	R	11/5/2013	11/5/2019
Alan Burdick	R	11/5/2013	11/5/2019
Helen Weingart	D	11/3/2015	11/2/2021
Peter Fiasconaro	R	11/3/2015	11/2/2021
Doug Dubitsky	R	11/08/2011	11/7/2017

TOWN OF CHAPLIN
LIST OF OFFICERS

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
David P. Garceau	D	11/8/2011	11/7/2017
Randy J. Godaire	R	11/8/2011	11/7/2017
PLANNING AND ZONING - ALTERNATES			
Kenneth P. Fortier	R	11/8/2011	11/7/2017
Brandon Cameron	U	11/5/2013	11/5/2019
William Ireland	R	11/3/2015	11/2/2021
ZONING BOARD OF APPEALS			
Lisa Courcier	D	11/5/2013	11/5/2019
Sue Peifer	R	11/3/2015	11/2/2021
Rosalie Gifford	R	11/8/2011	11/7/2017
William L. Jenkins	R	11/8/2011	11/7/2017
Douglas Cates	R	11/3/2015	11/2/2021
ZONING BOARD OF APPEALS - ALTERNATE			
Vacancy	D	11/1/2011	11/7/2017
Paul Tetreault	R	11/5/2013	11/8/2019
Kitty Leshay	D	11/3/2015	11/2/2021
BOARD OF ASSESSMENT APPEALS			
Matthew Foster	R	11/3/2013	11/7/2017
Eugene V. Boomer, Jr.	R	11/3/2015	11/5/2019
Bruce Raymond	D	11/3/2013	11/7/2017
INLAND WETLANDS COMMISSION			
Sharyn Rusch	D	11/5/2013	11/5/2019
Peter E. Kegler	R	11/5/2013	11/5/2019
Paul J. Deveny	U	11/3/2015	11/2/2021
Scott R. Matthies	D	11/3/2015	11/2/2021
Michael R. Jenkins	R	11/8/2011	11/7/2017
Doug Cates	R	11/8/2011	11/7/2017
Peter Stick	D	11/8/2011	11/7/2017
INLAND WETLANDS COMMISSION - ALTERNATE			
Michael J. O'Neill	D	11/8/2011	11/7/2017
Vacant		11/5/2013	11/5/2019
Virginia Walton	D	11/3/2015	11/2/2021
LIBRARY BOARD OF DIRECTORS			
Kelly Pothier	D	11/5/2013	11/5/2019
Vacancy		11/05/2013	11/5/2019
Alan Burdick	R	11/5/2013	11/5/2019
Priscilla Willey-Diwan	D	11/3/2015	11/2/2021
Eunice B. Edelman	R	11/3/2015	11/2/2021
William Jenkins	R	11/3/2015	11/2/2021
Victor N. Boomer	R	11/8/2011	11/7/2017
Leslie Ricklin	D	11/8/2011	11/7/2017
Rebecca Stockdale-Woolley	D	11/8/2011	11/7/2017

TOWN OF CHAPLIN
LIST OF OFFICERS

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
REGISTRAR OF VOTERS			
Eugene V. Boomer, Jr. - Republican	R	1/4/2017	1/9/2019
Stacy R. Foster - Deputy Republican	R	1/4/2017	1/9/2019
Bruce Raymond - Democratic	D	1/4/2017	1/9/2019
Christopher Komuves - Deputy Democratic	D	1/4/2017	1/9/2019
RECREATION COMMISSION			
Tim Barr	D	7/1/2016	6/30/2018
David Stone	R	7/1/2016	6/30/2018
Gary Bennett	R	7/1/2016	6/30/2018
Matthew Foster, Chm.	R	7/1/2016	6/30/2018
Matthew Cunningham	R	7/1/2015	6/30/2017
James Harrington	R	7/1/2015	6/30/2017
Paul Deveny	U	7/1/2015	6/30/2017
John Smith	R	7/1/2017	6/30/2019
Denise Stevens	U	7/1/2015	6/30/2017
HISTORIC DISTRICT COMMISSION			
Paul Peifer	R	9/1/2013	8/31/2018
Warren Church	D	9/1/2017	8/31/2022
Jean A. Givens	D	9/1/2014	8/31/2019
Diane Cox	D	9/1/2015	8/31/2020
Kitty LeShay	D	9/1/2016	8/31/2021
HISTORIC DISTRICT COMMISSION - ALTERNATES			
Carl W. Lindquist	U	9/1/2016	8/31/2021
Catherine W. Smith	D	9/1/2015	8/31/2020
Paul Siege	D	9/1/2016	9/30/2021
CONSERVATION COMMISSION			
Scott Matthies	D	7/1/2013	6/30/2019
Philip E. Rusch	U	7/1/2013	6/30/2019
Christopher Komuves	D	7/1/2015	6/30/2021
Juan A. Sanchez, Jr.	U	7/1/2011	6/30/2017
Vacancy		7/1/2009	6/30/2015
Vacancy		7/1/2011	6/30/2017
CONSERVATION COMMISSION - ALTERNATES			
Vacancy		7/1/2009	6/30/2015
Vacancy		7/1/2011	6/30/2017
Vacancy		7/1/2013	6/30/2019
ECONOMIC COMMUNITY DEVELOPMENT COMMISSION			
Irene J. Schein	D	2/2/2017	2/2/2018
Virginia Siege	R	2/2/2017	2/1/2018
Paul Siege	I	2/2/2017	2/1/2019
Darcy Richard	D	2/2/2017	2/1/2019
Leslie Ricklin	D	2/2/2017	2/1/2020
Ann Chuk	U	2/2/2017	2/1/2020

TOWN OF CHAPLIN
LIST OF OFFICERS

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
ECONOMIC COMMUNITY DEVELOPMENT COMMISSION - ALT			
Michael Maggs	D	2/2/2017	2/1/2019
Margaret McKleroy		2/2/2017	2/1/2019
William H. Rose IV	R	2/2/2017	2/1/2020
SENIOR CENTER BOARD OF DIRECTORS			
Niel Muckenhoupt	D	07/012015	6/30/2018
Doreen Bolduc	R	7/1/2015	6/30/2018
Walter Zlotnick	D	7/1/2015	6/30/2018
Gertrude I. Landon	R	7/1/2013	6/30/2016
Marilyn Nurme	R	7/1/2013	6/30/2016
Patricia D.R. Boyd	U	7/1/2013	6/30/2016
Shirley Rakos.	R	7/1/2014	6/30/2017
Ruth Randall	U	7/1/2014	6/30/2017
Carl Linkkila	U	7/1/2014	6/30/2017
SENIOR CENTER BOARD OF DIRECTORS - ALTERNATE			
Randy J. Godaire	R	7/1/2014	6/30/2017
Vacancy		7/1/2011	6/30/2014
Neil Muckenhoupt	D	7/1/2014	6/30/2017
Animal Control Officer			
NECCOG, 860-774-1253, 125 Putnam Pike, Dayville, CT 06241, Animals Services, animalcontrol@neccog.org			
Administrative Assistant			
Suzanne Gluck			
Building Official			
Terry Bellman			
Burning Official			
Jason Chilly		9/8/2014	1/31/2017
Director of Emergency Preparedness			
Jim Randall			
Eastern Highlands Health District Representative			
Alisa Bray		7/1/2013	6/30/2016
Fire Investigator			
Daniel S. Garrett		6/2/2011	
Deputy Fire Marshal			
Chad Molochnick			
Fire Marshal			
Noel Waite			

TOWN OF CHAPLIN
LIST OF OFFICERS

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
Judge of Probate			
Hon. John J. McGrath, Jr.		1/7/2015	1/7/2019
Library Director			
Sandra Horning			
Municipal Agent for the Elderly			
Carol Palonen			
Mystic Country Connecticut Representative			
Peggy Mckleroy		10/3/2013	10/3/2016
DPW Supervisor			
David Stone			
DPW Driver/Operator			
Tad Stimson			
Robert Lawlor			
Justin LaFlamme			
Sanitarian-Food Inspector			
Eastern Highlands Health District			
Senior Center Director			
Roxanne St. Jean			
Superintendent of Schools			
Kenneth Henrici (Interim)			
Tax Assessor			
Chandler Rose			
Tax Collector			
Gay St.Louis			
Assistant Tax Collector			
Karlene Deal			
Tree Warden			
David P. Stone			
Zoning Officer			
James Gigliotti			
Resident Trooper			
Trooper Paul Black			

TOWN OF CHAPLIN
LIST OF OFFICERS

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
Justice of the Peace			
Eugene V. Boomer, Jr.		1/3/2017	1/4/2021
Victor N. Boomer		1/3/2017	1/4/2021
Patricia D. R. Boyd		1/3/2017	1/4/2021
Jack Collins		1/3/2017	1/4/2021
Amy Cournoyer		1/3/2017	1/4/2021
Diana Fiasconaro		1/3/2017	1/4/2021
Diane Cox		1/3/2017	1/4/2021
Bert D. Gunn		1/3/2017	1/4/2021
Henry E. Hansen		1/3/2017	1/4/2021
William L. Jenkins		1/3/2017	1/4/2021
Jean Lambert		1/3/2017	1/4/2021
Rusty Lanzit		1/3/2017	1/4/2021
MacKenzie, Hugh Maxwell Jr.		1/3/2017	1/4/2021

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Telephone: (860) 455-0073 Fax: (860) 455-0027

ASSESSORS OFFICE
ANNUAL REPORT 2016-2017

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real and personal property within the corporate limits of the Town of Chaplin. We appraise real estate based on the market value and maintain a "property record card" on every parcel. State statutes govern almost every function and responsibility of the Assessor's Office and requires us to perform revaluations every five years. Chaplin completed a town-wide revaluation for the October 1, 2013 Grand List.

I am also responsible for assessing business Personal Property, registered and unregistered Motor Vehicles. Pursuant to State Statutes, motor vehicles are valued NOT based on their market value, but solely 100% of the average book value.

The 2016 Grand List indicates 1239 real property accounts, 254 personal property accounts, and 2,643 registered motor vehicles.

It is my responsibility to update the property record cards when changes occur. The Assessor must inspect and value all newly created lots and newly constructed homes, as well as any changes, improvements or additions to existing properties.

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. The elderly and disabled programs are income qualified. For more information on exemption programs you may contact me, Chandler Rose, Assessor at (860) 455-0073x314. Office hours are Tuesday's from 5:00 p.m. to 7:00 p.m. or by appointment.

The 2016 Net Grand List increased 16.6% and compares as follows:

	2015 Grand List	2016 Grand List
Real Property:	125,140,670	125,244,870
Motor Vehicle:	17,349,690	16,598,390
Personal Property:	19,265,840	46,828,000
Net Grand List:	161,756,200	188,671,260
NET GRAND TOTAL:	161,756,200	188,671,260

Chandler Rose, CCMAII
Assessor

Town of Chaplin, Connecticut
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BOARD OF FINANCE
Annual Report 2016-2017

The Chaplin Board of Finance operates under the authority of Connecticut General Statutes Chapter 106, Section 7-340 to 7-349. The Board meets at the Chaplin Town Hall the second Monday of the month unless Monday is a holiday, at which time the meeting is held on the following Tuesday, with additional special meetings held as necessary. Members of the public are welcome to attend and provide input at board meetings. This is a six (6) member board with three alternate members; officers are a Chair, Vice Chair, and Secretary. In 2016-2017, we had six members and one alternate member. A recording secretary is hired to take minutes, which are filed with the Town Clerk.

The Chaplin Board of Finance oversees Town finances, compiles annual budget requests, holds a Public Hearing on these requests, and formally presents a budget at the Annual Town Budget Meeting in May. Other duties include setting the mill rate, appointing an auditor, and compiling and publishing the Town's Annual Report.

This report is divided into three parts: (1) an overview of Chaplin's budgetary performance; (2) a brief statement of the Board of Finance's operations; and (3) comments on the Town's audit results.

The Town of Chaplin's General Fund Audited Budgetary Basis Performance

For FY 2016-17, the Board of Finance approved a budget of $7,920,841 with a mill rate of 35.05, with no increase in mill rate from FY 2015-16. This budget was approved at a town referendum on May 17, 2016. Additional appropriations were made throughout the year as needed.

The Town of Chaplin expended $7,655,587 with the following breakdown:

Town of Chaplin FY 2016-2017 Expenditures	
General Government	$1,747,052
Chaplin Elementary School	$3,647,266
RSD 11 Parish Hill MS/HS	$2,261,269
Total	$7,655,587

The town received a total of $8,060,851 with the following breakdown:

Town of Chaplin FY 2016-2017 Revenues	
Property Taxes	$5,702,017
Reimbursements in lieu of taxes	$201,461
State & Fed. Funding for Operations	$199,690
State Educational Funding	$1,877,020
Receipts for Town Services	$49,547
Town Clerk Revenues	$12,589
Miscellaneous Revenues	$18,527
Total	$8,060,851

The budgetary surplus between Revenues and Expenditures ($405,264) has been added to the Town's Fund Balance (Reserve Fund). The tax collection rate was 98.1% (as audited) of the current year tax levy.

The Board of Finance's Operations

Board of Finance Financial Statement	
Approved Budget	$22,761
Additional Appropriations	$0
Actual Expenditure	$21,220

Members of the Board of Finance attended the following events:

Event Name	Date
COST State Budget and Legislative Update	20 September 2017 Attendees: J. Lambert & R. Weingart
COST Annual Meeting	14 February 2018 Attendees: C. Beltran, L. Caron, J. Lambert & R. Weingart

Town of Chaplin Audit Results

Per §4230 and §4236 of Connecticut General Statutes, The Town of Chaplin as a recipient of state funds must complete a town audit. The audit for FY 2016-17 was performed by Michaud

Accavallo Woodbridge & Cusano, LLC and contained with two significant remarks, summarized as:

1. Lack of written procedures for handling and approving expenditures;
2. Un-budgeted expenditures from the Board of Education.

A working group has been established by the Board of Finance, comprising members of the Board of Finance, the Board of Education, the Board of Selectmen, and others, to create written procedures regarding procurement and approval. The Board of Finance expects that having such procedures recorded and in practice will reduce the likelihood of unbudgeted expenditures in the future.

Respectfully Submitted,

Richard G Weingart, Chairman

Other Board members:

Vice Chairman:	Caesar Beltran	Secretary:	Jean Lambert
Members:	Doug Dubitsky Linkesh Diwan Mark Johnson		
Alternate Members:	Matt Foster		

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BUILDING OFFICIAL
Annual Report 2016-2017

It has been my pleasure to serve the citizens of the Town of Chaplin since 1984 starting as zoning enforcement officer and then assistant building official to Earl Belek. I feel the town is fortunate to have the professional staffing it has with the Zoning Enforcement Officer and Wetland Agent.

The following permits were issued by the building department:

Dwellings	2	Heating	8	Electrical	12
Wood Stoves	2	Pellet Stoves	1	Propane	3
Pools	0	Roofing	12	Renovations	10
Sheds	1	Decks	3	Garages	0
Siding	2	Windows	5	OWF	0
Photovoltaic	10	Wood Furnace	0	Demolition	0
FP insert	0	Additions	2	Barns	2
Enclosed porches	0	Chimneys	0	Generators	0
Antennas	0	Plumbing	1	A/C	2

The Building Official has regular scheduled office hours from 5 to 7pm on Tuesday evenings. He can also be reached on his cell phone for questions or inspection requests. The number is 860-428-4118.

The Building Official is responsible to enforce the Connecticut Building Code in accordance with Connecticut General Statute 29-260. He also provides a monthly report to the U.S. Census Bureau, a quarterly report to the state Building Official Educational Training Unit along with the education fess collected with the building permit.

Sincerely,

Terry Bellman
Building Official

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

Chaplin Elementary School

Annual Report 2016-2017

Chaplin Elementary School serves students in grades PreK – 6. The school has approximately 160 students enrolled. There is an atmosphere of community that surrounds Chaplin Elementary School. It's one of the first comments visitors make when visiting our school. With the continued support from the Chaplin community, the ongoing dedication of our staff, and support from the Board of Finance and Board of Education, Chaplin Elementary School continues to be a great place for children to learn and grow.

Each child's individual educational goals are the focus of the work done at CES. We strive to maximize the time during the school day to focus on the development of the skills and knowledge vital for success in the twenty-first century. Each new day brings with it the opportunity for students to work closely with their classroom and intervention teachers. In addition, if a student has mastered a skill and is ready to build deeper understanding, the teachers plan activities suited to address moving students forward in their learning. Classroom teachers collaborate weekly with academic support specialists to design appropriate individualized instruction for students in math and language arts.

Chaplin Elementary School continues to move forward with implementation of the Connecticut Core Standards (CCS). These educational standards were drafted with the collaboration of experts and teachers from across the country with a focus on preparing students with the enduring skills needed to be successful in college and career. They have been designed as a clear set of expectations that build in complexity as students progress from one grade to the next preparing all students to be successful.

At CES, teachers have been working for the past few years to develop and implement a core standards aligned curriculum in language arts and math. Adjustments to our daily schedule have allowed teachers to better utilize their class time to fully address the demands of this new curriculum.

The state of Connecticut is administering a standardized test to students in grades 3-8 and 11. The Smarter Balanced Assessment Consortium (SBAC) has been administered each spring in English/Language arts (ELA) and math to measure students' progression in mastering the grade level skills of the CCS. This assessment measures critical thinking skills and ask students to demonstrate their proficiency through research, writing and solving problems. This assessment has been designed to monitor the progress students are making and allows teachers to focus on the skills of the CCS rather than "teaching to a test".

In addition to state assessments and standards, educators across the state are participating in a teacher evaluation system (T-Eval). Every teacher at Chaplin Elementary School has set individual goals based on improving their professional practice and promoting student growth. During the school year, in-class observations have been conducted for every teacher. The observation was then followed by actionable feedback focused on growth and improvement. This State Department of Education evaluation system was developed based on statewide data collection noting that many professional educators did not feel they were adequately supervised or supported in the classroom.

The teacher evaluation system was designed as a means of support for all teachers and to foster improvement and growth for the profession.

The Chaplin Elementary School PTO continues to be very supportive of the various programs and activities held for the students. Their ongoing support allows the school to provide offerings that otherwise would not be available. The fundraising efforts of the PTO help with costs for field trips, after school activities, and purchasing equipment and supplies. The PTO committed thousands of dollars to various student activities at CES during the past school year.

Members of the Chaplin community are encouraged to visit our school to see firsthand all the wonderful learning that is taking place in our classrooms each and every day. We always welcome opportunities to collaborate with the community, home and school in order to work together to make Chaplin Elementary School the best school in northeastern Connecticut.

Kenneth V. Henrici
Superintendent
Chaplin School District

Patricia D. King
Principal
Chaplin Elementary School

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EMERGENCY PREPAREDNESS
Annual Report 2016-2017

As a brief overview this state is broken up into five regions. Chaplin is in Region 4, one of forty-two towns and two tribal nations. Our region receives grants that are approved by CEOs and tribal leaders. These grants overlap into the following years.

July-2016

5th Met new CES secretary-gave me an up-dated contact list
8th J&S Radio said EOC Johnson radio (obsolete)/they hooked up a new Kenwood radio
12th Attended ESF-5 EM meeting in Plainfield
Called Label Master – concerning ERG-2016 shipping of order
14th Picked up corkboard in Plainfield for EMD & CVFD
19th Attended ESF-10 Hazmat meeting in Montville
21st Gave 8 AED contacts to Linda Caron for teaching
26th Called Spectra about factory tour

August-2016

4th Spoke to Darlene, DEMHS secretary, about WebEOC training in Norwich
WebEOC class - filled
5th Called LEC – Law Enforcement Council
10th Spoke to DPH Bree Wolf – need a copy of Old Emergency Care Guidelines to update
Mailed 2009 Emergency Care Guidelines to DPH
13th Attended Active Shooter Training for MET-TAC in Thompson
16th Took 3 tires & 5 gal. pail to recycle center from Cedar Swamp
17th Attended Training & Exercise meeting in Norwich
24th Attended REPT meeting (Colchester)
25th Called PHHS about school security plan
26th Called about Scott bottles & regulations
29th Met new Chaplin Public Workers

September-2016

1st ESF-3 (Public Works) in Killingly – got booklet (Guidelines for Temp. Traffic Control in Work Zone)
7th Attended REPT/CEO SECCOG meeting in Norwich
Gave PHHS an EverSource DVD
8th Spoke to DEEP Helene Hochholcer about Cedar Swamp Road
13th Attended ESF-5 (EM) meeting in Ashford
14th Attended ESF-6 (Red Cross) in Waterford
20th Attended EST-10 (Hazmat) in Montville
Attended Training & Exercise Meeting
27th Filled out EMPG paperwork with Valerie Garrison; First Selectman signed it
Copied ICS 120A FEMA diploma/HSEEP diploma sent to Region IV

October-2016

11th DEEP – spoke to Jamie Sydoriak about land acquisition
12th Shelter discussion with EMDs of Hampton/Scotland
DEEP – returned my call about dry hydrant on Cedar Swamp Road
13th Paperwork on HeartSafe
14th E-mails to Ham Radio members
19th Dropped off HeartSafe forms to EMS at WCMH
20th Attended CEMA meeting in Saybrook

Attended ESF-5(EM) meeting - spoke to Shawn Johnston (EverSource) at NECCOG (LEOP) overview
21st Spoke to Stuart Cobb; spoke to a Naturalist at Goodwin Forest House
25th Spoke to Paramedic Bill Musket (Windham Hospital) about HeartSafe forms
Picked up HeartSafe paperwork from paramedics at WCMH
Picked up Ashford Town's official contact list
26th Attended REPT meeting in Colchester
Attended EST-4 Firefighting in Franklin

Novemeber-2016
1st Called Ham Radio Outlet Store about ham radio cables
2nd EPPI – Statewide exercise (weather incident- Governor 's scenario 15% water usage) – I set up, participated, closed up- Deputy EMD Cale Audette and Communication Officer Rick Nichols also participated
3rd Wrote EPPI billing for EPPI exercise
Spoke to Kristin ESF-3(Public Works) concerning bridge height markings
4th Called DOT about road signs and bridge heights
8th Called NECCOG about Hazmat Mitigation Plan Book and picked it up the next day
15th Attended ESF-10(Hazmat) in Montville
AttendedESF-5(EM) in Sterling
16th Attended Training & Exercise meeting in Norwich
Called AAA about Bike Safety for information
17th Called Ham Radio members about the Nov. 23, 2016 TNC Class
Checked roads for missing road signs in Chaplin
23rd Ham Radio TNC Class – setup, participated and cleaned up
28th Ordered AED battery & contacts
Purchased Ozark flashlights for Ham Radio kits
29th Picked up ½" air chuck/cap for fire hose
30th Called Ham Radio Outlet to fix billing for USB serial port connections

December-2016
1st Attended BOS meeting-reported to have road signs added
2nd Chaplin resident called about getting McCaw bird out of her tree-referred her to Linden Tree Service
6th Called DEMHS secretary Darlene about EMPG & Dec. 2016 deadline
Picked up AED battery & contacts
Removed old/installed new AED battery & contacts at CVFD Hall
Called AAA for Bike Safety Programs to be sent out
12th Received AAA Bike Safety programs
13th Gave AED contacts to Chaplin Elementary School
15th DEEP Helene Hachholzer called about Cedar Swamp Pond & talked about dry hydrant
19th Reviewed/Signed EMPG 2015
20th Called AAA about Bike Safety Rodeo Course Event – no longer offer it
22nd Mailed EMPG 2015 report
28th Town Annual EMD report completed and submitted

January-2017
4th Spoke to Ernie Mello about PHHS shelter agreement draft
10th Attended ESF-5(EM) in Plainfield -EOC
11th Attended ESF-6(Red Cross) meeting in Norwich
13th Dave Stone (P/W) needs to move MREs off of Senior Center stage
17th Attended ESF-11(Animals) meeting in Norwich
Attended ESF-10(Hazmat) meeting
18th Attended Training & Exercise meeting in Norwich
21st Tied up trailer hitches with covers
24th Attended REPT meeting
Attended ESF-4(Firefighting) in Franklin
26th Received new EM town e-mail address; Selectman's new phone number & new office hours
27th Spoke to Chaplin P/W about HeartSafe sign placements; exchanged phone numbers and e-mails
Provided access to flag pole for maintenance
Gave Darlene new selectman's new phone number and my new town e-mail address
28th Spoke to Juan Sanchez about washing FD gear (35 lbs. = $30/set)

February-2017

3rd Gave new phone numbers of new Public Workers and Selectman to Cale Audette, Deputy EMD
Also informed him about Linda Sargent as our shelter person; CES still looking for new janitor
Gave Dave Stone my 2008 HeartSafe sign; Gave bloodborne CD to Therese for studying & town map of water source locations
6th Worked on LEOP
7th Called Mike Licata on CERT Class
8th Attended ESF-6(Red Cross) in Norwich
CES – met with new nurse and janitor
16th Posted CERT flyers at Town Hall, CVFD
17th Called Ernie Mello about PHHS sheltering; Sue Bolen wanted a walkthrough of PHHS & CES
22nd Attended REPT meeting about OVS in Colchester
23rd Spoke to Selectman about VOST services; he wanted prices on Tower Hill hydrant
Hi-Band Radio Test
Called Dan Meade (Hampton EMD) – Hampton hasn't sent in its MOA
Spoke to Scotland Town Hall about MOA- they said already handed it in-will check w/SECCOG
27th Attended ESF-5(EM) meeting in East Lyme
28th Went to Town Hall to see Selectman

March-2017

1st Called Selectman about Public Workers attending ESF-3 meeting
Gave Public Workers previous ESF-3 agenda and minutes
2nd ESF-3(Public Works) at T-2 in Mansfield w/Supervisor-looked at Ridge Rd. powerlines
3rd Inquired about hydrant costs/prices at Target
6th Discussion with Selectman-approved ESF-3 meeting in Chaplin(May 4th) & gave him Target hydrant prices
Called Darley Company for hydrant costs
Called Kristin (P/W secretary) about hosting ESF-3 meeting on May 4th in Chaplin
8th Ordered dry hydrant 6" adaptors and 8" strainer
9th Informed Selectman on hydrant and gave him Connex box phone number of salesman for storage box
Received radio frequency paperwork from vendor-out of compliance?
Had J&S Radio check to see if we are in compliance – ours is in compliance
13th Moved EMD trailers closer to driveway with P/W assistance – better access during winter due to plowing
Home Depot-looked for holders for orange reflective marker for trailers
Called Joe Pinto about low propane level at CVFD during storm
20th Attached reflective markers on EMD trailers for better visibility during plowing season
21st Attended ESF-5(EM) NEDDH meeting
22nd Attended REPT meeting in Colchester
Attended ESF-4(Firefighting) in Franklin
23rd Called Darlene to check on MREs expiration dates – they are good

April-2015

1st Called CERT Bob Demaio about Red Cross
3rd Darley Company sent wrong 4.5" adaptor
5th Gave Selectman Cunningham CVFD key & discussed Chaplin concerns
6th Attended ESF-5(EM) in East Lyme – MRC Allyson Shultz spoke about CTVOST
Spoke to Steve at Shipman's Fire Equipment about ESF-11(Animals)
10th Called DVM Beal-invited her to ESF-11(Animals) meeting at Big Y in Norwich
Attended Chaplin Town Budget meeting
11th Attended ESF-11(Animals) in Norwich
12th Attended ESF-6(Red Cross) meeting
Went to Shipman's Fire Equipment to check on regulator for water rescue
Went to UPS to send back wrong 4.5 adaptor
Spoke to Les Shull to get Salamander information
17th Went to J&S Radio to check on Chaplin's Public Works portable radio frequency
21st Went to Groton P/W for ESF-11(Animals) – looking for suction tools in trailer
24th Checked on location site for Tower Hill fire hydrant
25th Attended Emergency Management Symposium (8 hours) in Cromwell
26th Attended REPT meeting in Colchester
27th Met with Deputy EMD Audette about CTVOST information & animal rescue tools
28th Called Jay (Lebanon Public Works) – gave him May's REPT date & time

MAY-2017

4th Attended ESF-3(Public Works) meeting in Chaplin – held at CVFD
Attended EverSource class at UCONN
15th Called Pipeline Training Company – Paradigm
Called 1st Selectman, P/W members, (Rusty, Bill Rose, Chris K.) CERT members, and Red Cross Sue Bolen -invited to Pipeline Safety class
Spoke with DVM Willner about ESF-11(Animals) purchase at Shipman's
22nd Spoke to CERT members about Pipeline Safety class
Spoke with Steve Super who ordered regulator for water rescue
E-mail to Joe Sastre about attending Norwich Hospital Explosive class; also Darley Co. concerning 6" o-rings
24th Attended REPT meeting
Went to Shipman's to pick up Rescue Regulator
Stopped at Ace, Fastenal & AirGas for air fittings
25th Went to Norwich Hospital for Bomb class – cancelled (Informed those I invited)

JUNE-2017

12th QV Dispatch – dropped off P/W information for salamander cards (Killingly)
13th Attended ESF-(EM) in East Lyme -topic-closed POD
14th Attended ESF-6(Red Cross) meeting in Norwich
15th QV Dispatch – picked up salamander cards (Killingly)
Hi-Band Radio test (Chaplin)
Dropped off salamander cards off to Public Workers
16th Met with Carla Iezzi (DEMHS planner) discussed LEOP
21st Attended Training & Exercise (Waterford) – approved CTVOST for MRC
Attended Pipeline Safety class in Norwich
Informed CES Principal Pat King – testing of pipelines, CPR & alt. site
26th Met with P/W to discuss/answer questions about Pipeline Safety class
Went to Town Hall to be put on the True Value buyers list
Called Firematic about airbags
27th Attended ESF-11(Animals) meeting in Norwich
28th Attended REPT meeting in Colchester
29th Went to Chaplin Senior Center to see construction changes to stage and floor expansion

I'd like to thank Selectman Cunningham, all the CVFD and CERT members, Rick Nichols, Chaplin Public Workers, and Cale Audette for their assistance. I would like to thank Val Garrison who pays my EMD bill and works with me on the line items within the Emergency Management Performance Grant. I would also like to thank Sheila Randall.

Respectfully submitted,
James Randall, Chaplin EMD

*ESF-2 (Communications)
*ESF-3 (Public Works)
*ESF-4 (Firefighting)
*ESF-5 (Emergency Management)
*ESF-6 (Mass Care – Red Cross)
*ESF-8 (Public Health)
*ESF-10 (Hazmat)
*ESF-11 (Agricultural/Animals)
*ESF-13 (Public Safety)
*MRC(Medical Reserve Corps)
*OVS(Office of Victim Services)
*EOC(Emergency Operation Center)
*REPT (Regional Emergency Planning Team)
*IMT (Incident Management Team)
*CERT (Community Emergency Response Team)
*EMPG (Emergency Management Performance Grant)
*EPPI (Emergency Preparedness and Planning Initiative)
*EHHD (Eastern Highlands Health District)
*LEOP(Local Emergency Operation Plan)
*AED(Automatic External Defibrillator
*CTVOST(CT Virtual Operations Support Team)
*HSEEP(Homeland Security Exercise Evaluation
*TNC(Terminal Node Connector)
*POD(Point of Distribution)

Chaplin Volunteer Fire Department
Annual Report
Fiscal Year 2016- 2017

The Chaplin Volunteer Fire Department had a busy year with 101 Fire calls and 153 medical calls. Our membership has remained steady. Our bigger purchases included a Kubota UTV with accessories , and a trailer to haul it. This will be very instrumental extricating patients from in the woods or to transport firefighters in and out of the woods fighting forest fires. This will be a great resource to have in the Dept. The CVFD also started responding at a R1 level which means our EMT staff can perform up to their level of training.

The CVFD assisted the Towns Trunk or Treat. The Christmas Tree Lighting was a huge success. We held our annual Golf Tournament fund raiser and it was our most successful. We were able to give a $ 1000.00 scholarship to a graduating students from PHHS studying for a medical profession. We gave a 100.00 scholarship to the most successful graduating student from the Chaplin Elementary School. We also gave 250.00 to our local food pantry.

Overall, the CVFD had a safe and successful year.

Sincerely,

Joe Pinto, Chief

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

Fire Marshal
Annual Report 2016-2017

The fire marshal's office is required by Connecticut general statute 29 305 conduct inspections of all commercial buildings, places of assembly and multifamily dwellings with three or more living units. Fire marshals are also required to issue blasting permits and conducting inspections at all facilities that serve alcohol for annual liquor license renewals and conduct plan reviews for construction or remodeling of commercial facilities. Fire marshals are also required to be notified of and investigate all fires and explosions within the jurisdiction.

This past fiscal year the fire Marshal conducted eight routine inspections, approved three liquor license renewals and investigated three small loss fires. The fire marshal was also required to attend a court hearing to address a landlord tenant dispute.

Budget appropriations cover the annual salary and training requirements for the fire Marshal and deputies.

Brief Financial Statement	
Approved Budget	$9,500.00
Additional Appropriations	$0
Actual Expenditure	$8,209.10

Respectfully Submitted,

Fire Marshal.

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

CHAPLIN HISTORIC DISTRICT COMMISSION
Annual Report 2016-2017

Established in 1974, the Chaplin Historic District Commission oversees architectural changes to the properties and their structures situated in the District. Properties are located on Chaplin St., Phoenixville Rd. and Tower Hill Rd. the oldest of which dates to c. 1800.

Historic District residents planning changes to their buildings or grounds are urged to contact the Chairman of the Commission with any questions. The HDC regulations and a Q & A section are available on the Town website.

During the 2016-2017 reporting period, the HDC held three regular business meetings, three special meetings and held six public hearings.

Our regular members were Paul Peifer, Jean Givens, Warren Church, Kitty LeShay and Diane Cox. Cathy Smith, Carl Lindquist and Paul Siege served as Alternate members.

At the annual HDC meeting in September, Paul Peifer was elected Chairman, Warren Church was elected Vice-Chairman and Diane Cox was elected Secretary to serve one-year terms as officers. The regular meeting schedule was also set. The Commission approved a budget of $625 for FY 2017-2018 at our February meeting.

HDC regular meetings are scheduled four times a year. Special meetings may be called as necessary. Meetings are held in the Chaplin Library conference room. Regular business meetings follow public hearings, dates and times for which are published in the Willimantic Chronicle and posted at the Chaplin Town Hall.

Respectfully Submitted

Paul Peifer

Paul Peifer

Chairman, Chaplin HDC

Paul Peifer, Chairman
Warren Church, Vice Chairman
Jean A. Givens, Member
Diane Cox, Secretary
Kitty LeShay, Member
Carl W. Lindquist, Alternate
Catherine W. Smith, Alternate
Paul Siege, Alternate

Town of Chaplin, Connecticut
Incorporated 1822
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Chaplin Inland Wetlands and Watercourses Commission Annual Report 2016-2017

The Inland Wetlands and Watercourses Commission (IWWC) is charged by the Connecticut General Statutes, section 22a-36 through 22a-45 to regulate in or near wetlands and/or watercourses in the Town of Chaplin for the purposes of protecting Chaplin's natural resources. The Commission discharges this obligation by provisions set forth in the Town of Chaplin Inland Wetlands and Watercourses regulations. These regulations require all land owners and their agents who propose any activity within 100' of a wetland or watercourse or within 200' of the high water mark of the Natchaug River to contact the Wetlands agent, Joe Theroux at 455-0073, for a determination on whether this activity should go before the Commission for a permit. These activities may include, but not be limited to, cutting trees, removal or depositing of material and/or soil, disturbance of the natural drainage, erection of buildings and grading of soil.

Commission Activities

Applications received-	7
Permits issued-	5
Agent approvals-	1
Permitted uses as of right-	0
Violations-	2
Public Hearings-	0
Agent Sign Offs	15
Site Walks	2

Brief Financial Statement	
Approved Budget	$15,513.90
Additional Appropriations	$0
Actual Expenditure	$14,447.19

Most of our budget goes toward staff salaries, with the remainder going toward office expenses, state mandated legal notices, and other housekeeping items. Professional Technical Assistance expenses can include attorney's fees and engineer's fees for peer review. The town is reimbursed for any peer review expenses through application fees. The Wetlands Agent maintains weekly hours for public assistance and averages between two and six site inspections per week for complaints, inspections for Zoning sign-offs, various road drainage issues, and compliance inspections for approved wetlands/zoning applications; as well as patrolling the town for any wetland violations.

Respectfully Submitted,

Scott Matthies, Chairman

Sharyn Rusch, Vice-Chair

Peter Stick, Secretary

Peter Kegler

Paul Deveny

Michael Jenkins

Doug Cates

Virginia Walton, Alternate

Michael O'Neill, Alternate

Vacancy, Alternate

Joe Theroux, Wetlands Agent

Town of Chaplin, Connecticut
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Library Board of Trustees
Annual Report 2016-2017

The Chaplin Public Library provides the community with a variety of services, materials, resources, and programs. Materials include books, magazines, DVDs, and audiobooks. The library also provides free access to ebooks and audiobooks available through the digital lending library, Overdrive. In addition, free or discount passes to aquariums, state parks, and museums, such as the Atheneum and the CT Science Center, are available to all library patrons. Patrons have access to three public computers, a printer, faxing, and Wi-Fi, as well as an early literacy station for children with educational programs and games. Programs for all ages are scheduled throughout the year, and the meeting room is also available for use by Chaplin residents. Under the Board of Trustees' review and direction, the Library Director serves as the administrative officer of the library.

In 2016-2017, the library continued to provide quality programming for patrons of all ages. The Wednesday Preschool Playgroup, which provides a story, related craft, and playtime for toddlers, ran every week during the school year, and the annual Summer Reading Program provided children with reading activities and events throughout the summer. For adults patrons, this year the library participated in the CT Author Trail and Quiet Corner Reads, a program where libraries in northeastern CT all read the same book and hold related events. Many patrons participated, and the library has become an official member and will be hosting events in 2018. The library also ran events during the holidays and school breaks to promote library use by families. Popular programs included Love Your Library, Horizon Wings (hawk and eagle rehab), and Mr. Magic. In the spring, the Chaplin Elementary preschool visited the library to hear a story, get a library card, and check out their first book. Many new library cards were processed this year.

There were a few equipment purchases and building repairs this year. The children's literacy computer needed to be replaced, and the hot water heater for the building also needed replacement. Along with the Senior Center, the building was also power washed and painted in the fall of 2016. The library had multiple staff changes this fiscal year. In July of 2016 the Assistant Librarian Kitty LeShay resigned, and in November the Library Director Jessica Jahnke resigned. Both replacements took several months to fill. Anjanette Hill was hired as the assistant in November, only a few weeks before Jessica resigned. Anjanette Hill and Sandra Horning (the Assistant Librarian II) operated the library during the search for a new director. The Library Board of Trustees created a search committee with Victor Boomer, Leslie Ricklin, and Eunice Edelman. In March Sandra Horning was hired as the new director. Despite the repairs and changes in staff, the library continued providing services and came in under budget by $1,172.64. A brief financial statement is below.

Brief Financial Statement	
Approved Budget	$71,428.00
Additional Appropriations	$0
Actual Expenditure	$70,255.36

Respectfully Submitted,

Sandra Horning, Library Director

Eunice Edelman, Chairman

Alan Burdick, Vice-Chairman

Kelly Pothier, Member

Willima Jenkins, Member

Leslie Ricklin, Member

Diane Cox, Member

Town of Chaplin, Connecticut

Incorporated 1822

495 Phoenixville Road, Chaplin, Connecticut 06235

Telephone: (860) 455-0073 Fax: (860) 455-0027

CHAPLIN PLANNING & ZONING COMMISSION ANNUAL REPORT FOR 2016-2017 FISCAL YEAR

The following is the Annual Report for the Town of Chaplin Planning and Zoning Commission, for business conducted during the 2016-2017 Fiscal Year. The information provided herein was tabulated by review of all meeting agendas, minutes, applications, permits, reports and records of business conducted by the Chaplin Planning and Zoning Commission during the 2016-2017 Fiscal Year (July 1, 2016 through June 30, 2017).

Introduction

The Chaplin Planning & Zoning Commission (PZC) is enabled by the Connecticut General Statutes (CGS), Chapters 124 & 126 and is guided by CGS Section 8, to oversee all aspects of land use, including the regulation, development, conservation and subdivision of land within the limits of the Town of Chaplin, to ensure the continued protection of the health, safety & welfare of Chaplin's residents & businesses. The Commission exercises this authority through the established provisions and procedures set forth in the Chaplin Zoning Regulations, the Chaplin Subdivision Regulations and the Chaplin Zoning Violation Enforcement Ordinance. In addition to the aforementioned regulatory documents, the PZC utilizes the adopted 2010 Chaplin Plan of Conservation & Development (POCD) as a guide for the decision making process of land use applications. The 2010 POCD also identifies several long–term & short-term goals for the PZC and also provides direction how to obtain and/or complete these goals.

Conducted Business

During the 2016-2017 Fiscal Year, The Chaplin Planning & Zoning Commission held eleven (11) regularly scheduled meetings, cancelled one (1) regular meeting, held two (2) special meetings and held four (4) public hearings. The Commission reviewed and/or acted on two (2) site plans, three (3) special permits, two (2) unique zoning permits and two (2) timber harvests. Additionally, the Planning and Zoning Commission conducted four (4) preliminary, pre-application reviews at the request of applicants.

Staff for the Chaplin Planning and Zoning Commission, Mr. Jay Gigliotti, Zoning Enforcement Officer, administratively issued twelve (12) zoning permits for regulated construction activities: three (3) new single family residences, three (3) residential additions, three (3) accessory buildings/ structures and three (3) storage sheds. In addition, Mr. Gigliotti was able to certify the correct installation and construction of two (2) driveway aprons and also two (2) construction/ tracking pad entrances.

Mr. Gigliotti conducted sixty-two (62) inspections related to previously issued zoning permits, twenty-two (22) inspections relating to driveway permits and/or drainage related issues, sixteen (16) on site meetings with applicants, residents and/or property owners, twenty-five (25) inspections for requested zoning compliance and fifty-six (56) inspections/ investigation relating to zoning enforcement in the Fiscal Year 2016- 2017. As Chaplin's Zoning Agent, Mr. Gigliotti additionally is responsible for any "Town Planning" and also provides technical support and assistance for the Chaplin Historic District Commission and the Chaplin Zoning Board of Appeals.

Revisions to Chaplin Zoning Regulations

During the 2016-2017 Fiscal Year, the PZC continued to work on revisions to the Zoning Regulations. The commission has been working with town administration, other boards/ commissions, residents, contractors and other interested parties to identify which revisions should take priority. In the 2016-2017 fiscal year, the Chaplin Planning & Zoning Commission completed their assessment of the revisions began the daunting task of rewriting a significant number of sections and sub-sections in the zoning regulations. A primary revision includes making the entire set of regulations more "agriculture-friendly". Making the regulations easier for the agricultural industry is one of the primary objectives identified in the 2010 Chaplin Plan of Conservation & Development. The POCD offers suggested revisions for a number of sections in the zoning regulations, in addition to agriculture. The commission will continue to work through the regulations and making revisions that are consistent with the 2010 POCD.

Zoning Violation Enforcement Ordinance

The Zoning Enforcement Ordinance has been fully implemented since its adoption in 2012. The PZC has enjoyed continued success in achieving compliance with the zoning regulations utilizing the zoning enforcement ordinance. The PZC has had continued success with the implementation of the enforcement ordinance. During the 2016-2017 Fiscal Year, the PZC was able to achieve compliance on four (4) zoning violations and commenced enforcement on another (6) six cases. Throughout the 2016-2017 F.Y., the ZEO investigated fifty-six (56) potential zoning violations. These zoning enforcement matters frequently relate to signage, construction, illegal business activities, accumulated junk and unregistered motor vehicles.

The Planning & Zoning Commission intends to continue work on the revisions to the zoning regulations, as well as continue to address any outstanding zoning enforcement cases and any new enforcement concerns which may arise.

Respectfully Submitted,

Doug Dubitsky, Chairman (R)

Planning & Zoning Commission Members and Staff

Doug Dubitsky (R)- Chairman
Pietro Fiasconaro (R)-Vice -Chairman
Eric Beer (R)- Regular Member
Randy Godaire (R)-Regular Member
Dave Garceau (D)-Regular Member
Alan Burdick (R)-Regular Member
Helen Weingart (D)- Secretary, Regular Member

Brandon Cameron (U)-Alternate
Bill Ireland (D)-Alternate
Ken Fortier- (D)Alternate
Jay Gigliotti- Zoning Enforcement / Planning & Zoning Commission Agent

Brief Financial Statement

The Planning and Zoning Commission has an operation budget of approx. $24,000. facilitating the employment of one (1) part-time zoning enforcement officer and a meeting recording clerk. Aside from the clerk and the zoning agent's salary, the planning and zoning commission budget has line items for advertising, postage, mileage and office supplies.

Approved Budget	$23,841.25
Additional Appropriations	$899.30
Actual Expenditures	$24,740.55

In the 2016-2017 Fiscal year, the Chaplin Planning & Zoning exceeded the approved budget by $899.30. The additional expenditures were the direct result of a series of unanticipated special permit applications, which require additional advertising. In accordance with the Connecticut General Statutes, a special permit application requires essentially three (3) legal notices to be published in the newspaper. The additional expenditures are related to these unforeseen and unanticipated legal notices for the special permit applications.

Registrars of Voters

The Office of the Registrar of Voters in the State of Connecticut is a position governed by the Connecticut General Statutes and financially supported by the municipality in which the registrar of voters serves. Registrars of Voters work closely with the Office of the Secretary of State developing methods and procedures to ensure the voting rights of citizens and administer all elections based on current election laws (i.e. Federal, State, Municipal, Primaries, and Referenda). It is the responsibility of the Registrar of Voters of both parties to ensure fair and equitable implementation of all laws.

Duties of the Registrars include:

- Receive and process all voter registration applications
- Keep voter registry lists current
- Conduct canvasses
- Schedule and conduct registration sessions
- Prepare for and conduct elections.

Between July 1, 2016 and June 30, 2017, the registrars made changes to the Chaplin registry list included 235 additions, 78 removals and 59 changes of name, address or party designations. As part of the required annual canvas of voters the registrars canvassed 120 voters based on lists of possible address changes provided by the State of Connecticut and a review of voter records for those not voting in a 4 year interval. During the fiscal year 2016-17 the registrars conducted 3 elections including two budget referendums and the General November Presidential Election in 2016. On election day, the assistant registrars enrolled 37 new voters as a part of the Connecticut Election Day Registration process.

Election	# Names Active on Voter List	# Names Checked as Voting	Turnout Percent
Presidential Election 11/08/2016	1,421	1,123	80%
Town Annual Budget Referendum, 5/2/2017	1,478	118	7.9%
District 11 Annual Budget Referendum. 6/16/2017	1,481	170	11.5%

The Republican registrar, Eugene Boomer, competed the required sequence of eight courses taught by the Universality of Connecticut and passed the final comprehensive exam to become a certified Registrar of Voters. The Democratic Registrar of Voters. Bruce Raymond, was newly appointed in January of 2017 and is currently completing the required courses and will take the certification exam in 2018. Both registrars and a deputy registrar, Stacy Foster, and Helen Weingart all were re-certified as election Moderators for two years.

Eugene V. Boomer Jr.
Republican Registrar of Voters

Bruce Raymond
Democratic Registrar of Voters

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

CHAPLIN SENIOR CENTER
Annual Report 2016-2017

The Senior Center Director plans, organizes and coordinates a multi-service program designed to promote psychological, educational, cultural, physical and social needs of Chaplin's Senior Citizens.

The Center has had a very successful year. Our membership has grown to more than 300 seniors. The days are full with many classes and programs. In addition to the many social activities, Pickleball has become very popular as well as WII bowling. We host many bowling tournaments and visit area centers to compete. A favorite amongst the seniors are the Wednesday lunches. We're very fortunate to have Bob Grindle as head of the kitchen and Dawn Gilbert as his assistant. Together they prepare delicious made from scratch meals which often includes homemade bread!

In the months of May and June we incurred unexpected expenses. The hot water heater had to be replaced and repairs were made to the kitchen sanitizer. These costs are reflected in the financial statement below.

Brief Financial Statement	
Approved Budget	$69,106.43
Additional Appropriations	1,811.43
Actual Expenditure	$70,917.86

I would like to thank the residents of Chaplin for their continued support.

Respectfully Submitted,

Roxanne St. Jean

Director

Board Members: Doreen Bolduc, Chair, Pat Boyd, Randy Godaire, Carl Linkkila,

Neil Muckenhoupt, Marilyn Nurme, Shirley Rakos, Walter Zlotnick,

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

CHAPLIN TAX COLLECTORS OFFICE
Annual Report 2016-2017

Location: Windham Town Hall- 979 Main Street- Willimantic CT 06226 - phone number 860-465-3037

We are open 42 hours a week and have 5 staff available to assist residents. Our office hours are Monday through Wednesday 8am-5pm and Thursday 8am-7:30pm and Friday 8am-noon. There is no longer a tax office located in the Chaplin.

Mailing: Chaplin Tax Collector-PO BOX 944 Willimantic CT 06226

Mission & Purpose

The Chaplin & Windham Revenue Collection Department is here to promote efficient, effective and equitable municipal tax collections for all of our customers. Our office must comply with state law and local ordinances through education and training. We must monitor legislation regarding municipal tax collection and inform our taxpayers of such.

*Municipal Tax Assessors and Tax Collectors are bound by the Connecticut General State Statutes. The statutes that apply to tax assessing and collecting can be found in Volume 4, section 12 of the State Statutes.

*The Chaplin Tax Office is responsible for generating, mailing, and balancing approximately 4067 tax bills which encompass 1121 real estate accounts, 246 personal property accounts and 2960 motor vehicle accounts. The total adjusted levy on the 10-1-15 grand list was $5,711329.29.

Goals & Objectives:

*Continuously developing office policy & procedures to enhance the collection process and audit trail.

* Maintain cross training for all staff.

* Promote efficient, friendly and equitable customer service.

Accomplishments:

* The collection rate on the current 2015 GL for fiscal year 16/17 ended in a solid 98.4%. I have included the year to date FY 16/17 finance report for your viewing.

*The staff in our department continues working with our customers in both Towns prior to sending delinquent accounts out to the collection agency. Unfortunately this is a necessary procedure to maintain a high collection rate....which is fair and equable for all taxpayers. The bottom collection rate is very important to every single Town in Connecticut.

We are open 42 hours a week and have 5 staff available to assist residents. Our office hours are Monday through Wednesday 8am-5pm and Thursday 8am-7:30pm and Friday 8am-noon. There is no longer a tax office located in the Chaplin.

*Established full audit trail specifically for Chaplin records that include separate checking accounts for deposits as well as separate computer, safe and cash drawer etc.

*For Chaplin taxpayer's convenience we schedule 2 sessions a year (July and January) at the Chaplin senior center to collect taxes from anyone that is interested in this service. Or visit us on line at chaplinct.org - click on Town Hall, click on Tax Collector and the link is right there to pay your bills on line.

*Completed the implementation for credit/debit cards received at the counter and over the phone for the convenience of all our customers.

*The tax office is PCI DSS Merchant Compliance certified which included the development of rigid procedures and security measures for all credit/debit card collections.

Sincerely,
Gay St. Louis
Tax Collector

The Chaplin Tax Office is here to help...
Gay St. Louis - Zayne Ring - Amanda Tashea -Laurie Lamot & Yetzaira Gonzalez

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

Office of the Town Clerk
Annual Report 2016-2017

The Town Clerk is charged with serving the Town on a nonpartisan basis and has an array of responsibilities. Included in these responsibilities are keeping land records, survey maps, military discharge records, trade name certificates, posting agenda and minutes from the various board and commission meetings, maintaining committee membership, terms and meeting dates, applying for preservation grants to maintain land records, preparing for state and municipal elections, primaries and referenda and issuing absentee ballots, receiving campaign finance filings, issuing dog licenses, liquor permits, justice of the peace certificates, notary public renewals and complying with Freedom of Information requests.

During the fiscal year of July 1, 2016 to June 30, 2017 the office of the Town Clerk recorded 386 land records. The total income generated from recording these documents was $46,737.44. Of these land records, 44 were property transfers which resulted in $7,594,276.00 in real property sold in Chaplin. Most of the recorded land records were in the form of warranty deeds, quitclaim deeds, mortgages, mortgage assignments and mortgage releases. The Clerk's Office also issued 180 dog licenses.

Approved Budget	$52,462.19
Additional Appropriations	$00.00
Actual Expenditure	$49,689.68

It has been a pleasure to serve the citizens of Chaplin and I look forward to the coming year!

Shari Smith

Chaplin Town Clerk

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

Registrar of Vital Statistics
Annual Report 2016-2017

The Registrar of Vital Statistics maintains birth, marriage and death certificates from the year 1822 forward, issues marriage licenses and home birth certificates and certified copies of vital records, During the fiscal year 2016-2017 the following vital events occurred for Chaplin:

VITAL STATISTICS

July 1, 2016 – June 30, 2017

Births

In Town

Male = 0

Female = 0

Out of Town

Male = 10

Female = 10

MARRIAGES

In Town = 6

Out of Town = 10

DEATHS

In Town

Male = 4

Female =2

Out of Town

Male = 5

Female = 4

Approved Budget	$574.92
Additional Appropriations	$00.00
Actual Expenditure	$528.92

Shari Smith, Chaplin Registrar of Vital Statistics

Town of Chaplin, Connecticut
Incorporated 1822
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CHAPLIN TOWN TREASURER
Annual Report 2016-2017

Account Balances
Period Ending June 30, 2017

Operating and Investment Accounts:

Operating Checking	$ 199,283.36
STIF Investments	$ 805,513.29
Webster Investments	$ 21,901.45

Special Revenue Accounts:

Public Library	$ 22,266.36
Recreation	$ 10,113.15
Senior Center	$ 23,853.97

Capital Improvement Account:

Savings Institute	$ 892,780.07

Respectfully Submitted
Diana Fiasconaro Alvarez
Chaplin Treasurer 11/17 - 19

Town of Chaplin, Connecticut
Incorporated 1822
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Phone: (860) 455-0073; Fax: (860) 455-0027

Tree Warden
Annual Report 2016-2017

During the 2016-2017 fiscal year the Tree Warden administered two tree risk assessments of all trees along town roadways, parks and grounds. Several trees were posted for removal as well as several trees were noted to be trimmed. Such work was overseen and inspected.

The Tree Warden also worked with Eversource and Asplundh to ensure their vegetation management plan and practices were consistent with the towns needs for safety and utility reliability as well as all work complied with industry standards as it pertains to the Town.

The Tree Warden also attended two days of classes for continuing education in order to retain the license required for the position.

Budget Approved: $1,474.57 Budget used: $1,474.57 (salary)

Respectfully submitted:

Dave Stone

Chaplin Tree Warden

Town of Chaplin, Connecticut
Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Phone: (860) 455-0073; Fax: (860) 455-0027

CHAPLIN ZONING BOARD OF APPEALS
Annual Report 2016-2017

The ZBA has the power to hear and decide appeals from decisions of the ZEO and to grant variances from the application of zoning regulations. The variance power is limited to extraordinary situations and must be in harmony with the general purpose and intent of the zoning regulation. Zoning variances run with the land and, once granted, they do not expire when a parcel is sold or transferred.

The 2016 – 2017 Fiscal Year was uneventful. We received no applications and we held one meeting in November to vote for officers, approve our meeting schedule and approve our 2018-2019 FY budget.

At our November meeting, we elected Susan Peifer Chairman, William Jenkins Vice-chairman and Lisa Courcier Secretary. Our other regular members are Rosalie Gifford and Doug Cates. Ann "Kitty" LeShay serves as an alternate along with Paul Tetreault. There was one alternate position vacant. Betty Urban was our recording clerk. We approved a FY 2017-2018 budget of $1,848. The BOF amended the amount to $1,875.50, none of which was spent during the year.

The Zoning Board of Appeals schedules regular meetings on the 4th Wednesday of the month in the Chaplin Library conference room at 7:00 P.M. The meeting dates may be adjusted to the third Wednesday of November and December for the holidays.

Respectfully Submitted,

Susan Peifer
ZBA Chairman

Susan Peifer - Chairman
William Jenkins - Vice-Chairman
Lisa Courcier - Secretary
Rosalie Gifford - Member
Douglas Cates - Member
Kitty LeShay - Alternate
Paul Tetreault - Alternate
Victor Boomer - Alternate

List of External Reports Included Herein by Reference

A number of reports are provided by agencies external to the Town of Chaplin. These external reports are included in the Town of Chaplin Annual Report by reference, and may be found on file at the Town Hall or with the respective external reporting agency.

Auditor's Report

Per §4-230 and §4-236 of Connecticut General Statutes, Chaplin as a recipient of state funds must complete a town audit. This year the audit was performed by Michaud Accavallo Woodbridge & Cusano, LLC.

Eastern Highlands Health District (EHHD)

Membership in EHHD provides Chaplin with shared services including:

- Emergency Preparedness
- Environmental Programs
- Communicable Disease Surveillance & Control

For a complete list, please see the EHHD Annual Report.

Northeastern Connecticut Council of Governments (NECCOG)

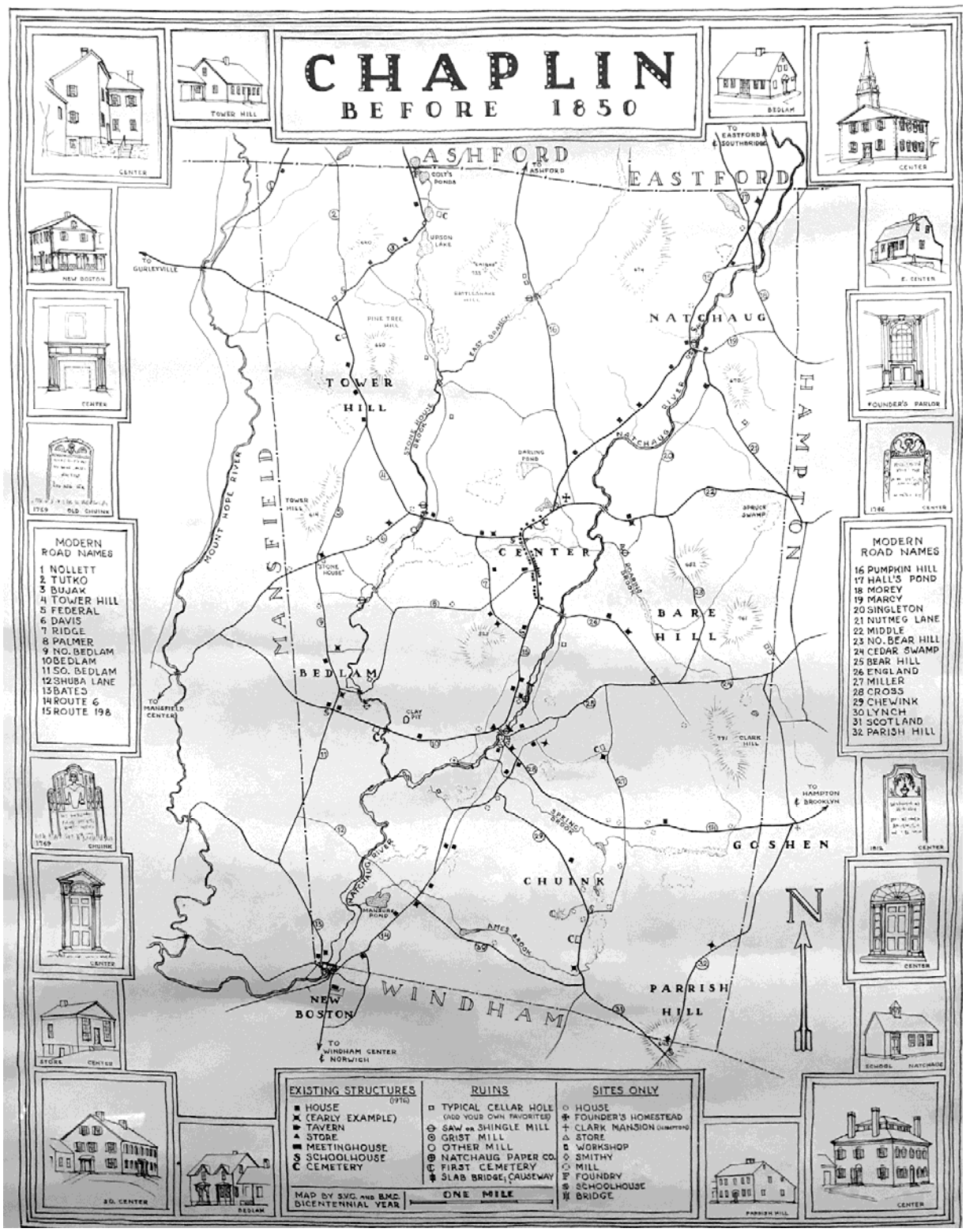
Membership in NECCOG provides Chaplin with shared services including:

- Paramedic Intercept
- Animal Services
- Geographic Information Services (GIS)

For a complete list, please see the NECCOG Annual Report.

Regional District 11 / Parish Hill High School

The Annual Report from Regional District 11 is prepared and published separately from Chaplin's annual report.


CHAPLIN
BEFORE 1850
ASHFORD
EASTFORD
MANSFIELD
HAMPTON
WINDHAM
GOSHEN
NATCHAUG
TOWER HILL
CENTER
BEDLAM
BARE HILL
CHUNK
PARRISH HILL
NEW BOSTON
MODERN ROAD NAMES
1 NOLLETT
2 TUTKO
3 BUJAK
4 TOWER HILL
5 FEDERAL
6 DAVIS
7 RIDGE
8 PALMER
9 NO. BEDLAM
10 BEDLAM
11 SO. BEDLAM
12 SHUBA LANE
13 BATES
14 ROUTE 6
15 ROUTE 198
MODERN ROAD NAMES
16 PUMPKIN HILL
17 HALL'S POND
18 MOREY
19 MARCY
20 SINGLETON
21 NUTMEG LANE
22 MIDDLE
23 NO. BEAR HILL
24 CEDAR SWAMP
25 BEAR HILL
26 ENGLAND
27 MILLER
28 CROSS
29 CHEWINK
30 LYNCH
31 SCOTLAND
32 PARISH HILL
EXISTING STRUCTURES (1976)
HOUSE
(EARLY EXAMPLE)
TAVERN
STORE
MEETINGHOUSE
SCHOOLHOUSE
CEMETERY
RUINS
TYPICAL CELLAR HOLE (ADD YOUR OWN FAVORITES)
SAW OR SHINGLE MILL
GRIST MILL
OTHER MILL
NATCHAUG PAPER CO.
FIRST CEMETERY
SLAB BRIDGE, CAUSEWAY
SITES ONLY
HOUSE
FOUNDER'S HOMESTEAD
CLARK MANSION (HAMPTON)
STORE
WORKSHOP
SMITHY
MILL
FOUNDRY
SCHOOLHOUSE
BRIDGE
MAP BY S.V.C. AND B.M.C.
BICENTENNIAL YEAR
ONE MILE
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