

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 29, 2019**

Chairperson Dick Weingart called the meeting to order at 7:13 PM. Present were Board members Cesar Beltran, Jean Lambert, Link Diwan, Doug Dubitsky and Alternate Linda Caron. Unable to attend was Board member Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins.

**3. SEATING OF ALTERNATES:**

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

**4. AUDIENCE FOR CITIZENS:** None

**5. POSSIBLE GUESTS:** None expected

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

**7. REPORTS:**

**a. Board Member Reports:**

Doug Dubitsky reported the following:

- The Appropriations Committee may have a budget by June 5<sup>th</sup>.
- The House passed a bill regarding the Non-Recurring Capital Fund that will no longer be under the control of the Board of Finance. It can only be used for educational costs (including staff) and will add to the MBR.

**8. APPROVAL OF MINUTES:**

**a. Special meeting – 04/22/2019:**

***Motion to approve the Audit Sub-Committee minutes from 04/22/2019, was made by Cesar Beltran, seconded by Dick Weingart and carried with abstentions by Link Diwan, Jean Lambert and Doug Dubitsky.***

***Motion to approve the special meeting minutes of 04/22/2019, was made by Jean Lambert with the following corrections:***

*Item #11a1) should read – **Recreation** – Funds in field maintenance for fertilizing and insecticides was moved to Building, Grounds & Maintenance, remaining funds in field maintenance are for upkeep and repair that is related to sports. The Stipend for Rec Director was eliminated, documentation was requested for Special Activities (will be reduced if not received by the next Budget Workshop).*

*Item #11a1) should read – **Transfer Station** – Increase in credits for Light Iron, and an increase in Bulky Waste Disposal.*

***The motion was seconded by Cesar Beltran and carried with one abstention by Doug Dubitsky.***

**9. CORRESPONDENCE:** None

**10. CONSIDER AND ACT ON FUNDS TRANSFERS AND BUDGET LINE ITEM ADDITIONS/ADJUSTMENTS AS REQUESTED:** None

**11. FY 2019-20 BUDGET WORKSHOP:**

**a. Plan for May 13, 2019 Annual Town Budget Meeting:**

**1) Review/approve remaining Town Agency budgets – follow up from BOF 04/22/2019 budget workshop:**

**Senior Center** – A proposal was received from the First Selectmen regarding hiring an Assistant Director for the Senior Center budget at a cost of \$2,552.

***Motion to accept proposal for hiring Assistant Director for the Senior Center at a cost of \$2,552, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

***Motion to approve Senior Center budget in the amount of \$83,007.74, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

**Recreation** – decrease to zero for the Rec Director, reduce Special Activities by \$7,500.

***Motion to approve Recreation budget in the amount of \$15,762, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

**CIP & Debt Service** – reviewed updates.

***Motion to approve CIP & Debt Service for FY 2019-20 in the amount of \$511,934, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

***Motion to approve the Town Government portion of the budget for FY 2019-20 in the amount of \$2,558,151, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

***Motion to approve the Town Government portion of the budget for FY 2019-20 with the correct amount of \$2,496,106, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

**2) Review RSD11-PHMS/HS Board of Education adopted budget and Chaplin assessment:**  
The preliminary RD11 portion for Chaplin without any assessment offsets is \$2,407,802.

**3) Review completed Capital Projects for potential closure:**

***Motion to close the following completed CIP projects was made by Cesar Beltran:***

- a. #3323.1 – Bathroom Floor, Community Center
- b. #3325.1 – Handicap Entrance, Library/Senior Center
- c. #3325.2 – Kitchen Floor, Senior Center
- d. #3340.13 – UTV Skid Unit
- e. #3300.4 - Classroom Blinds
- f. #3300.7 – Roof Tower Windows
- g. #3300.9 – Boiler Circulation

***The motion was seconded by Link Diwan and carried unanimously.***

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

Dick Weingart presented budget forecasts. There were no changes to the Revenue budget. The budget surplus will be reduced by \$30,000 for the CES Board of Education potential deficit.

**b. FY 2019-20: Consider and possible action on Board of Education adopted budget:**

Dick Weingart expressed concerns with the overall increase for Central Office from the preliminary budget presented in February. He proposed changing allocations for the Central Office to reduce the budget by \$24,992.

***Motion to approve the Board of Education/Chaplin Elementary School budget for FY 2019-20 in the amount of \$3,743,993, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

**c. FY 2018-19: Consider and possible action on Board of Education request for supplementary appropriation:**

**1) Report on BOF/BOE budget working meeting held on Tuesday, April 23:**

The CES Board of Education is asking for \$20,000 to \$35,000 supplementary appropriation for unanticipated special education costs. The Administration is trying to re-align staffing for next year to reduce outplaced costs. Extra costs are offset in other places in the budget with the largest amount from health insurance. \$44,000 is projected reimbursement to the town of Chaplin for the Excess Cost Grant.

***Motion to recommend to a Town Meeting an appropriation of \$30,000 from the FY 2018-19 Unassigned Fund Balance, account number 10702, to the FY 2018-19 Board of Education/Chaplin Elementary School Budget, account number 25100, was made by Linda Caron, seconded by Cesar Beltran and carried unanimously.***

Reason: Unanticipated Special Education expenses caused the Chaplin Board of Education to overspend its budget for FY 2018-19. Documentation was only received for \$27,350.

**2) Consider and possible action of Commitment of funds for BOE supplementary budget appropriation:**

***Motion to commit \$30,000 of the FY 2018-19 General Fund Unassigned Fund Balance to fund the anticipated FY 2018-19 Chaplin Board of Education budget deficit, was made by Cesar Beltran, seconded by Linda Caron and carried unanimously.***

**d. Consider and possible action on Commitment of anticipated FY 2018-19 Unallocated Fund Balance for CIP projects:**

***Motion to transfer the amount of \$350,000 from the FY 2018-19 General Fund Unassigned Fund Balance to CIP Fund Project #3305.9 (North Bear Hill Road Drainage), was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

Purpose: The drainage project is likely to cost more than originally planned.

***Motion to De-Allocate the following FY 2018-19 General Fund Allocated Funds, was made by Link Diwan:***

***a. Account 34002 – Capital Projects: \$125,000***

***b. Account 34003 – Balance FY 2018-19 budget: \$38,100***

***The motion was seconded by Linda Caron and carried unanimously.***

- e. **Approve final combined Town Govt. and Board of Education budget for FY 2019-20:**  
***Motion to approve the total Chaplin town budget for FY 2019-20 in the amount of \$8,647,901, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

Cesar Beltran left the meeting at 9:30 PM.

- f. **Review BOF budget calendar and schedule:**

The budget is on schedule.

- g. **Consider and act on appointment of Auditor for FY 2018-19:**

One response was received for the audit RFP from MAWC LLC. A letter was sent to MAWC LLC to adjust the schedule.

***Motion to appoint Michaud, Accavallo, Woodbridge, and Cusano (MAWC LLC) as Chaplin's auditors for FY 2018-19, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.***

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

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

- a. Annual Town Budget Meeting

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

- a. Monday, May 6, 2019 – RSD11 Annual Budget Meeting @ 6pm (Parish Hill High School Library)
- b. Monday, May 13, 2019 – Annual Town Budget Meeting/BOF Budget Presentation @ 7pm (Senior Center)
- c. Tuesday, May 21, 2019 – Town Budget Referendum @ Noon to 8pm (Chaplin Fire Department)
- d. Tuesday, May 28, 2019 – Special Meeting to Set Mill Rate & Budget Workshop @7pm (Town Hall)
- e. Monday, June 10, 2019 – Regular Meeting @ 7pm (Town Hall)

## **14. Adjourn:**

***Motion to adjourn (9:42 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.***

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