

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

March 14, 2016

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Bruce Raymond, Jean Lambert and Alternate Matt Foster. Others present were Library Board of Trustees Chair Victor Boomer, Library Director Jessica Jahnke, Senior Center Director Roxanne St. Jean, Senior Center Chair Doreen Bolduc, Zoning Board of Appeals Chair Susan Peifer, Historic District Chair Paul Peifer, Town Clerk Shari Smith, Board of Assessment Appeals/Registrar Gene Boomer, Treasurer Diana Fiasconaro, Inland Wetlands Chair Scott Matthies, Planning & Zoning Chair Peter Fiasconaro, Zoning Officer Jay Gigliotti and Planning & Zoning member Eric Beer. Unable to attend was Board members Doug Dubitsky, Cesar Beltran and Marc Johnson.

3. SEATING OF ALTERNATES:

Alternate Matt Foster was seated in place of Board member Doug Dubitsky who could not attend.

4. FIRST AUDIENCE FOR CITIZENS:

Paul Peifer expressed concerns with the cost of legal notices (over \$100) and encouraged the Board to contact legislators to re-introduce measure to allow electronic posting of legal notices.

5. GUESTS: Town Agency Budget Presentations

Dick Weingart reported that the projected state budget deficit makes it a challenging budget year with municipal aid. Budget letters sent out to town agencies requested a flat budget. The Public Hearing on the budget will be held on April 11th.

Treasurer – increase for mileage, discussion held on reinstating Dunbar service

Board of Assessment Appeals – level budget

Senior Center – increase for maintenance and supplies

Library – the overall budget is lower than last year; increase for programs, office material processing and videos; decrease in electricity, cable/internet and heating fuel; the State Library has been contacted for clarification on where to post the State Library Grant funds

Zoning Board of Appeals – no applications have been received in the past two years and no applications are expected that would impact legal notice line item

Historic District – level budget

Planning & Zoning – increase for agent salary (includes documentation of log for zoning ordinances, permits and zoning violations), a recording clerk is needed (minutes presently being done by the Zoning Officer), Peter Fiasconaro suggested meeting with the Board of Selectmen regarding the time and expense needed for the zoning ordinance approved by the town. He also asked for monthly financial statements, *Dick Weingart will follow up with Google groups for clerical hire.*

6. ADDITIONS OR CHANGES TO AGENDA: None

7. REPORTS:

a. **First Selectman monthly report:** No Report

b. Staff reports:

- **Accountant:** Review and accept monthly Financial Statement; identify questions for follow up:

The Senior Center is over budget due to issues with the heating system.

Motion to accept the Financial Statement, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

- **Treasurer: Monthly report:** No Report
- **Tax Collector: Review and accept monthly report; identify questions for follow up**
Windham has reduced tax collection percentage to address inaccuracies from the DMV. The Tax Collector recommended reducing Chaplin percentage from 98% to 97.5%.
- **Assessor: Report of October 2015 Grand List for Motor Vehicles and MV Supplement**
DMV has inaccuracies with motor vehicles due to new computer system. There was a significant jump from 2014 and 2015. There was also a large increase to the MV Supplement in January 2016.
- **Other staff reports:** None

c. Board Members reports:

- **Selectmen's Monthly Meeting: R. Weingart**
Discussion was held regarding continued replacement of the plow trucks in two or three year increments. \$45,000 a year for three years is needed to fund a new truck. The Recreation Department has a two stage proposal for a playscape (\$20,000 for two years).
- **Other Board reports:**
 - 1) **Town Attorney inquiry into appeal of FY 15-16 Education MBR shortfall: R. Weingart**
The Town Attorney has documentation from the Superintendent for the MBR shortfall and will submit appeal to the state.

8. APPROVAL OF MINUTES:

a. Special meetings February 22 and March 8, 2016

*Motion to approve the special meeting minutes of February 22, 2016, was made by Bruce Raymond with the following correction: Item #11 add – The motion was seconded by Bruce Raymond and carried unanimously. **The motion was seconded by Matt Foster and carried unanimously.***

*Motion to approve the special meeting minutes of March 8, 2016, was made by Bruce Raymond with the following correction: Item #5a should read – Assessor – increase for new GIS mapping system. Town Clerk – includes increases for document grant (projected to increase). Town Memberships – NECCOG assessment decreased. **The motion was seconded by Jean Lambert and carried unanimously.***

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review and approve BOF Annual Report:

The BOF Annual Report was approved at the last meeting. **Dick Weingart will follow up with the Administrative Assistant to prepare the Annual Report for the town meeting.**

b. Review BOF budget calendar for FY 2016-17:

The Board of Education will present their budget (approved with a 2.94% increase) at the next meeting on March 21st. The Public Hearing on the budget will be held on April 11th.

11. NEW BUSINESS:

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

A request was received from the Treasurer for \$46.48 for a calculator purchase that was not previously budgeted for.

Motion to transfer \$50.00 from line item #50000 Town Contingency Fund to line item #45103 Treasurer's Office Expense to cover the cost of a calculator, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.

b. Continue with tasks related to FY 2016-17 budget

1) Agency budget requests – determine additional information required; Board member budget assignments:

A budget is needed from the Fire Department. The Recreation Department has a level budget. The Library budget needs further review. The Board of Selectmen voted not to approve merit raises. Tentative budget workshop dates are Monday, April 18th and Thursday, April 21st. The Tax Collector will present Suspense List for approval. The Annual Town Meeting will be held on May 9th.

2) Review Board of Education adopted budget for FY 16-17:

Printed copies of the BOE budget will be available for the meeting on March 21st.

3) CIP Committee recommendations; BOE request to use Non-Lapsing funds for security equipment purchase:

The CIP Committee will make recommendations for their next meeting. Documentation is needed for projects such as vehicle replacement.

4) Impact of proposed State changes in municipal aid for FY 15-16 and FY 16-17: No Report

c. Other urgent business: None

12. CONTINUING BUSINESS:

a. Monitor BOE FY 2015-16 Minimum Budget Requirement (MBR)

b. Review Board goals and policies for FY 2016-17

1) Board Policies

a) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors

b) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)

c) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts

2) Board bylaws

3) Board member handbook

c. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECOGG Paramedic Study Committee

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Board of Education FY 2016-17 budget presentation; Board of Selectmen FY 2016-17 budget presentation
- b. Finalize BOF Public Hearing budget presentation

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

- a. Monday, March 21, 2016 – Special Meeting for BOE/CES budget presentation @ 7pm (Town Hall)
- b. Monday, April 11, 2016 – Budget Public Hearing; Regular meeting @ 7pm (Senior Center)
- c. TO BE DETERMINED – Special Budget Workshop @ 7pm (Town Hall)

16. ADJOURN:

Motion to adjourn (9:28 PM) was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*