

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 8, 2022

Chairperson Dick Weingart called the meeting to order at 6:04 PM. Present were Board members Link Diwan, Linda Caron (7:01) and Victor Boomer; Alternate Peter Haines. Others present was Public Works Director Dave Stone. Unable to attend were Board members Bill Jenkins and Doug Dubitsky; Alternate Matt Foster and Alternate Izzy Alvarez.

3. **SEATING OF ALTERNATES:** Alternate Peter Haines was seated for Board member Doug Dubitsky.
4. **FIRST AUDIENCE FOR CITIZENS:** None
5. **GUEST(s):** None
6. **ADDITIONS OR CHANGES TO THE AGENDA:** None
7. **REPORTS**
 - a. **Board Member reports:** None
 - b. **Staff Reports:** None
8. **APPROVAL OF MINUTES:**
 - a. **Special Meeting(s) – April 4, 2022:**
Motion to table approval of the minutes, was made by Link Diwan, seconded by Victor Boomer and carried unanimously.
9. **CORRESPONDENCE:** None
10. **BUDGET WORKSHOP FOR FY 2022-23:**
 - a. **Review Board of Education/CES budget for FY 2022-23 and identify questions/comments for Board of Education:**

Link Diwan suggested a 0% increase to the CES budget (the savings in Special Ed from student transitioning out roughly equals the proposed increase). Dick Weingart reached out to the State Department of Education regarding a negative impact to the MBR for expending funds from the BOE Non-Lapsing Fund (now called the Unexpended Education Fund). There is no negative impact to the MBR if funds are expended through the normal appropriation process and approved at town meeting. An email was received from Principal Chavez asking to move the Smartboards out of the CES budget and into the CIP, replacing them all for \$45,000 using funds from the Unexpended Education Fund Account. Dick Weingart recommends moving the project to the CIP with funding from the Unexpended Education Fund and taking to town meeting for approval. The CES budget request is for a \$107,504 increase. There is approximately \$177,000 savings in Special Ed (a 0% increase would leave an additional savings of about \$70,000 plus \$25,000 savings for the Smartboards). There is a big increase to Central Office (about 25% if you take out the Technology Coordinator). The Board has made several requests for the Central Office budget.
 - b. **Review Town agency budget requests, identify individual budgets for examination/additional information/adjustment:**

The expense summary includes adjustments and a 2.25 mill increase. Town Agency budgets were reviewed with the adjustments and BOF budget reductions.

General Government – Lap Insurance and Worker’s Compensation (reduction to reflect 3% increase based on actuals), BOF budget reduction (\$2,500).

Accountant – Assistant (\$1,236 reduction).

Board of Selectmen – Grant Writer (\$15,000 reduction), BOF budget reduction (\$1,000).

Building, Grounds & Maintenance – Building Maintenance (\$5,000 reduction based on actuals), BOF budget reduction (\$2,500).

Linda Caron arrived at the meeting at 7:01 PM.

Employee Benefits – Health Insurance (\$11,000 savings from Teamsters for Public Works), BOF budget reduction (\$15,000).

Library - Victor Boomer suggested moving Building Maintenance to the Town Maintenance (bills go directly to the Town).

Planning & Zoning – Zoning Enforcement is overbudget for the current year (may need to request additional funding).

Public Works – Bus Fuel (reduced to \$22,000 to match the BOE budget), Tree Removal (increase back to \$14,000).

Senior Center – Salaries for Assistant, Cook and Assistant Cook (adjusted to 3% increase). Link Diwan expressed concerns about employee from the BOE/Central Office receiving substantially higher amount than the 3% increase received by all town employees (some are contractually less).

Treasurer – Salary (adjusted to 3% increase).

Volunteer Fire Department – OSHA Mandates (reduce to \$11,000), BOF budget reduction (\$3,000).

Town Contingency – added \$7,500 for Salary Contingency

There were no changes to the remainder of the agency budgets.

The expense summary with the reductions has an overall increase of approximately \$84,000.

c. Review Capital Projects Plan

1) FY 2023-2027 CIP Plan (3rd draft). CIP Committee review meeting scheduled for TBD:

The Board reviewed the CIP Plan.

General Government - moved \$15,000 out for the Museum, \$15,000 is for Bicentennial funding.

Public Safety – New Firetruck with no additional projects. Bob Dubos will be developing a replacement schedule for the Fire Department.

Public Works Department – Road Maintenance reallocated to Equipment & Vehicle Replacement, Tree Removal reduced to \$5,000, England Road Bridge - need about \$800,000 for town’s share of 20% (\$450,000 this year and \$150,000 next year).

CES Board of Education – Smartboards Replacement with no other projects. Link Diwan asked for the balance of the Unexpended Education Fund (\$73,000).

Link Diwan asked about the over expenditure for the sign (there is ARPA funding that needs to be authorized appropriately to spend it).

2) Review completed CIP projects for potential closure: No review

d. Review BOF Budget Schedule and dates for Board of Finance special budget workshops and Budget Public Hearing:

The next meeting will be held on April 11th. The Public Hearing will be held on April 25th followed by a Budget Workshop to consider public comments and finalize for the Town Meeting.

e. Other budget issues for consideration: None

Motion to table Old Business, was made by Link Diwan, seconded by Victor Boomer and carried unanimously.

The Board was asked to attend the CES Board meeting on Wednesday, April 13th to present the rationale for reducing their budget.

11. OLD/NEW BUSINESS

- a. Review action items from previous meetings – see minutes
- b. Review and update BOF Annual Activity/Project Calendar
- c. Consider and act on funds transfers and line additions/adjustments as requested

12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting(s): Standard meeting agenda and FY 2022-23 Budget Workshop
- b. Special meeting(s): FY 2022-23 Budget workshops

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

- a. Monday, April 11, 2022: Regular Meeting and Budget Workshop @ 7pm
- b. Monday, April 25, 2022: Budget Public Hearing & Special Meeting & Budget Workshop @7pm
- c. Monday, May 9, 2022: Annual Town Budget Meeting and Budget Workshop @7pm (Senior Center)
- d. Monday, May 23, 2022: Special Meeting to Set Mill Rate and Budget Workshop @7pm

Action Items that need follow up:

- Check on #11180 Webster Bank F2F Income and #20130.2 Webster F2F Service Fees.
- #20430 BOF Budget Reduction – The Board needs to send a reminder to Town Agencies to monitor the bottom line of their budget keeping the reductions in mind when tracking expenses.
- Check to see if the budgeted amount in the grant funds is the same as the amount of the grant in each category.
- Check on Debt Service Energy Project (lighting upgrade and mini split system units for the Community Center).
- Demonstration of the Fiscal Health Monitoring System (FHMS).
- Talk to the First Selectman about consolidation of building maintenance budgets in one area of on category in the budget for town buildings.
- Follow up with Sue on posting the Budget Schedule.
- Check on negative \$36,700 in BOE Expenses.

14. ADJOURN:

Motion to adjourn (8:40 PM), was made by Link Diwan, seconded by Victor Boomer and carried unanimously.

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