

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

March 9, 2015

Chairperson Dick Weingart called the meeting to order at 7:02 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert and Doug Dubitsky. Others present were First Selectman Bill Rose, Town Clerk Shari Smith, Treasurer Andrew Daniels, Library Director Jessica Jahnke, Emergency Director Jim Randall, Planning & Zoning Chair Peter Fiasconaro, Senior Center Chair Bill Philbrick, Recreation Chair Matt Foster and Registrar Gene Boomer. Unable to attend was Board member Marc Johnson.

3. **FIRST AUDIENCE FOR CITIZENS:** None

4. **GUESTS:** Town Agency Budget Presentation

The Board of Selectmen will negotiate salaries with Public Works and then determine cost of living increase.

Town Clerk – increase for Tuition/Dues (increase from Town Clerk Association), change in allotment for Historic Document Grant, salary increase endorsed by Board of Selectmen, increase in postage

Library – no increase to budget (First Selectman Bill Rose reported that the electric energy upgrade will be moved to long term debt as recommended by the auditors)

Senior Center – 4% increase for salary (documentation will be provided), increase for Food Service Operator (there was no increase last year), increase for Custodian, increase for Maintenance/Supplies (furnace repair), increase for Cable/Internet/Phone (now bundled through Charter)

Registrar – there is no change in the budget, the salary line may increase pending approval of a cost of living increase by the Board of Selectmen, Mr. Boomer was asked to check on voting tabulator.

Recreation – increase for Recreation Director Stipend, increase for programs that support the community that include: fishing derby for kids (keep stocked for future use), concerts in the park, battle of the bands and sports clinics

Planning & Zoning – increase in Agent salary, increase in Mileage for enforcement (Bruce Raymond asked for itemized documentation for enforcement)

Emergency Preparedness – increase for Dues, increase for Equipment (cots and fittings), increase for Mileage

Treasurer – decrease for salary (\$35/hr-5 hours a week, there is no statute regarding Treasurer Salaries)

Fire Department – no change in the budget, add training for fire under OSHA mandates

Animal Control – no change in the budget, there is a fixed fee based on population

Board of Selectmen – decrease for Legal Notices, decrease for Mileage, increase for Conference/Dues

Building/Grounds/Maintenance – increase for Lawn Mowing, decrease for Electricity, decrease for Telephone

Employee Fringe Benefits – decrease for Health Insurance (member reduction), increase for Personal Vacation time (accrued vacation payout, a new policy has been established for vacation time - use it or lose it), increase for Annuity Match (more participants)

Public Works – salaries are pending negotiations, increase for Fuel, increase for Salt (price per ton increase)

Sanitation – increase contract for residential collection

Tax Collection – clarify postage

Town Memberships – increase for Dues, new line item for Airline Trail maintenance, increase for Covenant Soup Kitchen, increase for Dial-a-Ride, increase for NECOG, increase for No Freeze Shelter

Transfer Station – increase for Disposal of Household Chemicals, increase for Hauling for Bulky Waste
Iron

General Expenses – increase for Eastern Highland (per capita charge), increase for Worker’s Compensation, MERMA is all done, increase for Insurance for Volunteer Fire Department, increase for Paramedics (under negotiations), 911 Dispatch Fees funding may change
Police Protection – legislation pending for towns responsible for 100% of Resident Trooper program (currently towns are responsible for 70%).

Motion to table rest of the agenda was made by Doug Dubitsky, seconded by Diana Fiasconaro and carried unanimously.

5. ADDITIONS OR CHANGES TO AGENDA:

6. REPORTS:

a. **First Selectman monthly report:**

b. **Staff reports:**

- **Accountant:** Review and accept monthly Financial Statements; identify questions for follow up
- **Treasurer:** Monthly report
- **Tax Collector:** Review and accept monthly reports; identify questions for follow up
- **Assessor:** No Report scheduled

• **Other Staff reports:**

c. **Board Members’ reports:**

- **Selectmen’s Meeting:** March 5, 2015

• **Other Board reports:**

- **FY 2013-14 Annual Report; Chaplin/Hampton Ambulance Corps contract update:** D. Fiasconaro

7. APPROVAL OF MINUTES

- **02/23/15 – Special meeting:**

8. CORRESPONDENCE:

9. OLD BUSINESS:

a. **Continue with tasks related to FY 2015-16 budget:**

1. **Agency requests – determine additional information required; Board member budget assignments:**
2. **CIP Committee recommendations; BOE request to use Non-Lapsing funds for equipment purchase:**
3. **Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies:**
4. **Review draft FY 2015-16 Budget calendar:**
5. **Governor’s Budget funding implications for Chaplin:**

10. NEW BUSINESS:

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:**
- b. **Town Health Insurance policy renewal; carrier and cost:**
- c. **Other urgent business:**

11. CONTINUING BUSINESS:

- a. **Appointment of Alternate BOF member:**
- b. **Monitor FY 14-15 BOE/CES budget for Special Education costs:**
- c. **Review Board initiatives and goals for 2014-15:**

1. **Board policies**

- a. **General Fund: policy on Unreserved & Unassigned percentage of budget and other factors**
- b. **CIP Fund: policy on budget amount and new projects (when they can be added and cost documentation)**

2. **Board bylaws**
 3. **Board member handbook**
 - d. **BOE Non-Lapsing Carryover Fund Account Procedures:**
 1. **BOE request to use Non-Lapsing funds for equipment purchase:**
 - e. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections:**
 - **NECCOG Paramedic Study Committee:**
- 12. SECOND AUDIENCE FOR CITIZENS: Note-Comments are limited to agenda items and subject to Chair discretion**
- 13. AGENDA SUGGESTIONS FOR NEXT MEETING:**
- a. Chaplin Board of Education budget presentation; Supt. Henrici review of RSD11 budget
 - b. Continue with tasks related to FY 2015-16 budget
 - c. Review progress on Board goals and initiatives for FY 2014-15
- 14. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**
- a. Monday, March 16, 2015 – Special Meeting @ 7pm (Town Hall); Chaplin BOE budget presentation
 - b. Monday, March 30, 2015 – Special Meeting @ 7pm (Town Hall); Complete budget for Public Hearing
 - c. Monday, April 13, 2015 – Town Budget Public Hearing @ Senior Center 7pm
Regular Board of Finance meeting following Public Hearing
- 15. ADJOURN:**
Motion to adjourn (9:55 PM) was made by Bruce Raymond, seconded by Diana Fiasconaro and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*