

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 26, 2018

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Jean Lambert, Cesar Beltran, Alternate Linda Caron, and Alternate Matt Foster. Unable to attend were Board members Doug Dubitsky, Link Diwan and Marc Johnson; and Alternate Bill Jenkins. Others present were Superintendent Ken Henrici, CES Principal Patricia King, CES Board of Education Chair Jaclyn Chancey and Special Education Director Marcia McGinley.

3. SEATING OF ALTERNATES:

Alternate Linda Caron was seated for Board member Doug Dubitsky who could not attend tonight's meeting. Alternate Matt Foster was seated for Board member Marc Johnson who could not attend to night's meeting.

4. AUDIENCE FOR CITIZENS: None

5. ADDITONS OR CHANGES TO AGENDA: None

6. GUESTS: CHAPLIN BOARD OF EDUCATION & RSD11 BUDGET PRESENTATION:

Superintendent Henrici presented the following: budgets for the Chaplin Board of Education, RSD11 Board of Education and Central Office Committee; the COC assessment based on enrollment as of 10/01/17; and Special Education Data.

Chaplin Board of Education budget – 4% increase with one special education student that accounts for more than the entire increase (tuition and transportation). Three major items for the increase are contractual salaries, health insurance (increase 6.37%) and special education costs for STEM students. Talented & Gifted was folded into function 1000 (multiple teachers are filling multiple rolls).

Dick Weingart asked for Link Diwan how the demand for Special Education Services compared to other area small towns. Special Education Director Marcia McGinley reported that the percentage of students is below the state average with only one outplacement. She also reported that more special education students are moving into the district due to the services that are provided. Superintendent Henrici reported that the state has an excess cost grant to reimburse the towns for (cost per student times 4.5) with \$30-\$40,000 expected for reimbursement.

Cesar Beltran asked for the teacher/student ratio. There are 16 students per teacher for 2017-18.

Dick Weingart asked where this year's special education costs will be met in the budget. Superintendent Henrici reported there will be savings with the early retirement incentives (taken by three teachers) and the reduction of social work from full-time to part-time.

Central Office Committee – 8.96% increase that includes a Business Manager, increase from 1 to 2 days for the Special Education Director, 2.95% increase for Special Education Administrative Assistant and 6.37% increase for health insurance.

Dick Weingart asked for job description for Business Manager.

Matt Foster asked about the Business Manager as a grant writer. Ashford has a Business Manager and receives many grants. Cesar Beltran suggested looking for someone who is retired.

The COC assessment based on enrollment is 35% for CES, 65% for PHHS and the Director of Special Education split 50/50. Enrollment for Chaplin Elementary is projected to increase.

RSD11 Board of Education – 0% increase with a 1.6 FTE reduction in staff. The RD11 Board asked for a budget that restores the reduction in staff and will be reviewed at the meeting on April 3rd. A Public Hearing will be held at 6:30pm followed by the regular meeting at 7pm.

7. REPORTS:

a. Staff reports:

- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up**
Dick Weingart presented updated Tax Collector Report with corrected amount for tax collected.
Motion to accept Tax Collector Report for July 2017- February 2018, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

b. Board Members reports:

Cesar Beltran presented informing regarding three Public Hearings by the Dissolution Committee for decision to not recommend Dissolution. They will be held on March 29th in Scotland, on April 2nd at the Chaplin Senior Center and on April 4th at the Hampton Town Hall.

8. APPROVAL OF MINUTES – Regular meeting – 03/12/18; Special meeting – 03/19/18:

Motion to remove from tabled the regular meeting minutes of 03/12/18, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Motion to approve regular meeting minutes of 03/12/18, was made by Cesar Beltran with the following corrections: Item #5 correct the spelling for CIRMA. Item #5 under Town Memberships delete – Board of Finance consensus is to keep CCM. Item #5 under Employee Benefits and Costs should read – Link Diwan suggested a line item for retirement parties or similar purpose be included here. Item #7a should read – Effects on the Chaplin FY2019 budget of the Governor’s proposed budget. Item #7a should read – Link Diwan suggested moving the deadline for filing the Annual Report to soon after the end of its fiscal year. Item #11b should read – Dick Weingart presented CCM and COST analysis of municipal aid in the Governor’s budget that includes the effects of the budget on ECS and MBR, Town Aid Roads, and municipal spending cap. ***The motion was seconded by Jean Lambert and carried unanimously.***

Motion to table the special meeting minutes of March 19, 2018, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

9. CORRESPONDENCE: None

10. FY 2018-19 BUDGET WORKSHOP; CONSIDER AND ACT ON BUDGET PUBLIC HEARING PRESENTATION:

a. Plan for April 9, 2018 budget Public Hearing:

- 1) Review FY 2017-18 & FY 2018-19 budget forecasts (revenue and expenditures), projected surplus/deficit, and Mill Rate implications:

Dick Weingart presented budget packet (Budget, Mill Rate and Fund Balance Summary) that will be presented at the Public Hearing. There is a surplus in the revenues budget. Possible uses include: use for capital improvement and use for items at the school. Matt Foster suggested a HVAC system and sound deadening system for the Community Room.

2) Review all Town Agency budgets – follow up from BOF 03/19/18 budget workshop:

Board members were given updated budget books for review.

3) Review and potential action on Chaplin Board of Education adopted budget:

The Chaplin Board of Education was presented with a 4% increase.

4) Discuss BOF member attendance at Board of Education meeting on 04/11/18:

Dick Weingart and Cesar Beltran will attend the Board of Education meeting on 04/11/18.

5) Review RSD11 –PHMS/HS Board of Education adopted budget and Chaplin assessment:

The RSD11 Board asked for a budget with the reduced staff added back in. A Public Hearing will be held on April 3rd.

6) Review FY 2019 – 2023 CIP Plan as approved by CIP Committee:

The FY 2019-23 CIP Plan will be included in the budget packet.

b. Review BOF budget calendar & Schedule:

A Public Hearing on the budget will be held on April 9th at 7pm at the Senior Center.

c. Schedule dates for April budget workshops – 04/16, 04/24 (Tuesday), 04/30 (tentative):

Budget workshops will be held on April 16th, April 24th and April 30th (if needed).

d. Other budget issues for consideration: None

11. OLD/NEW BUSINESS:

a. Consider and act on funds transfers and budget line item additions/adjustments as requested

b. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated

Tabled

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

a. Budget Public Hearing Board of Finance & Board of Education Budget Presentation

b. Regular meeting agenda & budget workshop

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

a. Monday, April 9, 2018: Town Budget Public Hearing @ 7pm (Senior Center)

Regular Board of Finance meeting following Public Hearing

b. April (dates TBD): Budget Workshops @ 7pm (Town Hall)

c. May 14, 2018: Town Meeting @ 7pm (Senior Center)

14. Adjourn:

Motion to adjourn (9:20 PM) was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

Minutes will be approved at the next regular meeting.

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