

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

March 10, 2014

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert and Marc Johnson. Unable to attend was Board member Doug Dubitsky.

3. FIRST AUDIENCE FOR CITIZENS: None

4. GUESTS: The following Agency Representatives were in attendance to Present Budget Proposals:
Town Clerk Shari Smith – increase for copier supplies, software services for land records and salary (2% will be voted on by BOS)

Dick Weingart reported that restricted funds should not be included in general operating budget.

Inland/Wetlands Scott Matthies – increase for dues and salary (if approved by BOS)

Senior Center Director Roxanne St. Jean and Board of Director Bill Philbrick – increase for salary (3% for job well done by Director and kitchen personnel), maintenance supplies (problem with heating and AC unit, loose tiles in function room), cable and internet (shared with Library), electricity (shared with Library), heating (shared with Library)

Recreation Department Richard Theriaque – increase for field maintenance and development for 16.5 acres, lawn maintenance and vegetation control (poison ivy and knot weed), lime maintenance, portable toilet, landscaping maintenance, special activities (3 music events at the park), electricity (replaced gas with electrical at park for safety); reduced sports equipment; heating and propane and moved to electricity

Library Director Jessica Jahnke – increase for utilities, equipment maintenance (Verso automation and Bibliomation for E-books), programs, propane, electricity (to match Senior Center); adjusted cleaning schedule to minimize costs; Assistant I and Assistant II positions combined

Fire Department Bill O'Hara – added a line for yearly maintenance contract for overhead door; increase for insurance (10% yearly trend to cover trucks), department equipment, rental expenses (for hall), stipends (based on call volume and other criteria, now doing medical calls), utilities (changes in rates), medical training; decreased phone (dropped a line); no change for heating and propane

Emergency Preparedness Jim Randall - increase for disaster recovery, new equipment (for storage boxes under stage, roof trailer repair, 2 TNC for ham radios to send sky mail to other operators), office supplies
Dick Weingart suggested buying equipment with CIP funds.

Treasurer Andrew Daniels – same budget as presented last year

5. ADDITIONS OR CHANGES TO AGENDA: None

6. REPORTS:

a. First Selectman monthly report: None

b. Staff reports:

- **Accountant:** Review and accept monthly Financial Statements
Motion to approve Financial Statements, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.
- **Treasurer:** Monthly Report. Review Budget Forecast process and status
The Webster account and online tax payments are going well. A projection sheet for budget forecast was presented to Dick Weingart for review.
- **Tax Collector:** Reports are provided quarterly – next report in April 2014

- **Assessor: Monthly report on significant activities**
- **Other Staff Reports:** None

c. Board Members' reports:

- **Selectmen's Meeting: March 6, 2014**

Dick Weingart presented highlights from the Board of Selectmen meeting:

- Discussed WINCOG Committee on EMS services.
- Board of Selectmen will make a decision on salary increases.
- There are two boundary disputes: Eastford Campground (resolved) and residence on South Bear Hill that is ongoing with Mansfield.
- CIP pertaining to the Library – set aside funds to purchase a used backhoe.
- Superintendent has contacted three towns to set aside for funds for the boiler and roof at Parish Hill.

- **Other Board reports:**

- **FY 2012-13 Annual Report**

Diana Fiasconaro needs to meet with Karen O’Gorman who is retiring the end of May.

- **WINCOG Committee on EMS services**

Diana Fiasconaro presented update from on EMS services regarding varying costs for paramedic services. Windham does not pay any fees due to abatement with Windham Hospital. UCONN wants their own paramedic. Diana Fiasconaro has volunteered to serve on the WINCOG Committee.

7. APPROVAL OF MINUTES:

a. Regular Meeting: 02/10/2014; Special Meeting: 02/24/2014

Motion to approve the regular meeting minutes of 02/10/14, was made by Bruce Raymond with the following corrections: Call to order should read – Unable to attend were Board members Dick Weingart and Doug Dubitsky. Item #10b should read – The Board of Selectmen voted at their meeting not to support MAWC proposal for two-year budget forecast. The motion also stated that the projections can be done in-house with the help of Treasurer Andrew Daniels. *The motion was seconded by Jean Lambert and carried unanimously.*

Motion to approve the special meeting minutes of 02/24/14, was made by Jean Lambert with the following correction: Call to order should read – Unable to attend were Board members Diana Fiasconaro and Marc Johnson. Item #5 should read – Dick Weingart emphasizes the Board of Finance values the service of the Fire Department. Item #9d should read – Dick Weingart commended Andrew Daniels for his work and asked the Board to consider using MAWC this year as a learning process. Item #10b should read – A new policy has been developed for stipends. *The motion was seconded by Bruce Raymond and carried with one abstention by Diana Fiasconaro.*

8. CORRESPONDENCE:

A letter was received from First Selectman Bill Rose on behalf of the Board of Selectmen regarding approving a merit raise for the Library Director.

9. OLD BUSINESS:

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

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

Dick Weingart reviewed the budget timeline. The First Selectman is working on setting up a CIP meeting.

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

- Meeting TBD

10. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested: None

b. Consider and act on MAWC proposal for two-year budget forecast:

Motion to table acting on MAWC proposal for two-year budget forecast, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

c. Review Agency budgets:

1) Identify budgets that require additional information and assign follow up for March 17 meeting:

The Board was asked to review the February 24th meeting minutes for any agencies that needed follow up or clarification.

2) DRAFT Chaplin BOE budget proposals: Information was presented at the last meeting

3) DRAFT RSD11 BOE budget proposals:

The proposed budget for RSD11 is an increase of 1.74%. Chaplin should not increase dramatically for assessments.

11. CONTINUING BUSINESS:

a. Update on CVFD plans for fire truck and vehicle replacement/repair progress:

b. Review of FY 2011-12 Audit response as requested by OPM – Municipal Services:

c. BOE Non-Lapsing Carryover Fund Account Procedures:

d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections:

e. Review CES Teacher contract settlement:

f. Uniform Chart of Accounts (UCOA) for Municipal revenues and expenditures:

Motion to table the above items in Continuing Business, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

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

None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

a. Chaplin BOE budget presentation

b. Continue FY 2014-15 budget process

- Budget and CIP policies, Budget calendar, etc.

- Review Agency budget requests submitted to date

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

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

- b. Monday, March 31, 2014-Special Meeting @ 7:00pm (Town Hall)-Budget workshop to prepare for Public Hearing
- c. 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 Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*