

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
March 11, 2019

Chairperson Dick Weingart called the meeting to order at 7:16 PM. Present were Board members Link Diwan, Cesar Beltran and Alternate Linda Caron. Unable to attend were Board members Jean Lambert, Doug Dubitsky and Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins. Others present were First Selectman Bill Rose, Selectman Joe Pinto and Emergency Preparedness Director Jim Randall.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS:

Jim Randall asked the Board to add \$100,000 to purchase a second chipper to clean up downed brush and limbs. Dick Weingart suggested referring the request to the Board of Selectmen for their consideration.

5. GUESTS: Board of Selectmen

a. FY 2019-20 Budget presentation:

First Selectman Bill Rose presented agency budgets covered by the Board of Selectmen.

Police Protection – increases for Heating (was under budget last year) and contractual Salary; decreases for Office and Radar Calibration

Fire Marshal – There is a new Fire Marshal who is covering all areas with an attention to detail. He recommended moving funds for Equipment and Training to the Assistant Fire Marshal salary and funds for Mileage to the Fire Marshal Salary. The Fire Marshal writes off mileage and equipment that he purchases to keep himself. Increase for Salary (the Board of Selectmen approved a 3% salary increase across the Board).

Transfer Station – increases for Salary (3%), Disposal Bulky Waste and Refrigerant Disposal; decrease for Antifreeze Disposal

Town Memberships – increase for Dial-a-Ride

Sanitation – The contract ends this year with an expected increase of approximately 3%. Single Stream credits are down due to contamination of recyclables.

Public Works – Salaries are down due to one less employee. Public Works approved a contract salary increase of 2%. Increases for Overtime Salaries, Signage (safety replacement materials to meet federal requirements), Salt, OSHA Compliance (due to courtesy inspection with recommendations); decrease for Sand. There is a new item for Work Safety Clothing.

Employee Fringe Benefits & Costs – Overall decrease due to fewer employees. Decrease for Health and Dental Insurance.

Building/Grounds/Maintenance – Increases for Building Maintenance (landscaping & fertilizer), Grounds Maintenance Mowing (out for bid for Garrison Park and Town Hall), Software (update anti-virus for QuickBooks and start up for Adobe (online subscription), Heating Fuel/Propane and Website update.

Board of Selectmen - increase for Salary

General Government – increase for Dispatch Fees; decreases for Insurance (liability, property) and Agent Fees

The Board of Selectmen received an ambulance assessment from Ben Brockett for the Chaplin/Hampton Ambulance service. The FY 2019-20 Budget is \$28,000 per town. Cost for ambulance replacement has not been received to date.

b. FY 2020-24 CIP Plan as presented to CIP Committee on 02/06/2019:

The Board was presented with the FY 2020-24 CIP Plan for review. Estimates of approximately \$50,000 each has been received for the sidewalk/parking lot at the Town Hall (urgent need for 2019-20 due to poor condition) and parking lot at the Library/Senior Center (will be done in 2020-21) and needs to be added to the CIP Plan. There is funding in 2019-20 and 2020-21 for the Bicentennial. Selectman Joe Pinto suggested adding funds to 2020-21 for ambulance replacement. He also reported that SBCA Bottles all need to be replaced at a cost of approximately \$135,000. Dick Weingart requested written documentation for the ambulance and SBCA Bottles. Vehicle Replacement in Public Works funding is for a new pickup truck. Drainage infrastructure in town is deteriorating due to galvanized pipe and stone culverts. Funding for the bridges is usually covered by grants. Documentation needs to be updated from the Board of Education. The additional projects and updated information has increased the CIP Funding to approximately \$560,000 for FY 2019-20 and \$575,000 for FY 2020-21. The next CIP Committee meeting will be held on Wednesday, March 20th at 5pm.

Motion to move Item #11f to Item #5c, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

c. Review first draft of FY 2019-20 anticipated Revenues:

Dick Weingart presented first draft of anticipated Revenues. The current year taxes has generated \$918,841 by the increase to the Grand List from Algonquin. This will be offset by an approximate \$250,000 decrease to ECS Grant funding. Discussion was held regarding the mill rate.

6. ADDITIONS OR CHANGES TO AGENDA: None

7. REPORTS:

a. Board Member Reports:

• **Annual Report for FY 2017-18:**

Link Diwan presented draft copy of the Annual Report for FY 2017-18 and expressed concerns with finding a photo for the front cover. Dick Weingart suggested reaching out to the Google Groups for a photo. Agency Annual Reports not submitted are listed in the Table of Contents and includes: Board of Assessment Appeals, Burning Official and Rec Commission. Board of Finance figures will be verified and the Annual Report will be submitted tomorrow.

Motion to accept draft Annual Report for FY 2017-18, was made by Cesar Beltran, seconded by Linda Caron and carried unanimously.

• **Financial Audit RFP - Set Subcommittee Special Meeting Date:**

One audit RFP submission has been received to date from MWAC. Tomorrow's Audit Subcommittee meeting is cancelled. The document will be scanned and sent to each Board member for review.

b. Staff Reports:

- 1) **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**
- 2) **Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up:**
- 3) **Assessor: Review Personal Property current depreciation schedules for Eversource and Algonquin:**

Staff Reports are tabled until the next meeting.

8. APPROVAL OF MINUTES:

a. Regular Meeting February 11, 2019:

Motion to approve the regular meeting minutes of February 11, 2019, was made by Cesar Beltran with the following corrections: Item #7a2) should read – Link Diwan suggested including a cap of \$5,000. There was a motion to approve the Employee Longevity Policy made by Linda Caron and seconded by Link Diwan with no vote (all motions without votes will be included in the minutes moving forward). Item #7b should read: Financial Audit RFP – Set Subcommittee Special Meeting Date. Item #11c should read – Board consensus for CIP funding from the last meeting was a target level of \$410,000. Item #11d should read – Establish dates for Board of Finance special budget meetings (first meeting Feb. 25/March 4). ***The motion was seconded by Link Diwan and carried unanimously.***

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review draft BOF Annual Activity Calendar:

Dick Weingart presented the Board with the Board of Finance Yearly Project List in order by due date for review. The Board was asked to bring to the next meeting with any feedback or changes.

b. Review Board of Education (BOE/CES) FY 2018-19 budget status: No review

c. Review BOF Budget Development Calendar for FY 2019-20: No Review

d. Review completed Capital Projects for potential closure: No Review

11. NEW BUSINESS:

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

b. Review and discuss Governor's budget as presented on 02/20/2019

c. Review CCM & COST analysis of municipal aid in Governor's FY 2019-20 budget:

Dick Weingart presented the Governor's Proposed FY 20 State Budget Impact on Chaplin. Most of the municipal aid stayed the same except the ECS Grant that was reduced by \$241,267.

d. Review Town agency budget requests:

- **Identify individual budgets for examination/additional information/adjustment:**
The Board was asked to review the Town Agency budgets not covered tonight by the Board of Selectmen, identify any items that need additional information and bring to the next budget workshop meeting.

e. **Review FY 2017-18 Audit numbers for General Fund Unallocated Fund Balance:** No review

f. **Review first draft of FY 2019-20 anticipated revenues:** Moved to Item #5c

g. **Review preliminary Board of Education/CES budget for FY 2019-20:**

Dick Weingart presented the preliminary Board of Education/CES budget for FY 2019-20 with an overall increase of 6.99% minus expected increase in projected Special Education costs of \$152,000 that would be an increase of 2.81% to the basic budget. The Board was asked to review the Board of Education budget and bring to the next workshop meeting.

h. **Other budget issues for consideration:** None

12. CONTINUING BUSINESS:

a. **Review Board goals and policies for FY 2018-19**

b. 1) **Board bylaws**

2) **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) **Review BOF Agency Budget Management policy**

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

3) **Board member handbook**

c. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections: NECCOG Paramedic Study Committee**

13. SECOND AUDIENCE FOR CITIZENS:

Jim Randall asked about Town Agencies being called in to review their budgets. Dick Weingart reported that a letter was sent informing Town Agencies that they would be called in to review their budgets only if more information was needed. Mr. Randall asked to review his Emergency Preparedness budget. An upgrade is needed for emergency meals that are outdated (shelf life is from 36-42 months. The budget includes an increase of \$1,200 for a 1/3 of a pallet (196 meals) that would be stored at Public Works, the Fire Department and the Elementary School (designated as an emergency shelter).

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

a. Board of Education budget presentations

b. Budget Workshop

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

- a. Monday, March 18, 2019 – Special Meeting for BOE/CES budget presentation @ 7pm (Town Hall)
- b. Wednesday, March 20, 2019 – CIP Committee Meeting @ 5pm (Town Hall)
- c. Monday, March 25, 2019 – Special Budget Workshop meeting @ 7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:35 PM) was made by Linda Caron, seconded by Link Diwan and carried unanimously.

Minutes will be approved at the next regular meeting.

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