

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 21, 2014**

**Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky. Others present were First Selectman Bill Rose, Treasurer Andrew Daniels, Emergency Director Jim Randall, Library Board member Anne Sicilian and Library Director Jessica Jahnke.**

**3. AUDIENCE FOR CITIZENS (limited to 30 minutes):**

Anne Sicilian addressed the Board regarding the merit raise for the Library Director. The raise was recommended due to years of service, high evaluations, courses taken towards Master of Library Science and responsibilities for all Library operations that include: training and programs. The raise was approved by the full Library Board and the Board of Selectmen. Dick Weingart asked that utilities not be projected on a worst case scenario. Faced with a challenging budget, the propane needs to be reduced to \$12,500. Anne Sicilian reported that an energy audit was conducted to help reduce costs.

First Selectman Bill Rose asked the Board for suggestions on where to cut the budgets that are responsible by the Board of Selectmen (they were asked to reduce town budgets by \$25,000). He reported that the General Fund is quite healthy. The town is operating on a shoestring budget with buildings in good shape, progress being gained on the roads, old buildings being restored and work being done on energy projects. There is an issue with a town boundary between Mansfield and Chaplin with taxes being paid to the wrong town. A survey needs to be done to fix the problem and the cost will be split with Mansfield. Mr. Rose suggested taking the \$25,000 from the General Fund. The target for the fund balance is 8-10%. The fund balance is at 12%. The Board agreed to not ask the Board of Selectmen to reduce budgets they oversee and take \$25,000 from the General Fund.

Marc Johnson left the meeting.

Andrew Daniels asked the Board not to reduce the stipends in the Fire Department budget. Membership is growing and the Fire Department is trying to move from EMR to EMT. He asked the Board to reduce the \$5,000 from the following line items instead: reduce \$1,500 from the Forestry Grant, reduce \$1,000 from Repairs, reduce \$1,000 from OSHA Mandates and reduce \$1,500 from New Equipment. Diana Fiasconaro suggested applying for grants. She also expressed concerns with no incentives to get additional training. Dick Weingart suggested writing into the regulations a maximum amount for stipends. The Board agreed to keep stipends as requested and reduce the other line items as presented by Andrew Daniels.

Jim Randall asked about the \$1,500 reduction to equipment in Emergency Preparedness budget. Doug Dubitsky reported that there is \$1,800 in the CIP that can be used for equipment.

**4. ADDITIONS OR CHANGES TO AGENDA: None Permitted**

**5. GUESTS: None**

**6. REPORTS:**

**a. Board Member reports:**

- **FY 2012-2013 Annual Report: BOF Annual report must be written/approved (Diana):**

- **Other reports (limited to 15 minutes):**

**7. APPROVAL OF MINUTES 04/14/14 – Special Meeting:**

**8. CORRESPONDENCE – As received:**

**9. OLD BUSINESS: None**

**10. BUDGET WORKSOP:**

**a. Town and BOE budget review and adjustment:**

- **Review the effects of structural deficits (with household example):**
- **FY 2014-15 & 2015-16 budget forecasts and projected surplus/deficit:**
- **Mill rate implications of Revaluation and FY 2013-14 budget performance:**
- **Select and approve option(s) for reducing projected deficits:**
- **Review Budget Requests – begin with those having large increases and/or requiring more information:**
  - **Identify individual budgets for examination/additional information/adjustment:**
  - **Approve individual agency budgets as appropriate:**
    - Bruce Raymond reported on budget reductions for the following agencies:
      - Recreation** - reduce \$500 from Field Maintenance, reduce \$600 from Special Activities.
      - Inland Wetlands** - reduce \$190 from Advertising, reduce \$50 from Maps, reduce \$10 from Mileage, reduce \$100 from Postage, reduce \$100 from Professional Technical Training, reduce \$50 from Training
      - Planning & Zoning** – agreed to \$3,000 reduction
      - Library** – reduce \$2,500 from Propane

**b. Review Board of Selectmen recommended employee salary increase (Library Director):**

Discussion was held regarding merit raise for the Library Director. Dick Weingart asked that in the future the Board of Finance be involved in request for a salary increase. Diana Fiasconaro suggested cutting merit raise in half. Doug Dubitsky suggested cutting the raise in half would align the salary with the Senior Center Director and Town Clerk. The Board of Finance is inclined to give half of the merit raise and will ask the Board of Selectmen for their opinion on how they agreed to the raise. They will also recommend re-evaluating the salary structure to equalize salaries.

*Motion to table the rest of the agenda was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.*

**c. Review FY 2015 – 2019 CIP Plan as recommended by CIP Committee:**

**d. Review/approve BOF agenda items for Annual Town Meeting agenda (two items for CIP funding):**

**e. Review BOE Non-Lapsing Carryover Fund:**

**f. Review FY 2014-15 budget calendar & schedule:**

**g. Other Budget issues for consideration:**

**11. NEW BUSINESS:**

**a. Approve funds transfers and budget line adjustments as needed:**

- **Reduce assigned transfer from G/Fund to CIP/Fund for FY 2013-14 CIP Plan (\$83,281 reduce to \$43,429):**

**12. AGENDA SUGGESTIONS FOR NEXT MEETING:**

- a. Continue budget workshops

**13. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**

- a. Monday, April 28, 2014 – Special Meeting @ 7pm (Town Hall) – Budget Workshop and approve final FY 2014-15
- b. Monday, May 12, 2014 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)
- c. Monday, June 9, 2014 – Regular Meeting @ 7pm (Town Hall)

**14. ADJOURN:**

*Motion to adjourn was made by Doug Dubitsky, seconded by Bruce Raymond and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*