

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 28, 2014

Chairperson Dick Weingart called the meeting to order at 7:32 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky.

3. AUDIENCE FOR CITIZENS (limited to 15 minutes): None

4. ADDITIONS OR CHANGES TO AGENDA: None Permitted

5. GUESTS: None expected

6. REPORTS:

a. Board Member reports:

• FY 2012-13 Annual Report (Diana):

The FY 2012-13 Annual Report will be ready for the town meeting.

• Consider and approve BOF Annual Report for 2012-13:

Diana Fiasconaro presented the BOF Annual Report.

Motion to approve the BOF Annual Report for 2012-13, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously.

• Other reports (limited to 15 minutes): None

7. APPROVAL OF MINUTES 04/14/14 – Public Hearing; 04/14/14-Special Meeting; 04/21/14-Special Meeting:

Motion to approve the Public Hearing minutes of 04/14/14, was made by Bruce Raymond with the following correction: Item #5 should read – There is a \$3,411 surplus for this year with a downward trend from FY 11-12. There was also a significant reduction in RD11 assessments. The motion was seconded by Jean Lambert and carried with one abstention by Doug Dubitsky.

Motion to approve the special meeting minutes of 04/14/14, was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.

Approval of the special meeting minutes of 04/21/14 was tabled until the next meeting.

8. CORRESPONDENCE – As received:

A letter was received from First Selectman Bill Rose regarding a compromise of half of a salary increase for the Library Director.

9. OLD BUSINESS: None

10. BUDGET WORKSOP:

a. Review of FY2014-15 & FY 2015-16 budgets:

• Budget review and approval:

- **Consider and act on BOS recommended merit salary adjustment for Library Director:**

Motion to approve half of original salary increase for Library Director in the amount of \$1,779 for a total salary of \$25,776.50, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

The two Assistant Librarian positions were combined to one position. The budget request was reduced by \$157 to \$6,323.

Motion to approve the total Library budget in the amount of \$71,415.50, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

○ **Review and approve FY 2014-15 individual Agency budgets**

The following agency budgets were identified with reductions at the last budget workshop: Emergency Preparedness (\$1,500), Inland/Wetlands (\$500), Planning & Zoning (\$3,000), Recreation (\$1,100) and Volunteer Fire Department (\$5,000).

○ **Review and approve FY 2014-15 Chaplin BOE budget**

The Chaplin BOE budget was reduced by \$11,000 with a new total of \$3,250,273 (2.63% increase).

Motion to approve the Chaplin BOE Budget in the amount of \$3,250,273, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

○ **Review and approve FY 2015-2019 CIP Plan**

The CIP Plan was reviewed with the following changes:

- The HVAC System in the Library/Senior Center will require replacement in 2018-19
- JD Gator (or similar) & Transport Trailer for CVFD 2016-17
- Gator Skid Unit – Water, Pump, Rescue for CVFD 2017-18
- Bedlam Road Bridge will be funded by the STEAP Grant
- Tower Hill Road Bridge for 2014-2015
- Backhoe to replace JD Payloader removed (appropriate \$50,000 in FY 13-14 at May 2014 Town Meeting)
- Plow Truck Replacement (appropriate \$100,000 at May 2015 Town Meeting)

Motion to approve the CIP Plan for FY 2015-2019 as presented, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

○ **Approve total Town Budget for FY 2014-2015**

Motion to approve the total Town Budget for FY 2014-2015 in the amount of \$7,745,272 and recommend at the town meeting, was made by Diana Fiasconaro, seconded by Bruce Raymond and carried unanimously.

● **Review and approve Annual Town Meeting budget documents:**

○ **Prior years' Tax collection budgets for FY 2014-15 & FY 2015-16:**

Property Tax Revenues are projected to increase.

○ **Projected Tax Collection rates for FY 2014-15 & FY 2015-16:**

Tax Collection rate for this year is at 98%.

○ **Projected Mill rates for FY 2014-15 & FY 2015-16**

The projected mill rate for 2014-15 is 35.05.

b. Review/approve BOF agenda items for Annual Town Meeting agenda:

- **Appropriation of up to \$50,000 for Used Backhoe to replace JD Payloader (Appropriate in FY 13-14)**
- **Appropriation to CIP Fund of \$43,429 to completed funding of CIP Plan for FY 2013-14**
- **Transfer of \$947.29 from CIP Unassigned to CIP Project 3320.8 – Workforce One to close project**

The Board was presented with letter to Chaplin Residents and Taxpayers and Executive Summary for Board to review for any changes. The budget packet will include cover letter, CIP Plan, copies of both BOE budgets and the tax worksheet and will be available at the town hall a week before the annual meeting.

c. Review FY 2014-15 budget calendar & schedule:

The budget schedule is on task and the mill rate will be set at the June meeting.

d. Other budget issues for consideration: None

11. NEW BUSINESS:

a. Approve funds transfers and budget line adjustments as needed:

- **Reduce assigned transfer from G/Fund to CIP/Fund for FY 2013-14 CIP Plan (\$83,281 reduce to \$43,429):**
\$308,490 is needed to fully fund the CIP Plan for FY 13-14 and only \$265,061 was appropriated.
Motion to reduce assigned transfer from General Fund to CIP Fund for FY 2013-14 CIP Plan (\$83,281 reduce to \$43,429), was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.
- **Assign \$100,000 to purchase used Plow Truck in FY 2014-15:**
Motion to assign \$100,000 to purchase used Plow Truck in FY 2014-15, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.
- **Other transfers/assignments as required: None**

b. Appoint Auditor for FY 2013-14

The Board was asked to consider and agreed to appointing MAWC as auditor for FY 2013-14.

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Set Mill Rate for FY 2014-15
- b. Approve Revenue Budget for FY 2014-15
- c. Regular meeting business – (Dick Weingart asked each Board member to bring one item for improving the budget process)

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

- a. Monday, May 12, 2014 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)
- b. Monday, June 9, 2014 – Regular Meeting @ 7pm (Town Hall)

14. ADJOURN:

Motion to adjourn (9:14 PM) was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Secretary***