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BIRDSEYE VIEW NORTH FROM CHURCH STEEPLE, CHAPLIN, CONN;

*Courtesy Chaplin Library*

# Annual Report

## 2018 – 2019



**TOWN OF CHAPLIN**  
**Annual Report**  
**1 July 2018 to 30 June 2019**

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<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>BOARD OF ASSESSMENT APPEALS</u></b>			
Eugene V. Boomer, Jr.	R	11/03/2015	11/05/2019
Brendan Kane	D	11/07/2017	11/02/2021
Matthew Foster	R	11/07/2017	11/02/2021
<b><u>BOARD OF EDUCATION</u></b>			
William Hooper	D	11/03/2015	11/05/2019
Jaclyn Chancey	D	11/03/2015	11/05/2019
Eugene V. Boomer, Jr.	R	11/03/2015	11/05/2019
Jamison L. Spalding	U	11/03/2015	11/05/2019
Daniel Caron	D	11/07/2017	11/02/2021
Amy Ouimette	D	11/07/2017	11/02/2021
Jean Lambert	R	11/07/2017	11/02/2021
<b><u>BOARD OF FINANCE</u></b>			
Richard G. Weingart, Chairman	D	11/03/2015	11/02/2021
Cesar Beltran	D	11/05/2013	11/05/2019
Marc Johnson	R	11/03/2013	11/05/2019
Jean Lambert	R	11/03/2015	11/02/2021
Doug Dubitsky	R	11/07/2017	11/07/2023
Linkesh Diwan	U	11/07/2017	11/07/2023
<b><u>BOARD OF FINANCE - ALTERNATES</u></b>			
Linda Caron	D	11/07/2017	11/05/2019
William Jenkins	R	11/03/2015	11/02/2021
Matthew M. Foster	R	11/07/2017	11/07/2023
<b><u>BOARD OF SELECTMEN</u></b>			
William H. Rose IV	R	11/07/2017	11/05/2019
Joe Pinto	D	11/07/2017	11/05/2019
Matthew Cunningham	R	11/07/2017	07/01/2018
<b><u>CONSERVATION COMMISSION</u></b>			
Christopher Komuves	D	07/01/2015	06/30/2021
Vacant		07/01/2009	06/30/2015
Vacant		07/01/2011	06/30/2017
Vacant		07/01/2011	06/30/2017
Vacant		07/01/2013	06/30/2019
Vacant		07/01/2013	06/30/2019
<b><u>CONSERVATION COMMISSION ALTERNATES</u></b>			
Vacant		07/01/2009	06/30/2015
Vacant		07/01/2011	06/30/2017
Vacant		07/01/2013	06/30/2019

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>ECONOMIC &amp; COMMUNITY DEVELOPMENT COMMISSION</u></b>			
Leslie Ricklin	D	02/02/2017	02/01/2020
Ann Chuk	U	02/02/2017	02/01/2020
Virginia Siege	R	02/02/2018	02/01/2021
Irene J. Schein	U	02/02/2018	02/01/2021
Michael Maggs	D	02/02/2019	02/01/2022
Ann Lewis	D	02/02/2019	02/01/2022
<b><u>ECONOMIC &amp; COMMUNITY DEVELOPMENT COMMISSION- ALTERNATES</u></b>			
William H. Rose IV	R	02/02/2017	02/01/2020
Vacant		02/02/2018	02/01/2021
Josh Walmsley		02/02/2019	02/01/2022
<b><u>HISTORIC DISTRICT COMMISSION</u></b>			
Jean A. Givens	D	09/01/2014	08/31/2019
Diane Cox	D	09/01/2015	08/31/2020
Catherine W. Smith	D	09/01/2016	08/31/2021
Warren Church	D	09/01/2017	08/31/2022
Paul Peifer	R	09/01/2018	08/31/2023
<b><u>HISTORIC DISTRICT COMMISSION - ALTERNATES</u></b>			
Leslie Ricklin	U	09/01/2015	08/31/2020
Carl W. Lindquist	U	09/01/2016	08/31/2021
Paul Siege		09/01/2017	08/31/2022
<b><u>INLAND WETLANDS COMMISSION</u></b>			
Sharyn Rusch	U	11/05/2013	11/05/2019
Peter E. Kegler	R	11/05/2013	11/05/2019
Scott R. Matthies	D	11/03/2015	11/02/2021
Paul J. Deveny	U	11/03/2015	11/02/2021
Michael R. Jenkins	R	11/07/2017	11/07/2023
<b><u>INLAND WETLANDS COMMISSION - ALTERNATES</u></b>			
Doug Cates	R	11/05/2013	11/05/2019
Virginia Walton	D	11/03/2015	11/02/2021
Vacant		11/07/2017	11/07/2023
<b><u>LIBRARY BOARD OF DIRECTORS</u></b>			
Kelly Pothier	D	11/05/2013	11/05/2019
Victor Boomer	R	11/05/2013	11/05/2019
William Jenkins	R	11/03/2015	11/02/2021
Eunice B. Edelman	R	11/03/2015	11/02/2021
Daine Cox	D	11/07/2017	11/07/2023
Leslie Ricklin	U	11/07/2017	11/07/2023

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b><u>PLANNING &amp; ZONING COMMISSION</u></b>			
Doug Dubitsky, Chairman	R	11/07/2017	11/07/2023
Eric D. Beer	R	11/05/2013	11/05/2019
Alan Burdick	R	11/05/2013	11/05/2019
Helen Weingart	D	11/03/2015	11/02/2021
Peter Fiasconaro	R	11/03/2015	11/02/2021
David P. Garceau	D	11/07/2017	11/07/2023
Randy J. Godaire	R	11/07/2017	11/07/2023
<b><u>PLANNING &amp; ZONING COMMISSION - ALTERNATES</u></b>			
Brandon Cameron	U	11/05/2013	11/05/2019
William Ireland	R	11/03/2015	11/02/2021
Kenneth P. Fortier	R	11/07/2017	11/07/2023
<b><u>RD 11 BOARD OF EDUCATION</u></b>			
Stephanie Harrington	R	07/01/2019	06/30/2022
Sally Ireland	R	07/01/2017	06/30/2020
Stacy Foster	R	07/01/2018	06/30/2021
<b><u>RECREATION COMMISSION</u></b>			
Steven Landon, Chairman	U	07/01/2018	06/30/2020
Tim Barr, Vice Chairman	D	07/01/2018	06/30/2020
Christine Blair, Secretary	U	07/01/2018	06/30/2020
Lauren Foster	R	07/01/2018	06/30/2020
Matthew Foster	R	07/01/2018	06/30/2020
Amelia Nelson	U	07/01/2019	06/30/2021
David Stone, Treasurer	R	07/01/2019	06/30/2021
Joshua Woodward	U	07/01/2019	06/30/2021
Vacant		07/01/2019	06/30/2021
Vacant		07/01/2019	06/30/2021
<b><u>REGISTRAR OF VOTERS - DEMOCRATIC</u></b>			
Bruce Raymond	D	01/09/2019	01/06/2021
Ann Lewis - Deputy	D	01/09/2019	01/06/2021
<b><u>REGISTRAR OF VOTERS - REPUBLICAN</u></b>			
Eugene V. Boomer, Jr.	R	01/09/2019	01/06/2021
Stacy R. Foster - Deputy	R	01/09/2019	01/06/2021
<b><u>SENIOR CENTER BOARD OF DIRECTORS</u></b>			
Marilyn Nurme	R	07/01/2016	06/30/2019
Niel Muckenhaupt	U	07/01/2016	06/30/2019
Carl Linkkila	U	07/01/2017	06/30/2020
Shirley Rakos	R	07/01/2017	06/30/2020
Walter Zlotnick	D	07/01/2017	06/30/2020
Doreen Bolduc	R	07/01/2018	06/30/2021

<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
Catherine Dietrichsen	D	07/01/2018	06/30/2021
Lisa Kegler	R	07/01/2018	06/30/2021
Vacant	D	07/01/2016	06/30/2019
<b><u>SENIOR CENTER BOARD OF DIRECTORS - ALTERNATE</u></b>			
Vacant		07/01/2017	06/30/2020
Vacant		07/01/2017	06/30/2020
Vacant		07/01/2017	06/30/2020
<b><u>ZONING BOARD OF APPEALS</u></b>			
Lisa Courcier	D	11/05/2013	11/05/2019
Douglas Cates	R	11/03/2015	11/02/2021
Sue Peifer	R	11/03/2015	11/02/2021
Rosalie Gifford	R	11/07/2017	11/07/2023
William L. Jenkins	R	11/07/2017	11/07/2023
<b><u>ZONING BOARD OF APPEALS - ALTERNATE</u></b>			
Paul Tetreault	R	11/05/2013	11/05/2019
Victor Boomer	R	11/07/2017	11/07/2023
Vacant		11/03/2015	11/02/2021
<b><u>JUDGE OF PROBATE</u></b>			
Hon. John J. McGrath, Jr.	D	01/09/2019	01/04/2023
<b><u>JUSTICE OF THE PEACE</u></b>			
Rusty Lanzit	D	01/03/2017	01/04/2021
Jack Collins	D	01/03/2017	01/04/2021
Diane Cox	D	01/03/2017	01/04/2021
Bert D. Gunn	D	01/03/2017	01/04/2021
Adele D. Swart	D	01/03/2017	01/04/2021
Amy Cournoyer	R	01/03/2017	01/04/2021
William L. Jenkins	R	01/03/2017	01/04/2021
Victor N. Boomer	R	01/03/2017	01/04/2021
Hugh Maxwell MacKenzie, Jr.	R	01/03/2017	01/04/2021
Jean Lambert	R	01/03/2017	01/04/2021
Eugene V. Boomer, Jr.	R	01/03/2017	01/04/2021
Diana Fiasconaro	R	01/03/2017	01/04/2021
Patricia D. R. Boyd	U	01/03/2017	01/04/2021
Henry E. Hansen	U	01/03/2017	01/04/2021
<b>Administrative Assistant - Selectman's Office</b>			
Suzanne Gluck			
<b>Animal Control Officer</b>			
NECCOG			



<b>BOARD/COMMISSION/DEPARTMENT</b>	<b>PARTY</b>	<b>TERM FROM</b>	<b>TERM TO</b>
<b>Assessor</b>			
Chandler Rose			
<b>Building Official</b>			
Terry Bellman			
<b>Burning Official</b>			
Steven Landon		01/22/2019	01/31/2021
<b>Department of Public Works, Supervisor</b>			
David Stone			
<b>Eastern Highlands Health District Representative</b>			
Vacant			
<b>Emergency Preparedness, Director</b>			
Jim Randall			
<b>Emergency Preparedness, Deputy</b>			
William Hooper			
<b>Finance Manager</b>			
Valerie Garrison			
<b>Fire Chief</b>			
Joe Pinto		07/01/2018	06/30/2020
<b>Fire Chief, Deputy</b>			
Herb Chesters		07/01/2018	06/30/2020
<b>Fire Investigator</b>			
Chad Molochnick		07/29/2014	N/A
<b>Fire Marshal</b>			
Bud Meyers		06/12/2018	N/A
<b>Fire Marshal, Deputy</b>			
Christopher Bray		08/07/2018	N/A
<b>Fire Marshal, Deputy</b>			
Noel Waite		08/07/2018	N/A
<b>First Selectman</b>			
William H. Rose IV	R	07/01/2018	11/05/2019

BOARD/COMMISSION/DEPARTMENT	PARTY	TERM FROM	TERM TO
<b>Library Director</b>			
Sandra Horning			
<b>Municipal Agent for the Elderly</b>			
Ann Lewis		09/06/2018	09/01/2022
<b>Mystic Country Connecticut Representative</b>			
Vacant		10/03/2013	10/03/2016
<b>Recreation Director</b>			
Vacant			
<b>Sanitarian-Food Inspector</b>			
Eastern Highlands Health District			
<b>Senior Center Director</b>			
Roxanne St. Jean			
<b>Superintendent of Schools</b>			
Kenneth Henrici			
<b>Tax Collector</b>			
Gay St.Louis			
<b>Tax Collector, Assistant</b>			
Zayne Ring			
<b>Town Clerk</b>			
Shari Smith	R	01/02/2018	01/07/2020
<b>Treasurer</b>			
Diana Alvarez	R	11/7/2017	11/05/2019
<b>Tree Warden</b>			
David Stone			
<b>Zoning Officer</b>			
James Gigliotti			

**TOWN OF CHAPLIN**  
**SPECIAL TOWN MEETING MINUTES**  
**October 29, 2018**

Approximately 53 electors and those authorized to vote at Town Meeting assembled at the Special Town Meeting on October 29, 2018 at 7:00 P.M. at the Chaplin Senior Center, 132 Chaplin Street, Chaplin, Connecticut and transacted the following business:

1) Call to order. The Town Clerk called the meeting to order at 7:05 P.M. and opened the floor to nominations to elect a moderator for the meeting. William Rose / Eunice Edelman moved / seconded to nominate Irene Schein. Hearing no further nomination, Irene Schein was declared moderator. The Moderator indicated that this was a Chaplin town meeting and non-Chaplin residents would not be eligible to vote. The Moderator reviewed two rules of conduct; the first being that people were to be recognized before they speak and the second that people were to address their questions to the Moderator. She then read each item of the call as it arose.

2) To nominate and elect to the Regional Board of Education of Regional District #11 one member to fill a vacancy for a term of three years to commence upon the vote at the October 29, 2018 Special Town meeting with a term ending on June 30, 2019; Eugene Boomer / Jaclyn Chancey moved / seconded to nominate Stephanie Harrington. Stephanie Harrington was declared elected to the Regional District # 11 Board of Education.

3) To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$75,000 from the General Fund Unassigned Fund Balance to the FY 2018-2019 CIP Fund Project #3325.3 (Senior Center/Library Roof Replacement). Robert Dubos / Jean Lambert moved / seconded to approve the transfer. William Rose gave background information regarding the need for replacement, solar panels on the roof and the cost of the project. Questions were asked regarding the type of shingles that will be used, the scope of the project, the life expectancy and warranty of the new roof, damage to the roof caused by the solar panels, the details of the solar panel contract and the Green Bank. The Moderator called for a hand vote of those in favor of approving the transfer with the following results: Yes – 49, No – 1, Abstentions -Zero. The motion passed.

4) To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$15,000 from the General Fund Unassigned Fund Balance to the FY 2018-2019 CIP Fund Project #3305.14 (Tree Removal). William Hooper / Helen Weingart moved / seconded to approve the transfer. William Rose discussed the hazards of the current tree situation caused by ash boring beetles, gypsy moths and heat stress. The tree warden advised us that there could be up to 1000 trees to be removed over the next 4 to 5 years. It was noted that Chaplin's DPW crew can remove the trees and because of this the town is able to avoid the cost of hiring a tree removal crew at \$1,200 to \$1,500 per day. Questions were asked regarding possible mitigating the cost of tree removal by selling the lumber and possible additional costs. The Moderator called for a hand vote of those in favor of approving the transfer with the following results: Yes 48, No – Zero, Abstentions - Zero. The motion passed.

The Moderator advised that there would be a limit of 5 minutes per person to speak during public discussion on items #5 and #6 and opened the floor for discussion.

5) Public discussion for input regarding status of the Chaplin Museum at 11 Chaplin Street. William Rose gave an overview of the history of ownership and use of the museum, discussed deed restrictions as well as cost of maintaining the building, appraisals of the building and the possibility of selling or moving the building or leaving it as is. In his overview he indicated the following:

- If the Town sells or relocates the building the land reverts to the grantor. The sale of the land or building would give the grantor's heirs the right of first option to purchase.
- 1982 Town Attorney opinion that the town owns the museum and land in fee simple.
- 1983 – 1984 the museum society was formed and dissolved in 2013.
- 2011 William Rose applied for funding thru the “vibrant community initiative” but was denied.
- Quotes to move the building have been obtained. There is \$35,000 in the CIP account for moving the building.
- Basic maintenance has been done to the building.
- 2016 the McKleroy's expressed a desire to purchase the building.
- 2018 the McKleroy's presented the Board of Selectmen with a petition to block the move of the building.
- 2018 Landmark Properties was consulted regarding the appraisal/sale or relocation of the building.

Many electors expressed passionately their opinions regarding the museum.

Peggy McKleroy addressed William Rose directly stating she had been told by him that Landmark Properties said the museum was not worth anything, that he had previously told her he obtained federal funding from the Historic National Trust to move the museum which she thought was a lie, she stated that she researched grants that were given to Chaplin to move the building and found none. William Rose said he had never applied for federal funding.

Catherine Smith stated that the legal warning of this meeting refers to 11 Chaplin Street, but the museum is known as 1 Chaplin Street.

Paul Siege stated he felt that the museum is the “welcoming center” of the town and if it is moved that would be destroyed.

Christopher McKleroy presented the audience with handouts and a presentation outlining the history and use of the museum and that it was originally a dry goods store and then became the town hall and then a museum. He stated that one of the things that enticed them to buy their home in the Historic District was the fact that the village is controlled by the Historic District Commission and that things would not be changing but stay unaltered. He presented two letters from the State Historic Preservation Office that recommends against moving the museum and that if moved it could possibly be delisted from the State Historic Registry. He stated that the Historic district has been unaltered since it was built beginning in 1815. He stated that he and his wife spoke with the people of the village and stated that over 85% of the Chaplin Historic Village residents are against the move. He presented a map with houses that were marked as being against moving the museum. That he obtained a quote for \$45 – \$50k to move the building. He stated that they would be good stewards of the museum if they purchased it because they have taken good care of their own home. He also stated that he spoke with the zoning officer about converting the museum into a usable apartment.

Johann Philbrick stated that there are two separate issues regarding the museum. The first is the maintenance and future of the museum and the second is the history of the town. For sixteen years she attended to the museum when it was open to the public.

She is concerned that if the building is sold it is gone from the town forever and concerned if it would be kept up by the person who purchases it.

William Hooper asked questions regarding if the property should be sold would the town have the right of first refusal.

Sally Zimmerman spoke of her work with preservation easements on historic properties and how a preservation easement may be applied to the sale of the museum. She said that she will place a preservation restriction on her historic property on Chaplin Street known as the Lincoln Store.

Eunice Edelman read a letter from her husband Marvin who spoke about his work with the Thomas Paine National Historic Museum and his preference to house the museum's artifacts in the Chaplin Library and against moving the museum.

Susan Peifer spoke against moving the museum and pointed out difficulties with moving it and bringing it up to code if it were to be used by the public.

Adelaide Northrop spoke of her history in the town relating to the historic district and asked questions regarding a 99-year lease of the museum.

Paul Peifer, Historic District Chairman spoke referencing CGS- 7-147j (d) regarding demolition permits and requested a legal opinion from Attorney O'Brien. He will add this to the next Historic District Commission meeting agenda.

Stacy Foster asked what the cost of maintaining the building is. She added a comment that if the property is sold then it is a loss to the community.

William Rose asked for clarification regarding if the museum would conform to zoning regulations if it were converted to an accessory apartment.

Warren Church commented about the museum deed restrictions and if the right of first refusal extends to the grantors heirs and assigns. William Rose stated there is an attorney opinion letter from 1982.

Steven Smith commented that the town should keep the museum and not sell it.

Cesar Beltran suggested the option of granting the McLeroy's a 99-year lease.

William Rose stated the purpose of this meeting was to discuss all available option including moving or selling the museum or leaving it as it. A 99-year lease could be a fourth option.

Leslie Ricklin stated that she would feel badly if the museum was moved and felt it would not jeopardize the future of the building if it were sold. She is in favor of selling the building.

Catherine Smith spoke in favor of the town keeping the museum.

6) Public discussion only regarding status of the Chaplin William Ross Library at 57 Chaplin Street. William Rose expressed concern that decisions need to be made regarding the building. There has been a study done to see if the building could be converted to a municipal building. Eastern Highland Health District walked the property and felt the property / building could have a septic and well, but a perc test would still be necessary. An A-2 survey would need to be done to see if an easement is necessary for driveway access. There is moisture in the basement and leaks in the roof.

Nell DeVane expressed interest in purchasing the library.

Roberta Cardinal asked what Landmark Properties assessment of the property was at the time they appraised it. William Rose responded between \$40 - \$50k.

Leslie Ricklin spoke about repairs that were done years ago to the slate roof on the library and turrets and said she would like to see the building have continual use.

Catherine Smith asked if there was money left in the fund created by William Ross for the upkeep of the library. She spoke about grant funds that may be available for restoration.

7) To appropriate for fiscal year 2018-2019, the transfer of an amount not to exceed \$3,500 from CIP account #3320.1 (Revaluation) to General Fund #23103 (In-House Computer System) for Main Street GIS upgrade. William Rose explained that this upgrade would add another layer containing lot dimensions to the online GIS system. William Hooper / Ann Chuk moved / seconded to approve the transfer. The Moderator called for a hand vote of those in favor of approving the transfer with the following results: Yes - 43, No - Zero, Abstentions - Zero. The motion passed.

William Hooper / Ann Chuk moved seconded. The meeting was adjourned at 9:02 P.M.

**TOWN OF CHAPLIN**  
**ANNUAL TOWN MEETING MINUTES**  
**May 13, 2019**

Approximately 46 electors and those authorized to vote at Town Meeting assembled at the Annual Town Budget Meeting on May 13, 2019 at 7:00 P.M. at the Chaplin Senior Center, 132 Chaplin Street, Chaplin, Connecticut and transacted the following business:

Items 6 will adjourn to referendum vote to be held on Tuesday, May 21, 2019 at the Chaplin Firehouse, 106 Phoenixville Road (Rte. 198) in said Chaplin from 12:00 Noon to 8:00 P.M.

1. The Town Clerk called the meeting to order at 7:05 P.M., read the call and opened the floor to nominations to elect a moderator for the meeting. Selectman William H. Rose IV moved to nominate Irene Schein. Hearing no further nomination, Irene Schein was declared moderator. She read each item on the call as it arose.
2. To nominate and elect to the Regional Board of Education of Regional District 11 one member for a full term of three years to commence July 1, 2019; Sally Ireland / Jaclyn Chancey moved / seconded to nominate Stephanie Harrington. Hearing no other nominations Stephanie Harrington was elected by acclamation to the Regional District 11 Board of Education. Mrs. Harrington stated that she appreciates the nomination and mentioned that she is now a full member and the district representative of the United Mental Health Services Board. She does a lot of work with the schools and welcomes communication with community members.
3. To nominate and elect five members of the Recreation Commission for terms of two years to commence July 1, 2019; Dave Stone / Matthew Foster moved / seconded to nominate Josh Woodward, Matthew Foster / Linda Carron moved / seconded to nominate Dave Stone, Dave Stone / William Hooper moved / seconded to nominate Amelia Nelson. Hearing no other nominations Josh Woodward, Dave Stone and Amelia Nelson were elected by acclamation to the Recreation Commission for 2-year terms commencing on July 1, 2019.
4. Whereas the Town is applying for Local Capital Improvement Grant Funds: therefore, to resolve to approve the CIP plan for FY 2020-2024 (on file with the Town Clerk); Jaclyn Chancey / Eugene V. Boomer, Jr. moved / seconded a motion to approve the CIP plan. Board of Finance Chairman Richard Weingart gave an overview of the CIP plan highlighting the total dollar amount recommended for the CIP plan of \$503,738 and a transfer of an additional 350,000 from the CIP fund to be dedicated to the North Bear Hill Road drainage project. Selectman Rose spoke in favor of the plan and feels this plan will maintain a reasonable budget and still maintain our infrastructure and quality of life. The Moderator called for a hand vote to approve the CIP plan; 36 in favor, 0 opposed, 0 abstentions. The motion to approve the CIP plan for FY 2020-2024 passed.
5. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$30,000 from the General Fund Unassigned Fund Balance to the FY 2018-2019 Board of Education/Chaplin Elementary School budget (account number 25100). William Hooper / Eugene V. Boomer, Jr. moved / seconded a motion to approve the transfer. Chairwoman Chancey introduced members of the Board of Education present at the meeting including herself, William Hooper - Secretary, Eugene V. Boomer, Jr. - Vice-Chairman as well as Jean Lambert - member. Chairwoman Chancey mentioned \$150,000 in unanticipated expenses due to special education and is requesting \$30,000 to cover the expenses to carry through to the end of the fiscal year. Chairman Weingart spoke regarding changes that have been made in the process used by the Board of Education to budget and request additional funds for special education. Together the Board of Education and the Board of Finance is working to refine the process to pinpoint the unanticipated expenses in advance and to better document the transfer of funds from one line item to another. The Moderator called for a hand vote to approve the motion to transfer; 42 in favor, 0 opposed, 0 abstentions. The motion to approve the appropriation passed.
6. \*To receive and approve the Annual Town Budget for the Fiscal Year July 1, 2019 - June 30, 2020 in the amount of \$8,647,901 as submitted by the Board of Finance and to appropriate funds required; (contingent on asterisk \*);

\*At its meeting held on May1, 2019 the Board of Selectmen voted, pursuant to CGS § 7-7, that item #6 of the Call of the Annual Town Meeting be submitted to a referendum vote at an Adjourned Town Meeting to be held May 21, 2019 at the Chaplin Firehouse, 106 Phoenixville Road (Rte. 198) in said Chaplin from 12:00 Noon to 8:00 P.M. The question on the ballot label at said referendum shall read as follows:

1. "Shall the Town of Chaplin appropriate the sum of \$8,647,901 for the General Government and Education Expenditures for Fiscal Year July 1, 2019 through June 30, 2020 as recommended by the Board of Finance?"

Absentee ballots shall be available as provided by law to persons applying in person at the office of the Town Clerk during its regular business hours. Copies of the proposed Annual Town Budget is available for inspection in the Office of the Town Clerk.

Copies of all proposed Ordinances are available for inspection at the Office of the Town Clerk during its regular business hours, and will also be made available at the Annual Town Meeting on May 13, 2019.

Chairman Weingart gave an overview of the budget stating that the Town's mill rate will stay the same at 32.5 mils even though there is a budget surplus due to a 15% increase in personal property taxes from the Algonquin property resulting in \$900,000 of additional tax revenue. It is not recommended at this time to drop the mil rate because of the following considerations; the Governor's budget recommended a decrease in the Town's educational cost sharing grant of approximately \$240,000, also that there was a considerable amount of infrastructure work added to the CIP plan and that there is a bridge on Bedlam Road that will need repairs that we do not currently have money set aside for. The Board of Finance is projecting a budget surplus of \$388,000 that will go into the Town's Fund project until there is cost figures available for the North Bear Hill drainage project.

Chairman Weingart spoke about the work the Board of Education and Board of Finance has been doing to improve the budgeting process and special education costs for the Board of Education. The new principal Mr. Chavez and new special education director are reassessing special education services at the school from the standpoint of students needs and cost effectiveness. When the review is complete, and a figure is known we will have a special town meeting to ask for an appropriation.

Board of Education Chairwoman Chancey spoke regarding the success of Chaplin Elementary School and mentioned that the State puts out a score card that talks about test scores and growth of students over time regarding test scores. There are 25 districts in North Eastern Connecticut and Chaplin was ranked 2<sup>nd</sup> among the 25 districts. Guy Ricklin asked about the increase in the technology coordinator's salary. Chairwoman Chancey explained that the position was split between two people and it is a matter of getting the salary to be similar to what it would be in other places. Christopher Komuves asked why the police protection budget figure is increasing by 10,000 in upcoming budget. It was understood that Officer Black who has retired was paid a high salary because he was a senior person and that if our new trooper is a less senior person the cost may go down. Chairman Weingart indicated the figure that is in the budget is set by the State for the Trooper cost sharing program and it is the figure that we have to work with right now. At this point it is not known who will replace Trooper Black and what the cost will be.

7. To appropriate for fiscal year 2018-2019 the transfer of an amount not to exceed \$350,000 from the General Fund Unassigned Fund Balance to CIP Fund Project #3305.9 (North Bear Hill Road Drainage). Sally Ireland / Jaclyn Chancey moved / seconded the motion to approve the transfer. The Moderator called for a hand vote to approve the motion; 40 in favor, 0 opposed, 0 abstentions. The motion to approve the appropriation passed.
8. Public Hearings and possible action to:
  - A. The Moderator read #8a of the call to "Discontinue the first section of Old Hampton Road starting at the intersection of Cross Road and continuing in a Westerly direction towards Rt #6 in its entirety all the way to the Route 6 DOT right of way." Selectman Rose discussed the reasons for closing the road. He stated that the road was given to the Town in 1962 but the deed was not signed over until 1984. At that time Selectman Ferrara blocked off the road because there was a lot of loitering and dumping. The road has not been resurfaced since 1962 and it is deteriorating, there is a bridge which would be very costly for the Town to inherit. The Town does own the road bed as it was deeded over to the Town and therefore could reopen the road in the future. At this time, due to liability costs Selectman Rose would like to close the road. Robert Dubos asked if there is any intent to spend money on the road as it is now. Selectman Rose said there was not. Christopher Komuves asked who the abutting property owners are. Selectman Rose answered that Walter Landon is and that he has spoken to his engineer and does not see the closing of this road to be an issue in terms of him developing his property. It was stated that the advantage of closing the road is to limit the Town's liability of maintaining the road. It was further stated that land owners would not lose access to their property. William Hooper / Christopher Komuves moved / seconded the motion to approve the ordinance to discontinue the first section of Old Hampton Road. Hearing no further discussion, the Moderator called for a hand vote; 40 in favor, 0 opposed, 0 abstentions. The motion to discontinue the first section of Old Hampton Road passed.



- B. The Moderator read #8b of the call to “Discontinue the second section of Old Hampton Road starting at 50’ west of SNET pole #5214 and continuing in a westerly direction for 610’”. Selectman Rose / Robert Dubos moved / seconded to make a motion to postpone the discontinuation of the second section of Old Hampton Road indefinitely. The Moderator called for a hand vote; 35 in favor, 0 opposed, 0 abstentions. The motion of postpone the discontinuation indefinitely carried.
- C. The Moderator read #8c of the call to “Authorize the transfer by quitclaim deed executed by the First Selectman of an access easement owned by the Town of Chaplin in the Natchaug River Subdivision on Route 198 to Joshua’s Trust to enable the Trust to access, inspect and maintain 9.5 acres of open space land previously duly deeded to the Trust by the Town of Chaplin”. Robert Dubos explained that the Chaplin subdivision regulations require that a certain portion of the land being subdivided be deeded to the Town as a conservation easement. It was proposed that 9 ½ acres of land along the Natchaug be given to the Town with the intent to protect the Natchaug River waterway from development. The problem is that Chaplin has no means to maintain the integrity of the easement. It was thought it would be best if Joshua’s Trust took control of the conservation easement. That was approved by the Town however the deed still states that it is employees of the Town of Chaplin are the ones that have the right to cross over private land to access the property. It is a technicality of changing the wording in the deed so that the people that do the actual inspection for Joshua’s trust are the people that have the right to cross over private land to access the property. Attorney O’Brien commented that we are asking for the Town Meeting to approve the transfer of the declaration of easement to Joshua’s Trust. William Hooper asked if the open space land is protected land not for public use. Robert Dubos answered that it is not for public use because the only way to get to it is through the private property. The moderator called for a hand vote of all in favor of approving the motion of the transfer of the access easement; 35 in favor, 0 opposed, 0 abstentions.
- D. The Moderator read #8d of the call to “Enact a Snow Removal Ordinance. Doug Cates / Joe Pinto moved / seconded a motion to enact the Snow Removal Ordinance”. Selectman Rose discussed issues regarding snow being pushed into the road and that it becomes a safety hazard and is happening more often. This ordinance will give the ability to be able to first warn and then fine offenders. It defines an appeal and hearing process and explains how much the Town will contribute to the cost of repairing mailboxes and how they will be replaced. Doug Dubitsky asked regarding the last sentence of section 4 that reads “when clearing snow residents and landscapers cannot push the snow across the street and deposit it in front of the neighbors house.” He asked if it is meant to prevent people from pushing snow across the street and depositing it in front of a neighbor’s house or if it is one or the other. He also asked if it is prohibited to push snow across the street or if it is only prohibited if snow is left in the street. Public Works director Dave Stone explained that the intent of the ordinance was to prevent putting snow in the road as it is very damaging to the road and causes costly repairs. Christopher Komuves / Doug Dubitsky moved / seconded to strike “and deposit in front of the neighbors house” and replace with “except with permission of the property owner.” to read “When clearing snow residents and landscapers cannot push snow across the street except with permission of the property owner.” Section 7: Violations was noted as conflicting in that it allows snow to temporarily be placed in the road. Doug Dubitsky / Jean Lambert moved / seconded a motion to postpone the Snow Removal Ordinance. The Moderator called for a hand vote of all in favor to postpone the Snow Removal Ordinance; 33 in favor, 1 opposed, 1 abstention. The Snow Removal Ordinance did not pass and was postponed.
- E. The Moderator read #8e of the call to “Enact a Hearing Procedure for Citations Ordinance. Robert Dubos / Richard Weingart moved / seconded to enact the Hearing Procedure for Citations Ordinance”. Attorney O’Brien gave an overview of the ordinance explaining that this ordinance is a good thing to have in place because it sets up a process whereas if there are other ordinances in Chaplin that call for a fine or penalty you can use this ordinance to enforce them. If a person is in violation of an ordinance which requires a fee they can go through the hearing process. If the person in violation loses the hearing, the Town can file a motion in the Superior Court for \$8 and receive a judgement decision that the violator owes x amount of dollars and the Town can place a lien on the violator’s property. Attorney O’Brien answered questions, stating there is not a penalty charge if the fines remain unpaid, and there are no overlapping ordinances. Doug Dubitsky stated that the Zoning Violation Ordinance is similar to the Hearing Procedure for Citations Ordinance that we are now voting on, but it does have some significant differences. He requested for the record of this meeting to reflect that the Hearing Procedure for Citations Ordinance does not supersede the Zoning Violation Ordinance and the Planning and Zoning Violation Ordinance will continued to be used for Zoning. Richard Weingart asked if the volunteer hearing officers are protected from legal action by the individuals who are cited in a manner similar to a town

employee executing their duties lawfully. Selectman Rose will research the issue with CIRMA. Warren Church asked what prompted this ordinance and asked if there are problems enforcing other ordinances. Selectman Rose explained that this ordinance is in concert with the other ordinances being proposed tonight and provides a mechanism to enforce ordinances that call for fines. William Hooper spoke in favor of enacting the ordinance, Guy Ricklin felt it should be rewritten. The Moderator called for a hand vote to enact the Hearing Procedure for Citation Ordinance; 27 in favor, 0 opposed, 1 abstention. The motion to enact the Hearing Procedure for Citations Ordinance passed.

- F. The Moderator read #8f of the call to “Enact a Fire Marshal Inspection and Fee Ordinance”. William Hooper / Joe Pinto moved / seconded a motion to approve the Fire Marshal Inspection and Fee Ordinance. Selectman Rose discussed amendments including under “Agencies exempt from fees; exception” #1 to change “Agencies and departments” to “All government agencies”. The ordinance also references an attached fee schedule and Selectman Rose clarified that the fees are to be determined by the Board of Selectmen. Once the ordinance passes the Board will meet and set the fees. They could then be changed as needed. Fire Marshal Meyer defined under #2 what “required State education fees” are, stating that if a Town is exempt under this ordinance from paying fees, the required State education fees are not exempt and would still need to be paid. The education fees go to the State of Connecticut for the education and certification of building inspectors and fire marshals. William Ireland / Guy Ricklin first / seconded a motion to postpone enacting the ordinance until the wording is straitened out. The Moderator called for a hand vote to postpone the enactment of the ordinance; 11 in favor, 21 opposed, 0 abstentions. William Hooper / Jaclyn Chancey first / seconded a motion to amend #1 to strike everything up to “shall be exempt from the payment of fees...” and replace with “All Governmental Agencies” so that #1 would then read “All Governmental Agencies shall be exempt from the payment of fees set forth in the attached schedule of fees”. The Moderator called for a hand vote to enact this first amendment; 31 in favor, 1 opposed, 2 abstentions. Doug Dubitsky / William Hooper moved / seconded to amend under the “Agencies exempt from fees; exception.” section to add the word “pay” after the word “and”, add the word “State” after the word “required” and further modified the amendment to change “exempt agencies and departments” to “All Government Agencies shall still be required” so that #2 would then read “All Governmental Agencies shall still be required to obtain all permits and or inspections pursuant to the general statutes and pay the required State education fees”. The Moderator called for a hand vote to enact the second amendment; 31 in favor, 0 opposed, 1 abstention. William Hooper / Christopher Komuves moved / seconded a motion to approve the ordinance as amended in its entirety; Further discussion around the “Establishment of fees” and “Penalties for offenses” section and if the fees and penalties are reasonable if the fee schedule is not attached. Fire Marshal Meyers discussed the reasons for enacting this ordinance and that it will help him enforce the law while doing his inspections of commercial buildings. The Moderator called for a hand vote of all in favor of enacting the Fire Marshal Inspection and Fee Ordinance as amended; 28 in favor, 1 opposed, 0 abstentions. The motion to enact the Fire Marshal Inspection and Fee Ordinance as amended passed.
- G. The Moderator read #8g of the call to “Enact an Open Burning Ordinance”. Joe Pinto / Jaclyn Chancey moved / seconded a motion to enact the ordinance. Doug Dubitsky / Christopher Komuves moved / seconded to postpone the ordinance based on a number of problems and inconsistencies in the verbiage. Others agreed there are many issues with the way the ordinance is written. The Moderator called for a hand vote on the motion to postpone the Open Burning Ordinance; 23 in favor, 0 opposed, 3 abstentions. The Open Burning Ordinance did not pass and was postponed.
- H. The Moderator read #8h of the call to “Enact a False Alarm Fire Ordinance”. Joe Pinto / William Hooper moved / seconded for a motion to enact the False Alarm Fire Ordinance.
- Doug Dubitsky / William Hooper moved / seconded a motion for a first amendment to strike in the first sentence the words “through intentional misuse” in the “Intent” section. The Moderator called for a hand vote of all in favor of passing the amendment; 29 in favor, 0 opposed, 0 abstentions. The motion for the first amendment passed.
  - Joe Pinto / William Hooper moved / seconded a motion to enact the ordinance with the first amendment. Further discussion ensued.
  - William Hooper / Joe Pinto moved / seconded for a second amendment to amend the first sentence under the “Fines and penalties. Unintentional False Alarms” to amend from “Any alarm system shall be activated only when a fire emergency exists” to “Any alarm system shall be activated only when an appropriate emergency exists”. Also, to further amend from page 2 and the “Administration” section by striking all of subsection B and all of subsection C so that the Administration section will now read “Administration. A) Unless otherwise

stated, all warnings, notices and fines and penalties required by the Ordinance shall emanate from the First Selectman or his or her designee. Fines / penalties shall be paid to the First Selectman or the First Selectman's designee." The Moderator called for a hand vote to enact the second amendment; 30 in favor, 0 opposed, 0 abstentions. The motion to enact the second amendment passed.

- First Selectman Rose / William Hooper moved / seconded for a third amendment to amend the third paragraph under "Fines and Penalties. Intentional False Alarms." to add the number "1" after "d)" and to add the number "2" before "In Addition," so that it would read:
  - "D.1- The second and any subsequent false alarms set off from an alarm system in any calendar year shall result in a fine of \$100 per false alarm set off.
  - D.2 - In addition, the owner of the alarm system shall be responsible for and bear the expense of the department's response to any such intentional false alarm. The expense shall be determined by the chief of the Fire Department and billed to the alarm system owner; provided, however, that no such charge, exclusive of any penalty imposed, shall exceed \$250 per response."
- The Moderator called for a hand vote to approve the third amendment; 30 in favor, 0 opposed, 0 abstentions. The motion to enact the third amendment passed.
- Jaclyn Chancey / Joe Pinto moved / seconded to pass the ordinance as amended in its entirety. The Moderator called for a hand vote to enact the False Alarm Fire Ordinance as amended; 30 in favor, 0 opposed, 0 abstentions. The motion to enact the False Alarm Fire Ordinances as amended passed.

9. The Moderator called for all in favor of adjourning the meeting. All were in favor, 0 opposed, 0 abstentions. The meeting was adjourned at 9:56 P.M.

Respectfully submitted:

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

[www.ChaplinCT.org](http://www.ChaplinCT.org)

# **BOARD OF SELECTMEN**

## **Annual Report FY 2018-2019**

The Board of Selectmen hold regular meetings on the first Thursday of the month at 7PM at the Town Hall. The typical agenda includes addressing resignations, appointments, tax refunds, reviewing the Resident State Trooper report, hearing a report from the Board of Finance Chair, updates on buildings and infrastructure, and holding an audience for citizens at the beginning and end of the meeting. The Board may approve, and sign contracts as needed for services like mowing and trash collection. Ongoing Capital projects are reviewed, and updated progress report is given by First Selectmen.

- Road resurfacing projects this year included the paving of Singleton Road, North Bear Hill Road. Shimming of Tower Hill Road and South Bedlam Road as well as the chip sealing of Chaplin Street, Tower Hill Road, Davis Road and Chewink Road Extension.
- At the May 13, 2019 Annual Town meeting the legislative body voted to “Discontinue the section of Old Hampton Road starting at the intersection of Cross Road and continuing in a Westerly direction towards Rt #6 in its entirety all the way to the Route 6 DOT right of way.”
- Due to the epidemic of dying trees from the gypsy moth infestation and weather stress, extensive tree removal was done along town roads in the town right of ways with a combination of Town DPW and contractor labor and equipment.
- The approximately 20-year-old roof on the Library/Senior Center building roof was completely stripped of the old shingles and replaced with new.
- At the May 13, 2019 Annual Town meeting the following Ordinances were Enacted. 1) Hearing Procedure for Citations. 2) Fire Marshal Inspection and Fee Ordinance. 3) False Alarm Fire Ordinance.
- The Library/Senior Center had a new well installed.
- The Town took delivery of a new International DPW truck with a snow fighting package including a stainless steel, all-season body and snowplow.
- The replacement of the North Bear Hill Road bridge over the Natchaug River was completed with 100% of the cost being paid by STEAP and Federal Bridge Grant money.
- The engineering, posting and putting out for bid the North Bear Hill Drainage Project was completed with a projected construction completion date of December of 2019.

- The Mill Rate remained the same at 32.5 for fiscal year 2018-2019.
- The installation of new HVAC split system for the Town Hall servicing the main lobby, the accounting and administrative offices as well as the First Selectman's office. This was funded by a combination of town money and a grant from Eversource.
- A Financial Procedures Working Group consisting of members representing the Board of Finance, Board of Education and Board of Selectmen was formed to create a financial procedure manual for both Town government and the Board of Education.
- At the July 5, 2018 Board of Selectmen meeting a resolution was passed to make an appointment to fill the vacancy of the office of First Selectman, as required by Connecticut General Statutes section 9-222. The resignation from the First Selectman, Matthew Cunningham dated 5/7/18, effective, 7/1/18 was received. Also read was a resignation from William H. Rose IV as selectman on the Board of Selectmen effective 7/1/18 and William H. Rose IV was appointed to fill that vacancy in the office of First Selectman, effective immediately.
- The Board of Selectman renegotiated the existing solar panel contract for Library, Senior Center and Fire House to be more positive to the town financially.
- The Department of Public Works Union Contract effective 7/1/18-6/30/21 was negotiated and signed 10/1/18.
- Created a Municipal building use Ad Hoc Committee to update regulations and fees including conditions for the use and rentals of all municipal buildings resulting in new policies and procedures.
- The contract with AmeriGas the propane supplier for Town buildings was terminated and a new contract was established with Osterman Propane resulting in a cost savings to the Town.
- Developed a new Employee Policy Manual for policies that apply to all employees including Union employees. Also, a much-needed update to the Employee Handbook for Non-Union Employees was completed including a new Longevity Bonus for long-term employees.

Respectfully Submitted,  
William H. Rose IV  
First Selectmen

Other Members:  
Anthony Pinto, Selectman



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www.ChaplinCT.org

# ASSESSORS OFFICE Annual Report FY 2018-2019

The office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real estate 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, 2018 Grand List.

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

The 2018 Grand List indicates 1,239 real property accounts, 229 personal property accounts, and 2,654 registered motor vehicles.

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 at (860) 455-0073x314. Office hours are Tuesday's from 5:00 p.m. to 7:00 p.m. or by appointment.

Brief Financial Statement*	
Approved Budget	\$43,630
Additional Appropriations	\$XX.XX
Actual Expenditure	\$43,630

*\* These figures may not have been audited by the time of this publication.*

The 2018 Grand List increased 15% and compares as follows:

	<u>2017 Grand List</u>	<u>2018 Grand List</u>
Real Property:	125,794,970	125,104,230
Motor Vehicle:	16,890,930	17,559,350
Personal Property:	<u>47,342,160</u>	<u>75,847,390</u>
NET GRAND LIST TOTAL:	190,028,060	218,510,970

Respectfully Submitted,

**Chandler Rose**

Chandler Rose, CCMAIL, Assessor







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# BOARD OF FINANCE

## Annual Report FY 2018-2019

The Chaplin Board of Finance operates under the authority of Connecticut General Statutes Chapter 106, Sections 7-340 to 7-349. The Board meets at the Chaplin Town Hall the second Monday of the month. If the second Monday is a holiday, a special meeting is scheduled. Additional special meetings are 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 2018-2019, all seats were filled. 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. Members of the board are volunteers elected by the Chaplin townspeople, and receive no compensation for their activities on the board.

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 Audited Budgetary Basis Performance:**

For FY 2018-19, the Board of Finance approved a budget of \$8,407,506 with a mill rate of 32.50, with a reduction in mill rate from FY 2017-18. This budget was approved at a town referendum on May 22, 2018. Additional appropriations were made throughout the year as needed, with a final year-end expenditure budget of \$8,433,706. The audited budgetary basis total revenue for FY 2017-18 came to \$8,524,875.

The budgetary surplus between Revenues and Expenditures has been added to the Town's Fund Balance.

### **The Town of Chaplin's Audited General Fund Balance Performance:**

Note that due to the intricacies of government accounting, fund balance does not follow the budgetary basis. For a more comprehensive picture of Chaplin's funds and government accounting the Board of Finance invites townspeople to consult the Chaplin Town Audit.

The town's General Fund received total revenues of \$9,378,170 with the following fund balance breakdown:

Town of Chaplin FY 2018-2019 General Fund Revenues	
Property Taxes for General Purposes	\$6,240,451

Intergovernmental	\$2,999,720
Charges for Services	\$63,025
Miscellaneous Revenues	\$74,974
Total	\$9,378,170

The Town of Chaplin expended \$8,809,143 from the General Fund with the following breakdown:

Town of Chaplin FY 2018-2019 General Fund Expenditures	
General Government	\$987,384
Public Works	\$552,993
Public Safety	\$299,019
Education	\$6,905,584
Debt Service	\$61,966
Capital Expenditures	\$2,197
Total	\$8,809,143

Additionally, the Town of Chaplin expended \$1,086,468 from the Capital Projects Fund for improvement of town infrastructure and equipment, funded in part by a transfer of \$947,261 from the General Fund. Inter-fund transfers are not considered expenditures.

### **The Board of Finance's Operations:**

Board of Finance Financial Statement	
Approved Budget	\$26,900
Additional Appropriations	\$0
Actual Expenditure	\$26,550

Members of the Board of Finance attended the following events:

Event Name	Date
COST Fall Meeting	October 23, 2018
CCM Fall Convention	October 30, 2018

The Board of Finance issued a Request for Proposals (RFP) to obtain bids for conducting the Town Audit, as necessitated by §4230 and §4236 of Connecticut General Statutes. Michaud Accavallo Woodbridge & Cusano, LLC (name changed to AO & Co., LLC) was awarded the contract for the next three years. MAWC has been providing audits for the last several years and will continue to do so under the new contract.

**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 2018-19 was performed by AO & Co., LLC and contained with one significant remark, summarized as:

1. Lack of written procedures for handling and approving expenditures;

A Financial Procedures Working Group (FPWG) was established in February 2018 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 financial procedures. The work of this FPWG has progressed greatly during this year, and the Board of Finance expects this group to fully complete its work by June 2020. Having such procedures recorded and in practice will enhance financial controls for both the Town and the Board of Education, and reduce the likelihood of unbudgeted expenditures in the future.

Respectfully Submitted,

Richard G. Weingart, Chairman

Other Board members:

Vice Chairman:	Cesar Beltran	Secretary:	Jean Lambert
Members:	Doug Dubitsky		
	Linkesh Diwan		
	Marc Johnson		
Alternate Members:	Matt Foster		
	Linda Caron		
	William Jenkins		



# Annual Report

## BUILDING PERMITS ISSUED FISCAL 2018-2019

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It has been a pleasure serving the town of Chaplin for the passed 36 years. I do believe Chaplin is lucky to have very good employees, who really care for the citizens of the Town. I have been fortunate to have wonderful people, working as wetlands agent and also zoning enforcement officer. The entire permit process goes smooth when employees work together.

I issued 96 building permits this fiscal year, consisting of the following

15 heating permits	1 outdoor wood furnace	14 roofing
14 electrical	3 remodeling	1 garage
6 solar	4 generators	3 siding
1 pool	5 window replacement	1 mobile home replacement
2 additions	2 cell antenna	4 shed
5 woodstoves	4 gas installations	3 chimneys
1 pellet stove	1 demolition	2 dwellings
1 barn	1 deck	2 oil tanks

The Building Official is responsible to review all building projects for conformance with the International Building code or IBC as well as the IMC, IPC, NEC and IRC. He must also make sure the project has received all other agencies approval such as health department approval, wetlands approval, zoning approval and possibly Historic District agency approvals prior to the issuance of a building permit. The building official is also required to inspect building projects at various times during the construction for compliance with above mentioned codes. Although very complicated this job is very rewarding in the fact that it is our job to make sure people remain safe in their homes.

Respectfully submitted,



Terry Bellman

Building Official



# Emergency Preparedness Report

## July 1, 2018– June 30, 2019

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-2018

- 5<sup>th</sup> Selectman's Meeting -PHHS hydrant & library asbestos removal
- 6<sup>th</sup> Called Bob Scata – ordered (25) STEP 5 kits
- 7<sup>th</sup> Spoke to Deputy EMD about emergency staging signs & boiler
- 9<sup>th</sup> Picked up STEP 5 kits (Brainard)/ Dropped off STEP 5 kits at CES  
Verizon – erased Samsung G-4 town phone  
Attended Board of Finance meeting. – informed them of asbestos quote
- 12<sup>th</sup> Spoke to Selectman – firehouse overhang, asbestos, new well at Library  
Mailed Autism article to Red Cross  
Staples for stationery supplies

### August-2018

- 2<sup>nd</sup> DOT- road signs  
Called CommonCents EMS supplies about visual translators
- 4<sup>th</sup> Worked on EMPG 2017-2018 report
- 5<sup>th</sup> Spoke to Selectman – computer protections, sandbox computer software, park key
- 10<sup>th</sup> ESF-2 (Colchester)
- 14<sup>th</sup> Spoke to CommonCents EMS supplies – they don't carry visual translators
- 16<sup>th</sup> Spoke to Kwit Point Information (Kwit Point)  
Spoke to new CES custodian; Met IT teacher
- 20<sup>th</sup> Attended Library Board meeting: cooling system & heating center
- 21<sup>st</sup> Called Eversource about attendance to class on 13<sup>th</sup> in Berlin
- 22<sup>nd</sup> REPT (Colchester) meeting to discuss budget  
Called Tim Marin of Enbridge about offering fire extinguishers to Chaplin FD  
Informed Assistant Sue G. about PHHS-late reporting fire lockdown drills and plan
- 26<sup>th</sup> Met with former EMD Baker – landing helicopter in Chaplin & other EMD issues
- 27<sup>th</sup> Spoke to Chaplin librarian about posting AC-on website during library hours
- 29<sup>th</sup> Called Wayne G. -concerning MCV location on fairgrounds
- 30<sup>th</sup> Mentioned to Sue G. to have proxy for 09-05-18 CEO DEHMS meeting at SECCOG
- 31<sup>st</sup> Spoke to Shawn Johnston - Eversource

### September-2018

- 1<sup>st</sup> Toured Region 4's MCV at Woodstock Fair
- 5<sup>th</sup> Attended Region 4 CEO meeting; SECCOG (Norwich)
- 6<sup>th</sup> ESF-3 (Norwich) meeting PW  
Removed construction cone out of Fire Pond  
Called PHHS about School Safety and Security Plan  
Selectman's meeting
- 11<sup>th</sup> ESF-5 (Canterbury) meeting  
Board of Finance meeting – offered DAS purchase manual
- 12<sup>th</sup> Informed Dustin Rood about Ham Radio Class – Nov. 6<sup>th</sup>  
ESF-6 (Uncasville) Red Cross hiring school cooks at region shelters
- 13<sup>th</sup> Eversource 2018 Emergency Response Annual Planning/Tour (Berlin)
- 17<sup>th</sup> Spoke to Chi-Wi-Ma camper about campground maps

- 19<sup>th</sup> High Band Radio Test (Chaplin)  
Informed Bob Grindle (Chaplin Senior Center) about Ham Radio class
- 20<sup>th</sup> Called Peter Wise (R/C) to upgrade shelter boxes  
Called Board of Finance (Dick Wingard) about DAS water purchase  
ESF-11 (North Canton FD) DMV showed large animal rescue techniques
- 24<sup>th</sup> Spoke to Selectman about DAS; Called CERT members about Ham Radio class
- 25<sup>th</sup> Checked on flooded roads – South Bear Hill Rd. , Pumpkin Hill ponds
- 26<sup>th</sup> LEOP TTX (Uncasville) Red Cross
- 27<sup>th</sup> IMT4/ESF-4 (Putnam) meeting at FD  
Informed CES custodian (Jesse)-Peter Wise (R/C) updating shelter boxes

### **October-2018**

- 1<sup>st</sup> EMPG paperwork 2018-2019 at Chaplin town Hall  
Heard from J&S Radio who checked on federal licensing letter
- 3<sup>rd</sup> Spoke to Selectman about quotes for asbestos
- 4<sup>th</sup> Attended Selectman's meeting (Chaplin) – boiler & CIP
- 6<sup>th</sup> Called Fire Chief to inform him about bridges
- 8<sup>th</sup> Dropped off DAS paperwork to Dick Wiengart
- 9<sup>th</sup> Called people to attend Enbridge Pipeline Co. on Oct. 30th
- 11<sup>th</sup> Called Darlene, Mike Caplet and Red Cross-Sue (Norwich) to invite to Enbridge Class
- 12<sup>th</sup> ESF-2 (Colchester) meeting
- 18<sup>th</sup> Call from interim-CES principal about DEMHS paperwork/went to review it with him
- 24<sup>th</sup> Attended REPT (Colchester) meeting
- 29<sup>th</sup> Call from CES Principal, Jack Giordano to go sign DEMHS paperwork
- 30<sup>th</sup> Attended Enbridge Class (Norwich-Holiday Inn)

### **November-2018**

- 1<sup>st</sup> ESF-3 (Norwich) meeting  
Picked up Hazard School Safety Plan (PHHS)  
Attended Board of Selectman's meeting
- 3<sup>rd</sup> Began reviewing Hazard School Safety Plan
- 6<sup>th</sup> Continued reading/reviewing Hazard School Safety Plan
- 10<sup>th</sup> Continued reading/reviewing Hazard School Safety Plan
- 13<sup>th</sup> ESF-5 (Brooklyn) meeting
- 14<sup>th</sup> ESF-6 (Uncasville) meeting
- 16<sup>th</sup> Continued reading/reviewing Hazard School Safety Plan
- 17<sup>th</sup> Continued reading/reviewing Hazard School Safety Plan
- 19<sup>th</sup> Continued reading/reviewing Hazard School Safety Plan
- 21<sup>st</sup> Went to PHHS Principal's office/signed off on the Hazard School Safety Plan 2018
- 26<sup>th</sup> Gave Valerie G. – hard copy of EMD hrs./worked on EMPG paperwork – Bill Rose signed  
Called federal licensing concerning grant dates on billing  
Approved 5 yr. subscription on FCC Rules & Regulations at \$119.00

### **December-2018**

- 4<sup>th</sup> CEMA(Univ.of NH) mtg. concerning mass overdose (simulation on NH green w/Rick Fontana)
- 6<sup>th</sup> Attended Selectman's meeting (Chaplin)
- 7<sup>th</sup> Called Tim Martin (Enbridge) concerning info on a vendor's request/returned info to vendor
- 12<sup>th</sup> Called AED vendor Mike Hooper & purchased stationery supplies at Staples
- 14<sup>th</sup> Checked on Ham Radio student (License received)
- 18<sup>th</sup> Spoke to Deputy EMD Cale Audette
- 19<sup>th</sup> High Band Radio test (Chaplin)
- 24<sup>th</sup> Called Valerie G. that Darlene received out EMPG and MOA paperwork



## **January-2019**

- 5<sup>th</sup> Went over staging signage w/Rick Nichols
- 7<sup>th</sup> Went to Signs Plus - made changes on staging signs
- 8<sup>th</sup> ESF-5N (Plainfield) training on STOC boxes  
Called Red Cross to inquire about the meeting
- 9<sup>th</sup> ESF-6 (Uncasville) discussed - school feeding & training day
- 14<sup>th</sup> ESF-9 (Mohegan Sun FD – Route 32) - special operations; filling in calendar dates  
LEOP; food order (shelf ready meals)
- 15<sup>th</sup> Reserved Chaplin Fire House for ESF-9 meeting on April 8
- 17<sup>th</sup> High Band Radio Test (Chaplin)
- 18<sup>th</sup> Called DVM Willner about ESF-11 updates
- 23<sup>rd</sup> REPT (Colchester) meeting
- 24<sup>th</sup> Called Fire Marshall Myers concerning Fire/Crisis Drills in schools
- 26<sup>th</sup> Spoke to ESF-11 DVM Dennis about a training meeting in Durham
- 28<sup>th</sup> Informed Selectman of Fire Alarm changes in schools
- 29<sup>th</sup> Called NECCOG Jim Larkin about CERT list
- 31<sup>st</sup> Spoke to Derek May concerning sharing MREs

## **February-2019**

- 1<sup>st</sup> Went to Signs Plus; Called NECCOG about CERT members
- 2<sup>nd</sup> Went and got information at Smith Jeep - Warn Winch
- 7<sup>th</sup> Chiefs' Information Meeting (Montville) on ESF-2, ESF-11, ESF-10
- 8<sup>th</sup> Attended ESF-2 (Colchester) meeting
- 9<sup>th</sup> Attended IMT Training at Groton Fire Department
- 10<sup>th</sup> Called ESF-11 DVM Willner concerning available free computers
- 11<sup>th</sup> Attended ESF-9 (Yantic) meeting
- 14<sup>th</sup> Went over Radio Mast with Rick Nichols/Cale Audette
- 16<sup>th</sup> Went to Staples – dropped off Goodwin Forest maps to be laminated
- 17<sup>th</sup> Picked up laminated maps at Staples
- 18<sup>th</sup> Picked up staging sign at Signs Plus (bus, tire truck, ambulance, PIO)
- 22<sup>nd</sup> Spoke to DEEP concerning dams
- 25<sup>th</sup> Called DEEP about pamphlets to give to dam owners (told no class BC dams in Chaplin)  
Attended ESF-11 (Durham-Fire Department) meeting
- 27<sup>th</sup> REPT (Colchester) meeting

## **March-2019**

- 6<sup>th</sup> Reported to Trooper of Eversource digging around 345 volt poles
- 7<sup>th</sup> Called Physio-Control and ordered one set of batteries/contacts for CR Plus; spare set
- 11<sup>th</sup> Call from Dave Stone – new tires put on CTSART trailer & informed me of  
leaking/rotted door on trailer
- 12<sup>th</sup> ESF-5 (Daneilson) meeting – CTVOST speaker gave updates
- 14<sup>th</sup> ESF-3 (Norwich) meeting – offered traffic training & \$3,000 for signs  
Went to Raymond's Auto – gave quote on SART trailer repair
- 15<sup>th</sup> Took pictures of ESF-11 trailer & had developed – informed ESF-11 Chair DVM Willner
- 18<sup>th</sup> ESF-9 (Colchester) meeting
- 22<sup>nd</sup> Called ESF-11 DVM Willner to see if he got a quote on the trailer; he spoke to Mark Maynard  
Got information on Narcan Rebate
- 25<sup>th</sup> High Band Radio Test (Chaplin)
- 26<sup>th</sup> ESF-4 (Hampton) meeting
- 27<sup>th</sup> REPT (Colchester) meeting

## **April-2019**

- 1<sup>st</sup> Spoke to Selectman about CVFD Hall AED; J. Pinto about ESF-11 storage equipment
- 3<sup>rd</sup> Spoke to P/W about days for towing SART trailer & P/W discussed wanting to get 2-3 light towers for July 4<sup>th</sup> fireworks; went to Raymond's Auto-discussed ESF-11 trailer repair
- 4<sup>th</sup> Dropped off ESF-3 assest list to Dave(P/W); Spoke to Regional Co-ordinator about getting light towers
- 9<sup>th</sup> NECCOG (Killingly) 2019 Annual EMD meeting
- 10<sup>th</sup> Transported CTSART trailer to Raymond's Auto (Franklin)
- 12<sup>th</sup> ESF-2 (Colchester) meeting
- 16<sup>th</sup> ESF-10 (Norwich-FD) Hazmat vendors; Spoke to Will Hooper about EM overview
- 17<sup>th</sup> ESF-5S (East Lyme) meeting – gave ESF-11 report/signed the Loyalty Oath
- 22<sup>nd</sup> Went to CES-gave AED contacts & Narcan Rebates info to CES nurse
- 24<sup>th</sup> REPT (Colchester) meeting
- 25<sup>th</sup> Annual Emergency Management Symposium – 8 hour excersise (Cromwell)
- 27<sup>th</sup> ESF-11 Large Animal Rescue Class – 8 hours (Stonington); gave DVM Willner Scott bottle/regulator and suction tools
- 30<sup>th</sup> Went to Raymond's Auto – gave pictures of door & cabinet on trailer

## **May-2019**

- 7<sup>th</sup> Printed out Hazard Mitigation Grant for Bill Rose; gave EMPG Award info to Valerie
- 8<sup>th</sup> ESF-6 (Uncasville) meeting
- 9<sup>th</sup> Checked on SART trailer; ESF-3 (Norwich) meeting
- 10<sup>th</sup> Called-Physio-Control about broken AED; Spoke to P/W about SART trailer-pick up next week
- 14<sup>th</sup> ESF-5 (North Thompson) meeting
- 15<sup>th</sup> Spoke to Trooper-D about LEOP
- 17<sup>th</sup> Picked up SART trailer; got bill - town hall scanned it & e-mailed it to DVM Willner
- 20<sup>th</sup> Purchased hand truck for Red Trailer; Called Derek May concerning Radiation Drill at UConn
- 22<sup>nd</sup> Reloaded SART trailer with P/W (Tad); REPT (Colchester) meeting
- 30<sup>th</sup> Went to Staples-returned cables & checked on fan for school

## **June-2019**

- 4<sup>th</sup> Red Cross (Uncasville) meeting – Training Disaster Day info
- 5<sup>th</sup> LEOP meeting w/Carla (Chaplin); dropped off info at Senior Center-free smoke detectors
- 10<sup>th</sup> Dropped off Staples bill for ESF-11 Inventory List – town hall
- 13<sup>th</sup> Met with Valerie Garrison – EMPG paperwork
- 14<sup>th</sup> ESF-2 (Colchester) meeting
- 17<sup>th</sup> ESF-9 (Oakdale) Search Dog Training
- 18<sup>th</sup> ESF-10 (Norwich) meeting
- 15<sup>th</sup> Spoke to Eversource – liaison Dave McCarthy & Atlantic Restoration
- 19<sup>th</sup> ESF-5 (South East Lyme) meeting & Cyber meeting
- 21<sup>st</sup> CEMA (Old Saybrook) meeting
- 24<sup>th</sup> Called Swiss Cleaners – concerning jacket for Deputy EMD; dropped off animal pulling straps in SART Trailer
- 26<sup>th</sup> REPT (Colchester) meeting
- 27<sup>th</sup> ESF-4 (East Lyme) meeting & IMT meeting

I'd like to thank all the CVFD and CERT members, Rick Nichols, Chaplin Public Works, Cale Audette, First Selectman Bill Rose IV, and Suzanne Gluck for their assistance. I would like to thank Valerie Garrison who pays my EMD bills and works with me on the line items within the Emergency Management Performance Grant. I would also like to thank Sheila Randall for clerical work.

Respectfully submitted,  
James Randall, Emergency Management Director

- \* 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-9 (Search and Rescue & Special Operations)
- \* ESF-10 (Hazmat)
- \* ESF-11 (Agricultural/Animals)
- \* REPT (Regional Emergency Planning Team)
- \* CERT (Community Emergency Response Team)
- \* TTX (Training & Exercise)
- \* LEOP (Local Emergency Operation Plan)
- \* EPPI (Emergency Preparedness and Planning Initiative)
- \* EHHD (Eastern Highlands Health District)
- \* EMPG (Emergency Management Performance Grant)
- \* NECCOG (Northeastern Council of Governments)
- \* DEEP (Department of Energy/Environmental Protection)
- \* CTVOST(CT Virtual Operations Support Team)
- \* STOC (State Tactical Operations/Communications)
- \* AED (Automated External Defibrillator)
- \* MCV (Mobile Communication Vehicle)

- \* DVM (Doctor of Veterinary Medicine)
- \* IMT (Incident Management Team)
- \* EOC (Emergency Operation Center)
- \* TNC (Terminal Node Connector)
- \* P/W (Public Works)
- \* PIO (Public Information Officer)
- \* MREs (Meals Ready to eat)
- \* SART (State Animal Response Team)
- \* CES (Chaplin Elementary School)
- \* PHHS (Parish Hill High School)





## Town of Chaplin, Connecticut

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

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[www.ChaplinCT.org](http://www.ChaplinCT.org)

# **FIRE MARSHAL'S OFFICE**

## **Annual Report FY 2018-2019**

The Town of Chaplin Fire Marshal's Office is committed to working with our community to form trust and confidence of our citizens. Enhancing the quality of life in our town by preventing or minimizing injury and the loss of life or property from fires is our single most priority.

Our office is staffed with a Fire Marshal and two (2) Deputy Fire Marshals. Mandated by the Connecticut General Statutes we are charged to perform various duties. These duties include, but not limited to; Inspection of all properties with the exception of one and two-family homes; Perform investigations as they pertain to the cause and origin of fires that occur in the Town of Chaplin; Issue permits for hazardous operations, including the installation of permanent propane tanks and piping, heating fuel storage tanks, gasoline and diesel fuel storage tanks, blasting permits, and commercial fireworks displays.

In 2018-19 we have conducted four (4) fire investigations, 16 code inspections, (3) plan reviews and two (2) landlord/tenant issues. Three (3) permits were issued and one of which was for the fireworks held on July 19<sup>th</sup>. Our staff was in attendance and supervised the firework display.

Our office designed and implemented a Hazardous Condition Form that allows us to document unsafe conditions, implement corrective actions and hold owners accountable. We proposed three (3) town ordinances, which resulted in the adoption of two (2), the Chaplin False Alarms and Fire Marshal Inspection and Fee.

FY 2018-19 expenditures consisted of salaries, continuing education fees and mileage reimbursements.

Brief Financial Statement*	
Approved Budget	\$9,130.00
Additional Appropriations	\$00.00
Actual Expenditure	\$7,934.67

*\* These figures may not have been audited by the time of this publication.*

Our office is devoted to providing the best public service possible to our community through delivering in a timely manner and conducting business with the utmost professionalism in the community.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Bud Meyers', followed by a long horizontal line.

Bud Meyers  
Fire Marshal

Fire Marshal's Office Staff:  
Deputy Fire Marshal Chris Bray  
Deputy Fire Marshal Chris Bellantone



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# **CHAPLIN HISTORIC DISTRICT COMMISSION**

## **Annual Report 2018-2019**

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 2018-2019 reporting period, the HDC held three regular business meetings, one special business meeting and three public hearings.

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 \$735.00 for FY 2019-2020 at our November meeting. Of our FY 2018-2019 \$683.74 budget; \$415.76 was spent on Legal Notices, \$261.28 was spent on Clerical Hire and \$6.70 on postage.

Regular member Kitty LeShay resigned 11/30/18, alternate member Cathy Smith was appointed to fill the vacancy 12/6/18 and Leslie Ricklin was appointed to fill the vacant alternate position 5/9/19.

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  
Chairman, Chaplin HDC

Warren Church, Vice-chairman  
Diane Cox, Secretary  
Jean Givens, Regular Member  
Cathy Smith, Regular Member

Leslie Ricklin, Alternate Member  
Carl Lindquist, Alternate Member  
Paul Siege, Alternate Member







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# Chaplin Inland Wetlands and Watercourses Commission Annual Report FY 2018-2019

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-	2
Permits issued-	2
Agent approvals	1
Permitted uses as of right-	6
Violations-	0
Public Hearings-	1
Agent Sign Offs	Numerous
Site Walks	1

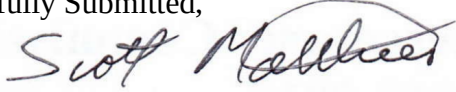
Brief Financial Statement*	
Approved Budget	\$15,880.99
Additional Appropriations	\$0
Actual Expenditure	\$15,240.45

*\* These figures may not have been audited by the time of this publication.*

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 signoffs, various road drainage issues, and compliance

inspections for approved wetlands/zoning applications; as well as patrolling the town for any wetland violations.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Scott Matthies". The signature is fluid and cursive, with a large loop at the end.

Scott Matthies, Chairman Chaplin Inland Wetlands and Watercourses Commission

Scott Matthies, Chairman

Peter Kegler, Vice-Chair

Michael Jenkins, Secretary

Sharyn Rusch

Paul Deveny

Doug Cates, Alternate

Virginia Walton, Alternate

Vacancy, Alternate

Joe Theroux, Wetlands Agent

Kerry Tetreault, Recording Secretary



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# **Library Board of Trustees Annual Report 2018-2019**

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 offers 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, a scanner, 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 during library hours. Under the Board of Trustees' review and direction, the Library Director serves as the administrative officer of the library and oversees use of the meeting room.

In the fiscal year 2018-2019, the library continued to present quality programming for patrons of all ages. The Wednesday Preschool Playgroup, which includes a story, related craft, and playtime for toddlers, ran every week while school was in session, and the annual Summer Reading Program provided children with reading activities and events throughout the summer. The Library Director again worked with the Chaplin Elementary School librarian to promote the Summer Reading Program and held Library Day, a day in June where each grade visited the library during school. Younger grades were introduced to the library and heard a story. Older grades participated in a library scavenger hunt. All children received a library card and had an opportunity to check out a book. Around 50 children signed up for summer reading this year. The library also ran events during the holidays and school breaks to promote library use by families. Popular programs included Take Your Child to the Library Day, the Gingerbread Party, the Cat Cafe, and Sparky's Puppets, the show that kicked off the Summer Reading.

For adults patrons, the library continued participating in the CT Authors Trail and Quiet Corner Reads, and also continued the popular Cookbook Club. Thanks to Chaplin resident Ann Chuk, in May the library began hosting a ukulele group on Wednesday afternoons. The UConn League's Mah Jongg group also continues to use the library on Friday afternoons. Other popular events included a program by historian Marty Podskoch and a Composting Workshop co-sponsored by the Chaplin Economic and Community Development Committee.

In March, the library board held a Thank You Party for library supporters to explore the possibility of forming a Friends of the Library group. Over 40 people attended, and over 30 of those people have expressed interest in joining the group. In May, the board selected a wonderful new logo for the library. This logo was created through a project in a Graphic Design II class at Eastern Connecticut State College. The board and director were involved throughout the design process. All of the possible logos hung in the library for over a month and patrons were able to vote on their favorite.

Despite multiple closings over the winter because of issues with the building's well (see below), usage of the library and its materials have again increased from last fiscal year. Thanks to additional programming and promotion, there were 5,538 patron visits, which is an increase of



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803 visits. This year, 5,812 books and DVDs were checked out by patrons, which is an increase of 79 from last fiscal year.

In building maintenance, both the library's roof and well (both shared with the Senior Center) needed to be replaced this year. A CIP fund was created for the roof replacement, and the roof was replaced in December. This did not come directly out of the library's budget. A new well was dug in late December, and the cost was split with the Senior Center, which caused the library's building maintenance budget to go over by \$5,442.99. Due to a temporary decrease in electricity because of a solar panel agreement, the library's electricity was substantially underbudget by \$5,134.62. As a result, the amount over on building maintenance was offset by the amount under in electricity; The library was therefore able to operate within their approved budget for the fiscal year, ending with \$800 remaining.

Brief Financial Statement	
Approved Budget	\$75,791.35
Additional Appropriations	\$0
Actual Expenditure	\$74,991.35

Respectfully Submitted,

Sandra Horning, Library Director

Victor Boomer, Chairman

Leslie Ricklin, Vice-Chairman

Kelly Pothier, Member

Eunice Edelman, Member

Diane Cox, Member

William Jenkins, Member





# *Town of Chaplin, Connecticut*

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**Website: [www.chaplinct.org](http://www.chaplinct.org) Telephone: (860) 455-0073 Fax: (860) 455-0027**

## **CHAPLIN PLANNING & ZONING COMMISSION** **ANNUAL REPORT FOR 2018-2019 FISCAL YEAR**

The following is the Annual Report for the Town of Chaplin Planning and Zoning Commission (PZC), for business conducted during the 2018-2019 Fiscal Year. The information provided herein was tabulated by review of all meeting agendas, minutes, applications, permits, reports and other records of business conducted by the Chaplin Planning and Zoning Commission and its authorized agent during the 2018-2019 Fiscal Year (July 1, 2018 through June 30, 2019).

### **Introduction**

The Chaplin Planning & Zoning Commission 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 2018-2019 Fiscal Year, The Chaplin Planning & Zoning Commission held ten (10) regularly scheduled meetings, two (2) public hearings and cancelled two (2) regular meetings. The Commission reviewed and/or acted on two (2) site plans and two (2) unique zoning permits. Additionally, the Planning and Zoning Commission conducted three (3) preliminary, pre-application reviews at the request of applicants.

The Chaplin Planning and Zoning Commission's authorized agent, Mr. Jay Gigliotti, Zoning Enforcement Officer, administratively issued seventeen (17) zoning permits for regulated construction activities: three (3) new single family residences, three (3) garages, two (2) sheds, one (1) swimming pool, one (1) deck, one (1) wood burning furnace, three (3) zoning use permits, two (2) sign permits and one (1) lot line revision permit. three (3) residential additions, three (3) accessory buildings/ structures and four (4) 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-one (61) inspections related to previously issued zoning permits, forty-one (41) inspections relating to driveway permits and/or drainage related issues, nineteen (19) on site meetings with applicants, residents and/or property owners, fifteen (15) inspections for requested zoning compliance and seventy-two (72) inspections/ investigation relating to zoning enforcement in the Fiscal Year 2018-2019. 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 2018-2019 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 occur. In the 2018-2019 fiscal year, the Chaplin Planning & Zoning Commission continued their work to revise a significant number of sections and sub-sections in the zoning, as well as the subdivision 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 POCD. 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 Enforcement Ordinance**

The Zoning Enforcement Ordinance has been fully implemented since its adoption in 2012. The PZC has had continued success in achieving compliance with the zoning regulations utilizing the zoning enforcement ordinance. Zoning enforcement matters frequently relate to signage, construction, illegal business activities, accumulated junk and unregistered motor vehicles.

The Town of Chaplin Plan POCD is due to be revised in the year 2020. The Planning & Zoning Commission has begun this task of updating the 2010 POCD and shall continue to work on the update to this plan. The State of Connecticut requires all municipalities to revise their POCD's once every 10 years.

Respectfully Submitted,

Doug Dubitsky, Chairman

**Planning & Zoning Commission Members and Staff**

Doug Dubitsky- Chairman

Pietro Fiasconaro-Vice -Chairman

Eric Beer- Regular Member

Randy Godaire-Regular Member

Dave Garceau -Regular Member

Alan Burdick -Regular Member

Helen Weingart- Regular Member

Brandon Cameron-Alternate

Bill Ireland Alternate

Ken Fortier- Alternate

Jay Gigliotti- Zoning Enforcement Officer

Elizabeth Marsden, Recording Clerk

**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 enforcement officer's salary, the planning and zoning commission budget has line items for advertising, postage, mileage and office supplies.

Approved Budget	\$24,345.29
Additional Appropriations	None
Actual Expenditures	\$23,695.18



## **Town of Chaplin, Connecticut**

*Incorporated 1822*

495 Phoenixville Road, Chaplin, Connecticut 06235

Phone: (860) 455-0073; Fax: (860) 455-0027

[www.ChaplinCT.org](http://www.ChaplinCT.org)

# **ECONOMIC AND COMMUNITY DEVELOPMENT COMMISSION Annual Report FY 2018-2019**

The commission continued working on reaching out to businesses including a mailing and a Meet and Greet event as well as working on producing a brochure to highlight Chaplin's assets, natural features, businesses, places of interest, art and cultural activities. This is an ongoing project!

The Board of Selectmen agreed to sign on to the Sustainable CT. initiative with several commission members signing on to be part of the Sustainable Ct. Team to work on projects like having a composting workshop, attending workshops on crop diversity, finding ways to get more citizens involved in Town events and decision making. The Commission worked with others to disseminate a recycling flyer.

The Commission created and conducted a survey and held discussion sessions regarding citizens views on present and future senior housing needs in Chaplin.

The Commission spent \$100.36 of the allocated \$540 for 18-19 and requested \$530 for fiscal year 19-20.

Respectfully submitted,  
Irene Schein, Chairman

### **Other Members:**

Ann Chuk  
Leslie Ricklin  
Virginia Siege  
Michael Maggs  
Ann Lewis  
William Rose IV  
Josh Walmsley







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# Chaplin Recreation Commission Annual Report FY 2018-2019

Chaplin Recreation organizes and operates several activities and sporting events throughout the year. For sports, we have provided TeeBall, 4 sessions of indoor and outdoor Soccer and Basketball all for our community's youth. We have provided many activities such as paint nights, ice skating, movie nights and concerts at the park. Most programs and activities utilize the park grounds however, some such as Basketball are held at C.E.S. and Parish Hill. This Fiscal Year, we started the construction of a disc golf course which is 9 holes around the perimeter of the park. The course will be open to public and we plan to hold tournaments and leagues on a regular basis.

Approved Budget	\$21,287.60
Additional Appropriations	\$0
Actual Expenditure	\$16,232.81

*\* These figures may not have been audited by the time of this publication.*

Chaplin Recreation also purchased all the equipment for "phase 2" of the new playscape in December for \$36,174.17 using the playscape CIP. This equipment was put into storage at DPW and in the park's barn for later construction.

Respectfully Submitted,

David Stone, Treasurer Chaplin Recreation Commission

Other Members:

Matt Foster, Chairman

Chris Blair, Lauren Foster, Tim Barr, Steve Landon



## Town of Chaplin Registrars of Voters

### Registrars' Responsibilities

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
- Prepare and maintain lists of active and inactive voters
- Conduct canvasses
- Schedule and conduct registration sessions
- Prepare for and conduct elections.

Between July 1, 2018 and June 30, 2019, the registrars made changes to the Chaplin registry list included 148 additions, 188 removals and 66 changes of name, address or party designations. As part of the required annual canvass of voters the registrars canvassed 24 voters based on lists of address changes provided by the State of Connecticut.

During the fiscal year 2018-19 the registrars conducted 5 elections including 3 budget referendums, 1 State primary in August and a November State Election in 2018.

Election	# Names Active on Voter List	# Names Checked as Voting	Turnout Percent
<b>State General Election 11/08/2018</b>	1529	1030	67.4
<b>District 11 Annual Budget 5/7/2019</b>	1524	115	7.5
<b>Town Annual Budget Referendum, 5/21/2019</b>	1527	97	6.2
<b>District 11 Annual Budget #2 Referendum. 6/4/2019</b>	1528	123	8.0

The Republican registrar, Eugene Boomer, has continued to take required courses taught by the University of Connecticut to maintain his certified Registrar of Voters status. The Democratic Registrar of Voters, Bruce Raymond completed the required courses and took the certification exam in 2019.

For FY 2018-19 the total budgeted amount was \$ 21,847 and the actual expenditures were \$ 20,717 .

Registrars of Voters: Eugene Boomer, Republican; Bruce Raymond, Democratic  
Deputy Registrars: Stacy Foster, Republican; Ann Lewis, Democratic





## Town of Chaplin, Connecticut

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### CHAPLIN SENIOR CENTER Annual Report FY 2018-2019

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

The Center has had another successful year. Our membership continues to grow. We currently have more than 300 registered members who enjoy many of our Adult Education/Recreation Programs such as: Exercise Classes, Yoga, Massage, Pickleball, Memoir Writing, Mahjongg, Bakers Club, Movies and Crafts. We also offer weekly opportunities to play bingo, cards and Nintendo Wii.

Informative presentations and classes such as: AARP's 55 Alive Driving Class, Fuel Assistance, Winter Weatherization, Financial Planning as well as Free Tax Assistance and Health Care related needs are offered.

We continue to partner with Columbia, Windham and Andover Senior Centers to offer trips through Friendship Tours to our members. Our seniors have enjoyed outings to Massachusetts, Rhode Island, Vermont and New Hampshire.

The weekly lunch and breakfast programs continue to be a great asset to our organization. Delicious home cooked meals are prepared and served every Wednesday at 11:45am and Thursday morning at 8:15. This program not only provides nutritious meals but allows our members to enjoy weekly social events as well as volunteer their time.

Monthly Blood Pressure Screenings and a yearly flu clinic are offered as well at the center. We are pleased to have a licensed and certified massage therapist to provide the healthful benefits of massage therapy on a regular basis.

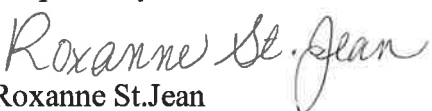
Community involvement is very important to our success. We offer events, socials and fundraisers that bring the community together. We have a good relationship with our local schools which allows us the opportunity to plan intergenerational activities which are always a positive experience for both our members and the children.

Monthly newsletters and calendars are available.

Brief Financial Statement	
Approved Budget	\$76,230.75
Additional Appropriations	0
Actual Expenditure	\$73,420.38

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

Respectfully Submitted,

  
Roxanne St. Jean

Director

Assistant- Lisa Kegler

Kitchen Staff-Bob Grindle, Dawn Gilbert

Board Members: Doreen Bolduc-Chair, Cathy Dietrichsen, Lisa Kegler, Carl Linkkila,  
Neil Muckenhoupt, Marilyn Nurme, Shirley Rakos and Walter Zlotnick,



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### **CHAPLIN TAX COLLECTORS OFFICE Annual Report FY 2018-2019**

**The Chaplin Tax Office staff is here to help, give anyone of us a call.**

**Gay St. Louis - Zayne Ring - Amanda Tashea -Laurie Lamot & Michelle Richmond  
phone number 860-465-3029**

**LOCATION:** Windham Town Hall- 979 Main Street- Willimantic CT 06226

Our office hours are Monday through Wednesday 8am-5pm and Thursday 8am-7:30pm and Friday 8am-noon.

**MAILING ADDRESS:** Chaplin Tax Collector - PO Box 944 - Willimantic CT 06226

Tax collecting has become vastly more complicated in recent years with various legislative changes to existing statutes such as the tax sale statute, and with many more options for delinquent collection enforcement now being available, such as lien assignments, brownfields remediation, and so forth. Even so called "simple" things like interest calculations become complicated by property splits, assessment appeals and so forth.

#### **Accomplishments:**

- The collection rate on the current GL for fiscal year 18/19 ended at 99%
- FY 18/19 - The adjusted 2017 levy ended with a balance of 6,175,573.30, we collected 6,122,769.40 of that amount.
- FY 18/19 - We collected 123,758.45 in delinquent prior taxes and fees.
- For Chaplin taxpayer's convenience we schedule 2 sessions a year (July and January) at the Chaplin senior center to collect taxes. Or visit us on line at [chaplinct.org](http://chaplinct.org).
- The tax office maintains the yearly PCI DSS Merchant Compliance certified which included the development of rigid procedures and security measures for all credit/debit card collections.







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# Office of the Town Clerk and Registrar of Vital Statistics Annual Report 2018-2019

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, birth, marriage and death records, maintaining board and commission memberships, meeting dates and posting agendas and minutes, applying for a yearly historic document preservation grant, preparing for state and municipal elections, primaries and referendums and issuing absentee, military and overseas ballots, receiving campaign finance filings, publishing ordinances, 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, 2018 to June 30, 2019 the office of the Town Clerk recorded 314 land records. The total income generated from recording these documents was \$48,596.00. Of these land records, 45 were property transfers which resulted in \$8,041,165.00 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 releases.

This year absentee ballots were issued for the 2018 State Election, the annual budget referendum and two Region District 11 referendums.

Each year the Town Clerk attends two conferences. Among the presenters at this year's conferences were the Secretary of the State, the Department of Public Health, Department of Revenue, Freedom of Information Commission and the State Library.

Approved Budget	\$58,455.48
Additional Appropriations	\$00.00
Actual Expenditure	\$53,084.47

I would like to thank the residents of Chaplin for allowing me to be your Town Clerk. It has been a pleasure to serve you and I look forward to the coming year!

Best regards,

Shari Smith

Chaplin Town Clerk



**Town of Chaplin**

**Vital Statistics**

July 1, 2018– June 30, 2019

**Births**

**In Town**

Male = 0

Female = 0

**Out of Town**

Male = 8

Female = 4

**MARRIAGES**

In Town = 10

Out of Town = 4

**DEATHS**

**In Town**

Male = 3

Female = 3

**Out of Town**

Male = 8

Female = 5





## Town of Chaplin, Connecticut

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www.ChaplinCT.org

# Tree Warden Annual Report FY 2018-2019

2018-2019 was an incredibly busy Fiscal Year for me as Tree Warden. This was the third and fourth year that some areas of town were defoliated from Gypsy Moth caterpillars. From 2016 to 2019 we have removed hundreds of dead trees. Between DPW, Eversource and DEEP that number is nearing one thousand trees that have been identified and removed along the Town's Right-Of-Ways for public and utility safety. Currently, I have a 5-page list consisting of about 200 trees left to go. The caterpillars moved East to West across town for the most part. 2016 and 2017 saw defoliation mainly East of the Natchaug whereas 2018 and 2019 was mainly West. The hardest hit areas were Lynch, Chewink and Miller Roads as well as the top of Pumpkin and Bear Hills. I suspect 2020 will give us a reprieve as there seems to be a very low population of moth's that made it pupation.

Unfortunately, as one issue may be coming to a close, a new one is rising. The Emerald Ash Borer (EAB) was first discovered in Chaplin in 2016. Only until this year did the population appear to struggle. Now however, there is evidence all over town (this time from West to East) that we have a new epidemic to be concerned with. Unlike the Gypsy Moth, the EAB will ONLY affect ash trees. Our ash population in town is only about 5% nonetheless, 5% out of thousands of trees could be a big number that we have to deal with. Also, unlike oak defoliated by caterpillars which can stand dead for several years, ash tend to fall apart quite quickly post mortem.

Approved Budget	\$2,076.43
Additional Appropriations	\$0
Actual Expenditure	\$1,981.42

*\* These figures may not have been audited by the time of this publication.*

\$1,511.42 Salary

\$470 Connecticut Tree Protective Association Dues, License Renewal, Continuing Education

Respectfully Submitted,

David Stone, Tree Warden, CT Arborist S-4582





***Town of Chaplin, Connecticut***  
**Incorporated 1822**  
**495 Phoenixville Road, Chaplin, Connecticut 06235**  
**Telephone: (860) 455-0030 Fax: (860) 455-0027**  
***DPW@chaplinct.org***

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Dear fellow Chaplin Residents,

In light of the recent tragic event in our neighboring town of Mansfield and some recent chatter on social media, I find this to be an opportune time to let all residents know what is being done and what our plan is moving forward to battle this growing epidemic of tree mortality due to Gypsy Moth defoliation and the Emerald Ash Borer.

Three to four years ago, the tree removal and trimming budget for the Department of Public Works was about \$6,000. This budget worked fine and dealt with what we had for hazardous trees. Then the Gypsy Moth caterpillar started to defoliate hundreds, if not thousands of trees along our roads. We have been progressively increasing the budget and resources over the last three years. Last fiscal year, we were able to remove hundreds of dead or hazardous trees and spent just over \$48,000 doing so. The Department of Public Works rented an aerial lift and worked for two months straight on hazardous tree removals. We also had a local contractor here in town about 30 working days on top of that. Last fiscal year, a total of about 80 working days was spent battling Chaplin's tree issues.

We have certainly made some great progress but as I'm sure you can see, we have plenty more to go. I've increased the frequency of survey's so we can use our resources as effectively as possible. As a licensed Arborist for 19 years and a Qualified Tree Risk Assessor by the International Society of Arboriculture, my surveys are used to quantify a priority process that works best for the town with resident safety as the utmost concern.

The Department of Energy and Environmental Protection (DEEP) has been doing a lot in town as well. A large harvest of dead trees that threatened Pumpkin Hill road was completed last year. Most recently, DEEP removed several hazardous trees along North Bear, Marcy and Morey roads.

Eversource has also increased their efforts in town. This year we had a crew working out of the DPW yard for about 3 months. This crew worked off a list of trees that I compiled for them as hazardous to the public and to utility reliability. I'm told by Eversource officials that we will have them back in Chaplin January 1<sup>st</sup> 2020. I plan to send them back to Lynch road first which is devastated with trees that are behind the power lines that we (DPW) cannot do.

Moving forward, the Department of Public Works will be picking up our rental bucket truck this Monday the 23<sup>rd</sup> to begin another month or more of constant hazardous tree removals and trimming. Some "hot spots" that we will be addressing are Cedar Swamp, England, North Bear, Miller, Lynch,

Parish Hill, Davis and Federal roads. Beyond renting the bucket truck we have budgeted for about 20 days of work for an outside contractor for this current fiscal year. Next fiscal year, we already have a request in place for an additional \$15,000 which I suspect will be increased due to some recent surveys.

The Emerald Ash Borer is also a concern. The first specimen of this insect in Windham County was found on South Bear Hill road in 2016. This insect is wiping out ash trees in neighboring counties at an alarming rate. We here in Chaplin should fare okay as our roadside population of ash trees is only about 5%. That's not to say some of you don't have groves consisting of many acres of ash trees. So far, we have only a few ash trees that have declined or died along our roads, but those numbers could drastically increase over the next year or two.

In my opinion, we must continue our efforts to cut these roads back even after we are caught up with this recent tree mortality and that is our plan. Another Hurricane Gloria would be devastating to our local infrastructure, as well as another insect or disease outbreak. I truly feel this can be done without drastically changing the rural feel we already have and the beauty of driving down our wooded country roads.

Lastly, please by all means, if you have any tree concerns, I'd like to know about them. With only three DPW employees and my surveys done as much as possible we simply cannot have eyes out there all the time. I can be reached at the DPW garage at 860-455-0030 or by email at [DPW@Chaplinct.org](mailto:DPW@Chaplinct.org) I'd also like to stress that I do not officially use social media for communication so if you'd like to contact me please call or email. If there is ever an emergency with trees or our roads you can call 911 and we will be dispatched.

Thank you,

Dave Stone

Chaplin Tree Warden, Arborist S-4582

Public Works Supervisor



## **CHAPLIN ZONING BOARD OF APPEALS**

### **ANNUAL REPORT FY 2018-2019**

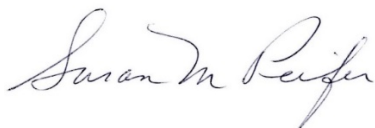
The ZBA has the power to hear and decide appeals from decisions of the ZEO and to grant variances from the application of zoning regulations. The variance power is limited to extraordinary situations and must be in harmony with the general purpose and intent of the zoning regulation. Zoning variances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

The 2018 – 2019 Fiscal Year was, again, completely 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. We approved a FY 2019-2020 budget of \$1,605.00. We spent none of our FY 2018-2019 budget. Alternate member Kitty LeShay resigned from the ZBA in November. The position is still vacant.

The Zoning Board of Appeals schedules regular meetings on the 4<sup>th</sup> 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

Other Members:

William Jenkins, Vice-chairman

Lisa Courcier, Secretary

Rosalie Gifford

Doug Cates

Alternate Members:

Paul Tetreault

Victor Boomer



*The  
University  
of  
Connecticut*

STORRS, CONNECTICUT 06268

INSTITUTE OF PUBLIC SERVICE

April 25, 1973

Mr. Edward Garrison  
First Selectman  
Town Hall  
Chaplin, Conn. 06235

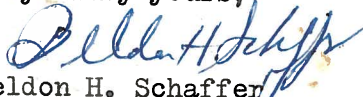
Dear Mr. Garrison:

Chaplin's 1972 annual report has received Merit Award in the under 2,000 population group of the 28th Connecticut Town and City Annual Report Contest, judging of which was completed April 19. A certificate of your award is being prepared and will be mailed to you soon.

The competition in this year's Connecticut report contest was quite keen as the quality of the entries continues to improve.

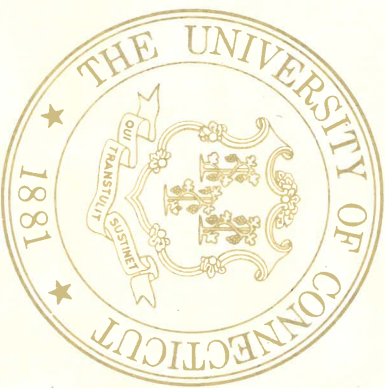
You and all of your town officials are to be congratulated on your outstanding contribution.

Very truly yours,

  
Beldon H. Schaffer  
Director

BHS:eas  
Enc.

Institute of Public Service  
The University of Connecticut



Connecticut Town and City Report Contest

MERIT AWARD

*Town of Chaplin*

for its annual report for the fiscal year

*July 1, 1971 — June 30, 1972*

in the population group

*under 2,000*

*April 1973*  
Date

*Eden N. Kelly*  
Director, Institute of Public Service

## **List of External Reports Included Herein by Reference**

### **Auditor's Report for the Town of Chaplin**

Per §4230 and §4236 of Connecticut General Statutes, Chaplin as a recipient of state funds must complete a town audit. This year the audit was performed by AO & Co., LLC.

The following agencies are external to the Town of Chaplin. Their Annual Reports are included in the Town of Chaplin Annual Report by reference, and may be found on file at the Chaplin Town Hall or with the respective agency.

Audited financial statements from these external agencies can be examined upon request to the agency, and may also be found online through the CT Office of Policy and Management's Electronic Audit Reporting System (CT EARS).

### **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.

### **Central Office**

The Annual Report from the Central Office is prepared and published separately from Chaplin's annual report.

The Central Office is a body which provides certain shared services to the Chaplin Elementary School and the Regional District 11 / Parish Hill High School. The Central Office includes the Office of the Superintendent of Education, and is funded through expenditure budget line items in both the Chaplin Board of Education's budget and the Regional District 11 budget.

