

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
March 12, 2018

Chairperson Dick Weingart called the meeting to order at 7:02 PM. Present were Board members Link Diwan, Jean Lambert, Doug Dubitsky and alternate Matt Foster. Unable to attend were Board members Marc Johnson and Cesar Beltran; Alternate Linda Caron and Alternate Bill Jenkins. Others present was First Selectman Matt Cunningham.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: BOARD OF SELECTMEN BUDGET PRESENTATION

First Selectman Matt Cunningham presented the following budgets:

General Government– liability/auto/property insurance from KERMA pending, 3% increase for workers compensation, increase for cell phones (Public Works internet through Verizon).

Board of Selectmen – decrease for office supplies, town employee salaries pending.

Building, Grounds & Maintenance – decrease for buildings maintenance (broken down by building), copiers leased at a cost savings, increase for electricity.

Dick Weingart requested new line items be reviewed with the Board of Finance.

Police Protection – at 85% (previously budgeted at 100%).

Public Works – salaries pending contract negotiations, a 4th person was added.

Sanitation – contractual (one more year in the contract, 3% yearly with Willi Waste).

Town Memberships – state cut NECASA, dropped CCM. Discussions held to bring back CCM. Workshops are at no cost to members and the organization supports the budget process. Board of Finance consensus is to keep CCM.

Transfer Station – flat budget, part of salary line covers newly hired 4th person for Public Works, assistant line item was removed.

Link Diwan suggested encouraging awareness with advertising for what exactly should be recycled.

Employee Benefits and Costs –

Link Diwan suggested a line item for retirement parties be included here instead of building maintenance.

Budgets with proposed salary increases that need review by the Board of Selectmen are the Library Assistant, Registrars, Town Clerk Assistant, Accountant Assistant and Board of Finance Administrative Assistant.

*Items pending that need follow up:

- Tab 2 General Government – LAP insurance
- Tab 9 Board of Selectmen – town employee salaries
- Tab 10 Building/Grounds/Maintenance - #28075 Building Maintenance
- Tab 23 – Public Works contract negotiations

6. ADDITIONS OR CHANGES TO AGENDA: None

7. REPORTS:

a. Board Member reports:

• **Selectmen's monthly meeting:**

Dick Weingart presented the following to the Board of Selectmen at their meeting:

- Outline of the budget process
- Reported CIP Committee review
- Financial Procedures Working Group meeting will be held on Tuesday, March 27th
- New statutes into effect last year (2-1/2% limit on municipal budgets, Board of Education budgets can be reduced by reduction of ECS funding)
- Effects on the Chaplin FY2019 budget
- Issue on handicap access work

• **Annual report for FY 2016-17:**

Inland/Wetlands is the only Annual Report received to date. A reminder was sent to Town Agencies. Link Diwan suggested moving the deadline for the Annual Report to the end of the fiscal year.

b. Staff reports:

- **Accountant: Review and accept monthly Financial Statements; identity questions for follow up**
Tabled
- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up**
No Report
- **Assessor & Treasurer: No Report**

8. APPROVAL OF MINUTES:

- a. Special Meeting – February 26, 2018:** Tabled

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review BOF budget calendar for FY 2018-19:

The Board of Education budget presentation will be held on March 19th.

A Board of Finance Budget Workshop will be held on March 26th.

A Public Hearing on the budget will be held on April 9th.

b. Review Capital Projects Plan:

• **FY 2019-2023 CIP Plan as approved by CIP Committee on 02/26/2018:**

The CIP Committee approved the CIP Plan with one addition for FY 2018-19. \$19,000 was added to complete funding for the Playscape. Two new projects are kitchen floors for the Senior Center and Community Room. Public Safety/CVFD has \$5,000 for SCBA bottles, \$6,000 for Firefighter Gear Replacement and \$25,000 towards vehicle replacement. \$225,000 is for Road Maintenance. Projects scheduled for the Board of Education are: replace half of the cafeteria tables, replacement

of smoke detectors, security system control panel repair. A split/ductless AC unit for the Town Hall is \$8,500 with \$5,000 offset from energy saving software. The total CIP Plan is \$390,650.

- **Review completed CIP projects for potential closure:**

The following completed CIP projects needs to be closed:

- #3300.3 Polaris Ranger – UTV Vehicle with a balance of \$405.10
- BOE #3500.8 HVAC Duct System negative balance of -\$480.00
- #3305.17 Plow Truck Replacement with a balance of \$1,160.02
- FD #3340.15 Hurst Combo Tool with a balance of \$650

Motion to close CIP projects as presented and allocate the funds to the CIP undesignated balance, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

11. NEW BUSINESS:

- Consider and act on funds transfers and budget line additions/adjustments as requested:** None
- Review CCM & COST analysis of municipal aid in Governor’s FY 2018-19 budget:**
Dick Weingart presented CCM & COST analysis of municipal aid in the Governor’s budget that includes the effects of the budget on ECS and the MBR, Town Aid Roads, and municipal spending group.
- Review Town agency budget requests:**
 - **Identify individual budgets for examination/additional information/adjustment:** Tabled
 - **Review health insurance renewal rate increase:**
Health insurance previously budgeted with a 9.67% increase has been reduced to a 6.2% increase with the carrier Connecticare.
- Review preliminary FY 2018-19 Revenue & Expense estimates:** Tabled
- Review preliminary Board of Education/CES budget:**
Three areas that impact the increase for the Board of Education CES budget are contractual salaries, health insurance and Special Education costs. Central office is planning on hiring a Business Manager. Link Diwan requested a copy of the CES budget and the Central Office Committee budget.
- Other Urgent Business:** None

12. CONTINUING BUSINESS:

- Review Board goals and policies for FY 2017-18
 - Board Policies
 - General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors
 - CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)
 - Revise BOF Agency Budget Management policy
 - BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts
 - Board Bylaws
 - Board Member Handbook

- b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Board of Education budget presentation
- b. Budget workshop

15. Time and place of next Regular/Special Meetings:

- a. Monday, March 19, 2018: Special Meeting for Board of Education budget presentation @ 7pm (Town Hall)
- b. Monday, March 26, 2018: Special Meeting – Budget Workshop @ 7pm (Town Hall)
- c. Monday, April 9, 2018: Town Budget Public Hearing @ 7pm (Senior Center)
Regular Board of Finance Meeting following Public Hearing

Motion to table items not covered, was made by Link Diwan, seconded by Matt Foster and carried unanimously.

16. Adjourn:

Motion to adjourn (9:30 PM) was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Clerk***