

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
February 24, 2013

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members, Bruce Raymond, Jean Lambert and Doug Dubitsky. Others present were First Selectman Bill Rose and Treasurer Andrew Daniels. Unable to attend was Board members Diana Fiasconaro and Marc Johnson.

3. FIRST AUDIENCE FOR CITIZENS: None

4. ADDITIONS OR CHANGES TO AGENDA: None Permitted

5. GUESTS:

Guests were members of the Chaplin Fire Department including the following: Chief Chris Bray, Joe Pinto, Herb Chesters and Bill O'Hara. They attended the meeting to address excess costs to overhaul the pumper truck. The town approved \$65,000 in the CIP budget to refurbish the truck. First Selectman Bill Rose expressed concerns with no approval for the \$3,000 excess cost and how it would be paid for. Chief Bray responded that there was a communication breakdown and that the excess costs were found during the refurbishment. Dick Weingart reported that the town approved the \$65,000 with a cushion for additional repairs and any additional costs would have to go to a town meeting for approval. He also stated that this is a policy and procedures issue and the Fire Department needs to propose a solution. Chief Chris Bray reported that the excess costs will be taken out of the Fire Department budget. The Board of Finance values the service of the Fire Department.

6. REPORTS:

a. Board Members' Reports: None

7. APPROVAL OF MINUTES:

▪ **Regular Meeting: 02/10/2014**

Motion to table approval of the regular meeting minutes of 02/10/14, was made by Doug Dubitsky, seconded by Bruce Raymond and carried unanimously.

8. CORRESPONDENCE: None

9. OLD BUSINESS:

a. Review FY 2014-15 budget procedures and pertinent documents:

1) BOF Budget & CIP Policies, Budget calendar, other related documents

Town agencies will present their budgets on March 10th. The Board of Education will present their budget on March 17th. The Board of Finance will hold a March 31st budget workshop to prepare for the Public Hearing.

b. Chaplin/Hampton Ambulance Corps contract and future cost projections

- Meeting with Ambulance Corps scheduled for 02/18 postponed due to storm.

c. WINCOG to discuss Regional EMC services on Friday, Feb. 28, 9am, Windham Town Hall:

All towns have the same issues with escalating costs for paramedic services that are impacted by new laws and the Affordable Health Care Act. Windham has been trading tax abatement with Windham Hospital for paramedic services. A subcommittee will be established to set goals, identify problems and meet with the paramedics to resolve. Diana Fiasconaro has volunteered to serve on this committee.

d. Reconsider and act on MAWC proposal for two-year budget forecast:

- **A plan to develop in-house budget forecasting capability will be presented by Chair:** Andrew Daniels presented budget forecast with preliminary figures for review. Doug Dubitsky asked to add a column with the existing mill rate as a frame of reference. Dick Weingart asked how the data was collected for the following: projections for prior year collections, local revenues (receipts for town services), fund balance projections and General Government budget projections. Andrew Daniels reported that he is waiting for information from the Assessor and Tax Collector, a column will be added to reflect actuals for local revenues and insurance is projected to increase 15% under the General Government.

A proposal for MAWC with a cost of approximately \$3,700 to \$4,400 (will depend on amount of time worked on) was brought up and tabled at the last meeting. Dick Weingart commended Andrew Daniels's for his work and asked the Board to consider using MAWC this year as a learning process. The Board will review the two proposals for the next meeting.

e. Fire Department: Excess costs to overhaul Pumper truck

Discussed under Item #5.

10. NEW BUSINESS:

a. Approve funds transfers and budget line adjustments as needed: None

b. Review of FY 2013-14 & 2014-15 budgets:

- **Individual Agency budget requests**
 - **BOF member assignments for Agency budget coordination**

The Board was presented with assignments for agency budget coordination for fact finding to answer any questions.
- **DRAFT Chaplin BOE budget proposals**

Chaplin BOE presented two budget proposals: one with a 3.78% increase and one with a 3.29% increase. There is a new student moving to town with significant special education services needed. A full-time certified special education instructor and an aide will be needed for this student. The 3.29% proposed budget would eliminate a .2 FTE position for a salary savings.
- **DRAFT RSD11 BOE budget proposals:** waiting for draft budget proposal
- Board of Finance – no significant changes
- Board of Selectmen – increase for salary and office expenses

- Building, Grounds and Maintenance – increases for Web Development (needs clarification if it includes IT Support), mowing, custodian, cemetery sexton stipend. Decrease for armored services (needs clarification).
- Emergency Preparedness – increase for equipment. Doug Dubitsky suggested using CIP funds.
- Employee Fringe Benefits – increase for insurance, personal sick time (needs clarification)
- Police Protection – no significant changes
- Fire Marshal – no significant changes
- Historic District- no significant changes
- Inland/Wetlands – no significant changes
- Library – increase for propane and electricity, need documentation for request for merit raise for Library Director (not reflected in the budget)
- Planning & Zoning – no significant changes
- Public Works – increase for tree removal, salt and snow removal
- Recreation – needs documentation
- Registrars – increase for expenses and legal notices
- Sanitation – single stream recycling decreased
- Senior Center – increase for fuel, electricity and maintenance & supplies (for alarm system)
- Tax Collector – no significant changes
- Town Clerk – no significant changes
- Town Memberships – Section 8 needs clarification
- Transfer Station – no significant changes
- Treasurer – no significant changes
- Tree Warden – no significant changes
- Fire Department – vital statistics needs clarification. Increase for maintenance contract, insurance and stipends. No increase for propane or fuel. A new policy needs to be developed for stipends.

Val Garrison will be asked to validate utilities in each budget request. Animal Control services go to Danielson. Dick Weingart will check with Val Garrison regarding salary increases.

11. CONTINUING BUSINESS: None

12. SECOND AUDIENCE FOR CITIZENS: Note: Comments are limited to agenda items and subject to Chair discretion

None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

- Town Agency budget request presentations
- Regular meeting business

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

- a. Monday, March 10, 2014-Regular Meeting @ 7:00pm (Town Hall)-Town Agency Budget presentations
- b. Monday, March 17, 2014-Special Meeting @ 7:00pm (Town Hall)-Board of Education Budget presentation

- c. Monday, March 31, 2014-Special Meeting @ 7:00pm (Town Hall)-Budget workshop to prepare for Public Hearing
- d. Monday, April 14, 2014-Regular Meeting @ 7:00pm (Senior Center)-Public Hearing on FY 2014-15 Budget

15. ADJOURN:

Motion to adjourn (9:45 PM) was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*