

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
April 8, 2019

Chairperson Dick Weingart called the meeting to order at 8:40 PM. Present were Board members Link Diwan, Cesar Beltran, Jean Lambert and Alternate Linda Caron. Unable to attend were Board members Doug Dubitsky and Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Linda Caron was seated for Board member Marc Johnson who could not attend tonight's meeting.

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS OR CHANGES TO AGENDA: None

6. GUESTS: None expected

7. REPORTS:

a. Board Member Reports:

- **Selectmen's monthly meeting:** meeting ppd until April 11, 2019

- **Financial Audit RFP - Set Subcommittee Special Meeting Date:**
The Committee will meet before the Budget Workshop on Monday, April 22nd at 6:00pm.

b. Staff Reports:

1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up:

There are no significant changes from last month except Tax Collections which are coming in nicely over 98%. Prior year taxes are ahead approximately \$5,000 and Interest, liens and fees are ahead approximately \$7,000.

Motion to accept the monthly Financial Statements, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up: No Report

3) Assessor: Review report of Board of Assessment Appeals: will present at the next meeting

8. APPROVAL OF MINUTES:

a. Special Meeting 03/25/2019:

Motion to approve the special meeting minutes of 03/25/19, was made by Cesar Beltran with the following corrections/additions:

Item #10a2) add to Fire Marshall – The town is responsible to provide equipment and training to employees to perform their duties and there is a Mileage Reimbursement Policy.

Item #10a3) should read – The Finance Manager’s salary is not in this line item and was not moved from elsewhere in the budget as mistakenly reported at the last meeting.

The motion was seconded by Linda Caron and carried with one abstention by Jean Lambert.

Dick Weingart addressed the following items that needed follow up:

Mowing contract – The mowing contract was sent out to bid after the budget was finalized.

Planning & Zoning – Cesar Beltran will follow up on training.

Fire Department – Equipment fuel is to account for fuel used in the Fire Department equipment.

Central Office increase – Dick Weingart is working on this.

9. CORRESPONDENCE: None

10. FY 2019-20 BUDGET WORKSHOP: CONSIDER AND ACT ON BUDGET PUBLIC HEARING TESTIMONY AND COMMENTS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested:

A request was received from the Library to appropriate \$1,203 that was received in 2016 from the State Library.

Motion to transfer and appropriate \$1,203 from #10701.6 State Library Grant to #35119 Library State Library Grant, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

b. Consider and possible action on Board of Education adopted budget:

The Board will follow up with the Superintendent and CES Board on the following items before considering their budget:

- Projected amount of special education reimbursement for this year
- What is \$21,789 increase for Non-Certified Staff in Regular Education for and why the increase
- Is the Technology Coordinator salary in the competitive market range and increase needs justification
- Transportation bus contracts going out to bid, why is there almost a 20% increase projected in the contracts
- Why is there a significant increase to Electricity
- Special Education – need to know how much the current years costs are for a supplemental budget appropriation

Dick Weingart presented FY 2013-14 to FY 2019-20 budget comparison for the Central Office Committee with a total increase of 38.25%. The comparison was presented to the RD11 Board at their last meeting and will be presented to the CES Board at their meeting.

c. Budget review and adjustment:

1) Review FY 2018-19 & FY 2019-20 budget forecasts (revenue and expenditures), projected surplus/deficit, and Mill Rate implications:

Dick Weingart presented updated Budget Summaries. The current year’s deficit has been replaced with a small surplus.

- 2) **Review all Town agency budgets – follow up from BOF 03/18/2019 budget workshop**
 - a. **Identify individual budgets for examination/additional information/adjustment:**
 1. **Fire Marshall and Recreation Comm. Budgets; others may be identified:**
 - Fire Marshall** – was discussed at the last meeting
 - Rec Commission** – why is the budget the same with field maintenance removed
 - Building, Grounds & Maintenance** – Library/Senior Center building maintenance
- The Board was presented with budget workbook updates.

Motion to table remainder of Item #10, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

- 3) **Confirm BOF member attendance at Board of Education meeting on 04/10/2019**
- 4) **Review RSD11-PHMS/HS Board of Education adopted budget and Chaplin assessment**
- 5) **Review FY 2020-2024 CIP Plan as presented to CIP Committee on 03/20/2019**
 - a. **Review completed Capital Projects for potential closure**
- d. **Confirm dates for April budget workshops – 04/15, 04/22, 04/29 (tentative)**
- e. **Review BOF budget calendar & schedule**
- f. **Other budget issues for consideration**

11. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. **Consider and possible action on Board of Education request for supplementary appropriation for FY 2018-19**
- b. **BOE budget for FY 19-20**
- c. **Continue budget workshops**

12. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:

- a. **Monday, April 15, 22, 29 (tentative) – Budget Workshops @ 7pm (Town Hall)**
- b. **Monday, May 13, 2019 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)**

13. Adjourn:

Motion to adjourn (9:58 PM) was made by Linda Caron, seconded by Link Diwan and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*