

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**March 25, 2019**

Chairperson Dick Weingart called the meeting to order at 7:13 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 and Selectman Joe Pinto.

**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:** None

**5. GUESTS: Board of Selectmen**

**a. Board of Selectmen revised Employee Longevity Proposal:**

First Selectman Bill Rose presented revised Longevity Policy that reflects 2% for 5 years, 4% for 10 years and 8% for 15 years with a \$5,000 maximum annual cap. The Longevity Bonus is all based on a positive annual performance review performed by the Board of Selectmen. Eligible employees for this year are the Finance Manager, Senior Center Director and Administrative Assistant with a total cost of \$6,125.31. Link Diwan suggested adding a comment section to the annual performance review package.

***Motion to accept Longevity Policy presented by the Board of Selectmen as approved in the special meeting minutes dated March 12, 2019, was made by Linda Caron, seconded by Cesar Beltran and carried with one abstention by Link Diwan.***

***Motion to transfer \$6,125.31 from #31515.4 Health Insurance to #31516 Longevity, was made by Linda Caron, seconded by Link Diwan and carried unanimously.***

**b. FY 2019-20 Budget presentation follow up:**

The CIP Plan was reviewed. Public Works proposed projects for FY 2019-20 include: Road Maintenance (partially reimbursed from State LoCIP Funds), Equipment Replacement (need a new sweeper), Vehicle Replacement (replace pickup truck), Drainage Infrastructure Rehabilitation (deteriorating), Tree Removal, Nutmeg Lane Drainage & Paving, Town Hall Sidewalk Replacement, and Town Hall Parking Lot Paving. Chaplin Board of Education projects proposed for FY 2019-20 have been moved forward to FY 2020-21 and FY 2021-22. The total proposed CIP funding for FY 2019-20 is \$503,898.

The Board of Selectmen approved a 3% salary increase across the Board for town employees and a 1% increase for medical contribution.

Link Diwan asked about the Audit RFP. Bill Rose reported that the Audit RFP was officially accepted and distributed copies of the audit to the Board.

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

**7. REPORTS:**

**a. Board Member Reports:**

- 1) **As desired by members** No Report

**8. APPROVAL OF MINUTES:**

**a. Special Meeting March 18, 2019:**

***Motion to approve the special meeting minutes of March 18, 2019, was made by Link Diwan with the following corrections:***

*Call to order and Item #5a s- correct the spelling of Deirdre Osypuk.*

*Item #5a should read – Link Diwan suggested shared services for Equipment Rentals and requested a list of all staff positions with their allocations between Chaplin Elementary, Parish Hill and the Central Office Committee.*

*Item #5a should read – A copy of the legislation will be sent to the CES Administration and Board of Education.*

*Item #7a1 should read – It will be added to the March 25<sup>th</sup> agenda for discussion.*

*Item #7b2 should read – Tax Collector: Review and accept monthly Tax Collection Report: identify questions for follow up.*

*Item #7b3 should read – There will be a decrease of approximately \$13,000 a year in revenue from Eversource and a decrease of approximately 1 mill a year beginning in FY 2020-21 from Algonquin.*

*Item #10b should read – There is a 3.65% increase for regular education that does not include the fluctuating special education costs (approximately \$152,000 that equals a little over ¾ of a mill).*

*Item #110d should read – The ECS Base Grant for Chaplin is a decrease of \$241,267 for FY 2020 and another \$170,000 for FY 2021 (together equals 2 mills).*

***The motion was seconded by Cesar Beltran and carried unanimously.***

**9. CORRESPONDENCE:** None

**10. FY 2019-20 BUDGET WORKSHOP; CONSIDER AND ACT ON BUDGET PUBLIC HEARING PRESENTATION:**

**a. Plan for April 8, 2019 budget Public Hearing:**

**1) Review FY 2018-19 & FY 2019-20 budget forecasts (revenue and expenditures) projected surplus/deficit, and Mill Rate implications:**

The Board was presented with Budget, Mill Rate and Fund Balance Summary for review.

The budget goals and assumptions have been established by the Board of Finance to accomplish the following:

For FY 2019-20:

- Maintain a stable mill rate of 32.5.
- Maintain an Unassigned Fund Balance in a judicious way to avoid large structural deficits.
- Use a portion of any excess Fund Balance for urgently needed Capital Equipment purchases and infrastructure repairs.
- Maintain additional Fund Balance as protection against:
  - Unknown repair & replacement needs for aging Town infrastructure and vehicles.
  - Unpredictable State grant funding for municipal aid in FY 2020, FY 2021 and beyond.
  - Unknown Bedlam Road and England Road bridge costs.

For FY 2020-21:

- The mill rate is expected to increase to 33.5 mills.
- Assume Grand List DECREASE for Real Estate & Personal Property and 1.2% increase for Motor Vehicles based on current & historical data.
- Assume Expenditure growth of 1.5% for Town Government and 2.5% for both the Board of Education and RSD11 budgets.

**2) Review all Town Agency budgets – follow up from BOF 03/18/2019 budget workshop:**

**a. Identify individual budgets for examination/additional information/adjustment:**

**Accountant** – increase for Salary

**Assessor** – increase for Salary and Computer System

**Board of Assessment Appeals** – no increase. Former Chair Gene Boomer apologized for not submitting the Annual Report. A new Chair was elected without administrative instructions.

**RD11BOE** – overall increase less than 1%

**Board of Finance** – cost of the Audit is to be determined, \$7,500 Administrative Support transferred to Board of Selectmen Administrative Assistant, \$3,000 for Federal Audit, increase for Salary

**Board of Selectmen** – increase in hours for Administrative Assistant

**Building/Grounds Maintenance** – increase for Building Maintenance and mowing at Garrison Park. *\*Dick Weingart will follow up on mowing contract for FY 2018-19.*

**Building Official** – increase for Salary

**Burning Official** – increase for Salary

**Community Economic Development** – promoting Senior Housing, collecting information on agricultural growing, level budget

**Conservation Commission** – level budget

**Emergency Preparedness** – increase for MRE and Mileage

**Employee Fringe Benefits** – decrease overall, does not include Longevity Bonus

**Fire Marshall** – increase with realignment of items.

Link Diwan expressed concerns with moving funds from mileage, equipment and training to the salary lines and will draft a response to the Board of Selectmen.

**Historic District** – increase for Office Supplies and Clerical Hire

**Inland/Wetlands** – increase for Advertising (Legal Notices)

**Chaplin Library** – increase for Building Maintenance (landscaping), Salary, Custodian and Propane

**Planning & Zoning** – zero budgeted for training (needs verification). *\*Cesar Beltran will follow up on Training.*

**Police Protection** – increase for Contractual Salary

**Recreation** – increase for Field Maintenance and Development

**Registrars** – increase for Salary, Election Expenses and Printing

**Senior Center** – increase for Salary, Postage and Utilities

**Tax Collector** – increase for Collection Fees, Legal Notices and Office Supplies

**Town Clerk** – increase for Salary

**Town Treasurer** – increase for Salary and Mileage

**Tree Warden** – decrease for training and Mileage

**Chaplin Fire Department** – increase for Supplies, Insurance, OSHA, Forestry Grant and Equipment Fuel. *\*Dick Weingart will follow up on Equipment Fuel.*

**Zoning Board of Appeals** – level budget (no activity)

**Town Contingency Accounts** - \$25,000 for General Budget, zero for Employee Salary

**3) Review and potential action on FY 2019-20 Chaplin Board of Education adopted budget:**

The Board reviewed the FY 2019-20 Chaplin Board of Education budget. There is a dramatic increase to Non-Certified Staff in Regular Education. The Finance Manager's salary is in this line item and was not moved from elsewhere in the budget as mistakenly reported at the last meeting. *\*Dick Weingart will follow up on the large increase.* There is also a substantial increase to Certified Staff in Special Education. Dick Weingart expressed concerns with the continual increase to Central Office and requested copies of the last five years of Central Office budgets from the Superintendent.

**4) Discuss BOF member attendance at Board of Education meeting on 4/10/2019:**

Dick Weingart and Cesar Beltran will attend the CES Board of Education meeting on 04/10/2019.

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

Covered already.

**6) Review FY 2020-2024 CIP Plan as presented to CIP Committee on 03/20/2019:**

**a. Review completed Capital Projects for potential closure:**

Covered already

**b. Consider and act on Legal Notice for budget Public Hearing:**

The Board was presented with the Legal Notice for the Public Hearing to be held on April 8<sup>th</sup>.

*Motion to approve the Legal Notice for the budget Public Hearing to be held on April 8, 2019 at 7pm, was made by Link Diwan, seconded by Linda Caron and carried unanimously.*

**c. Review BOF budget calendar & schedule: None**

**d. Schedule dates for April budget workshops – 04/15, 04/22, 04/29 (tentative):**

Budget workshops will be held on Monday, April 15<sup>th</sup> and Monday, April 22<sup>nd</sup>.

**e. 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:**

None

**12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

**a. Budget Public Hearing: Board of Finance & Board of Education budget presentations**

**b. Abbreviated Regular meeting agenda & budget workshop**

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

- a. Monday, April 8, 2019-Town Budget Public Hearing @7pm (Senior Center)  
-Regular Board of Finance Meeting following Public Hearing
- b. Monday, April 15, 22, 29-tent) – Budget Workshops @ 7pm (Town Hall)

**14. Adjourn:**

***Motion to adjourn (10:10 PM) was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

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