

## CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

### Special Meeting Minutes

March 17, 2014

Chairperson Dick Weingart called the meeting to order at 7:03 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky. Others present were First Selectman Bill Rose, Accountant Val Garrison, Treasurer Andrew Daniels. Superintendent Ken Henrici, Chaplin Board of Education Annemarie Burnham and Planning and Zoning Chair Peter Fiasconaro.

### 3. FIRST AUDIENCE FOR CITIZENS:

Peter Fiasconaro presented Planning and Zoning budget. There is an increase in agent salary due to new town zoning ordinance for an increase in the number of inspections and mileage. There are currently three violations.

### 4. GUESTS: Boards of Education and Selectmen to present budget proposals

#### a. Board of Education

- **CES Budget**

Superintendent Henrici presented proposed budget with a 2.98% increase that is fiscally responsible, meets the educational needs of the students and recognizes the financial constraints of the taxpayers. The increase includes 3% for contractual salaries, 15.8% for health insurance (stayed with Anthem), magnet school tuition (4 students are attending), workers compensation and liability, special education for a high needs student (about 2% of the budget and grants will be used to offset) and security enhancements (a School Safety Committee meeting will be held on April 9<sup>th</sup>). There is a decrease in the state transportation grant. Enrollment has stayed steady compared to Scotland Elementary and a Hampton Elementary. At the secondary level, assessments will be offset with tuition revenues from Windham and other towns.

Principal White could not attend meeting due to awards banquet for Student Artist. Vice-Chair Alycia Sanders could not attend meeting due to Boston trip.

Annemarie Burnham reinforced that the budget is fiscally responsible and meets the educational needs of the students.

- **RD11 Budget**

The RD11 budget has a 1.6% increase. The three Selectmen toured Parish Hill that was built in 1967. Two areas of concern are the boiler and the roof. A thermal scan of the roof determined problems with the gym office and locker room and perimeter of the building. Estimate to fix the roof is \$40,000 and the boiler is \$140,000. Bonding could be spread over five years. Capital Non-recurring funds are being used for day to day operations. The administration is looking to see if the three towns will assist the repairs in their CIP budgets. Dick Weingart suggested it would be more appropriate to have the costs in the RD11 budget that offsets the towns' assessments.

#### b. Board of Selectmen:

Bill Rose presented the following agency budgets:

**General Government** – overall decrease for insurance based on actuals, MERMA assessment (trying to negotiate buyout to sell off to another company); increase for Eastern Highlands and insurance for Volunteer Fire Department (for new truck).

**Animal Control** – now controlling with NECOG for a savings reduction.

**Board of Selectmen** – increase for salary (2%) for administrative assistant (no increase for the Selectman salary), office expenses and mileage. The Board of Selectmen voted to follow the Public Works contract for town employees and approve a 2% salary increase.

**Building Grounds and Maintenance** – increase for two new line items: Stipend for Cemetery Sexton and Web Services (rebuilding the website), increase for mowing contract.

**Building Official** – no change

**Burning Official** – no change

**Employee Fringe Benefits and Cost** – 15.5% increase for medical insurance (5% is fees for Affordable Health Care). Val Garrison will check on personal sick time increase.

**Fire Marshal** – no change

**Police Protection** – increase for resident state trooper program, heating for propane and fuel (the cost of propane has doubled).

**Public Works** – increase for salary (2%), engineering technical assistance (to hire a shared engineer to define town boundaries and set monuments), sand/salt (hard to predict the weather) and tree removal. Dick Weingart suggested putting cost for boundary survey in General Government Expenses. \$10,000 will be moved from Public Works to General Government under contracted services.

**Sanitation** – reduction in single stream recycling revenue.

**Tax Collector** – decrease for tax collection (being done in Windham), postage and change in software programming.

**Town Memberships** – increase for Chaplin Section 8 Housing (monthly administrative fees shared with Mansfield) and NECOG.

**Transfer Station** – increase for hauling fees (bulky waste and disposal).

**Tree Warden** – increase to match burning official (more work, training and certification required by state).

**c. CIP Budget proposal:**

A CIP meeting will be held on April 2<sup>nd</sup> at 7pm at the Town Hall. Projects that need to be addressed include: energy conservation for the Library/Senior Center (insulation and a vestibule for the Library), thermal imaging camera for the Fire Department, and retiring the 1978 pay loader and purchase a lighter backhoe (split over two years). Diana Fiasconaro suggested doing an energy audit. Dick Weingart suggested covering with LOSIP funds.

**d. Ambulance Corps budget request; meeting with Ambulance Corps officials:**

There are initiatives to go with the paramedics. A meeting needs to be scheduled.

**e. Review other budget issues/questions:**

Val Garrison verified that the employee sick time is correct.

**5. APPROVAL OF MINUTES:**

**a. Regular Meeting: 03/10/2014**

*Motion to table approval of the minutes of 03/10/17, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.*

**6. CONTINUING BUSINESS:**

**a. Review of FY 14-15 Budget cycle:**

Dick Weingart presented updated budget timeline with critical dates for review.

- **Review CIP budget:** None

- **Budget forecast review:**

Dick Weingart and Andrew Daniels met to review the budget forecast, verified state revenue, made estimates for local revenues and verified last year actuals in the audit that matched town records. The fund balance projection needs to be verified with MAWC.

- **Plan for Public Hearing:**

• **Approve Public Hearing legal notice:**

*Motion to set Public Hearing date as April 14, 2014 @ 7pm at the Chaplin Senior Center, was made by Bruce Raymond, seconded by Marc Johnson and carried unanimously.*

*Motion to approve Public Hearing legal notice, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.*

- **Review FY 2014-2015 budget calendar and schedule:** None

b. **Other budget issues:** None

c. **Set budget workshop dates for April:** Will finalize at the next meeting

**7. SECOND AUDIENCE FOR CITIZENS: Note: Comments are limited to agenda items and subject to Chair discretion**

None

**8. AGENDA SUGGESTIONS FOR NEXT MEETING:**

a. Budget workshop to prepare for Public Hearing

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

a. Monday, March 31, 2014-Special Meeting @ 7:00pm (Town Hall)-Budget workshop to prepare for Public Hearing

b. Monday, April 14, 2014-Regular Meeting @ 7:00pm (Senior Center)-Public Hearing on FY 2014-15 Budget

c. Budget workshops: April (TBD)

**10. ADJOURN:**

*Motion to adjourn was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*