

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 16, 2015

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert and Marc Johnson. Others present were Superintendent Ken Henrici, Principal Patricia King, Chaplin Board of Education Chair Alycia Sanders, Chaplin Board of Education Vice-Chair Stacy Foster and Chaplin Board of Education member Annemarie Burnham. Unable to attend was Board member Doug Dubitsky.

3. FIRST AUDIENCE FOR CITIZENS: None

4. GUESTS: Chaplin Board of Education Budget Presentation

Superintendent Henrici and Principal King presented an overview of the Chaplin Board of Education budget that is fiscally responsible with a 3.9% increase keeping in mind the financial constraints of the taxpayers. Fixed costs include contractual salaries (3%) and Health Insurance (change in carrier with an 8.5% increase down from 17.5%). STEM Magnet tuition (approximately \$54,000 with 13 students anticipated to attend) and an outplaced student account for most of the increase. Enrollment is declining with Chaplin not nearly as dramatic as area towns. Some staffing has been realigned. Heating oil is down and locked in at \$2.25/gal.

Dick Weingart asked about Special Education in the current budget which is over budget. Superintendent Henrici reported that an outplaced student moved into the district after the budget was approved. The current budget is projected to have a deficit and the Board was asked to provide a monthly update.

The Board of Education requested to use the Non-Lapsing Account for a roof project, a Kawasaki tractor and window blinds. According to the Non-Lapsing Policy, a request is needed in writing to transfer last year's funds. There are two options to get the work done. Pay the vendor and submit a written request for reimbursement or send an invoice and pay the vendor.

Superintendent Henrici commended the Board of Finance for their continued support.

5. ADDITIONS OR CHANGES TO AGENDA: None Permitted

6. REPORTS:

a. First Selectman monthly report: Not scheduled

b. Staff reports:

- **Accountant:** Review and accept monthly Financial Statements; identify questions for follow up:

Motion to accept the Financial Statements, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

- **Treasurer:** Not scheduled

- **Tax Collector:** Review and accept monthly reports; identify questions for follow up:

The Board was presented with the Tax Collector Report. Supplemental Motor Vehicle is 74.9%, Property Tax is 97.3%, Prior Year is 87.3%, Interest/Liens/Fees is 64.98%. Warrants will be sent out next month for supplemental motor vehicle. A suspense list request will be addressed at the next meeting to transfer some items back to 2008.

- **Assessor:** Not scheduled
There are 2 real estate and 3 personal property appeals pending with the Board of Assessment Appeals.

- **Other Staff reports:** None

c. Board Members' reports:

- **Selectmen's Meeting: March 5, 2015:** Not scheduled
- **Other Board reports:**
 - **FY 2013-14 Annual Report; Chaplin/Hampton Ambulance Corps contract update: D. Fiasconaro**
Diana Fiasconaro will meet with Sue Gluck to assemble the Annual Report booklet. Dick Weingart suggested including the revenues in the Board of Finance Annual Report. There is no update on the Chaplin/Hampton Ambulance Corps contract.

7. APPROVAL OF MINUTES

- **02/23/15 – Special Meeting; 03/09/2015 Regular Meeting:**
Motion to approve the 02/23/15 special meeting minutes was made by Bruce Raymond with the following corrections: Item #4a should read – There are 5 appeals with the Board of Assessments (3 residential and 2 personal property). Item #6a should read – There is pending legislation for 100% funding of the State Trooper program by towns. Item #6b should read – The Savings Institute has requested changing the Non-Lapsing BOE Fund to a General Fund Restricted Account. Item #6c should read – The meeting included a motivational speaker and presentations on OPEB (Post Employment Benefits) and UCOA (Uniform Chart of Accounts). Item #10 d should read – Chaplin will lose approximately \$8,000 from the Pilot program. Item #14c should read – Monday, March 30, 2015. *The motion was seconded by Jean Lambert and carried unanimously.*

Motion to approve the 03/09/15 regular meeting minutes, was made by Jean Lambert with the following corrections: Item #4 should read – Emergency Preparedness – increase for Equipment (cots and hose fittings), correct the spelling of NECCOG under Town Memberships, Transfer Station - increase for Hauling for Bulky Waste and Iron, correct the spelling of MIRMA. *The motion was seconded by Bruce Raymond and carried unanimously.*

8. CORRESPONDENCE:

Will cover under Item #9a1

9. OLD BUSINESS:

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

- 1) Consider and act on establishing BOF subcommittee to review all non-standard requests for salary increases:**

A letter was received from First Selectman Bill Rose regarding salary increase for the Town Clerk. A request is in the works for a 4% salary increase from the Senior Center and a salary increase for the Administrative Assistant. A breakdown of regular duties from enforcement duties is requested from the Zoning Enforcement Officer. A uniform policy and procedures is needed for non-standard salary increases that must include the following: job description with average hours worked, statement of changes and duties, detailed comparable salaries from surrounding towns with similar

demographics. Dick Weingart will draft a policy and email Board members for feedback. He also suggested doing a salary study.

Marc Johnson left the meeting at 9:06 PM.

2) Agency requests – determine additional information required; Board member budget assignments:

Discussion was held regarding concerts for the Recreation Department. Other towns offer free concerts. Diana Fiasconaro and Jean Lambert will check on licenses for entertainment.

3) CIP Committee recommendations; BOE request to use Non-Lapsing funds for equipment purchase:

The request will be considered when it is received in writing.

4) Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies:

Will discuss at the next meeting.

5) Review draft FY 2015-16 Budget calendar:

The Budget Calendar was reviewed. The Town Budget Public Hearing is scheduled for April 13th. Budget workshops will be held on Thursday, April 16th and Thursday, April 23rd.

6) Governor's Budget funding implications for Chaplin:

The Board was asked to consider the budget implications for the Trooper program. Should the budget remain at 70% or changed to 100% with pending legislation. Diana Fiasconaro suggested a separate line item with a note to add the difference if the legislation passes.

10. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested (several are pending):

Motion to approve request for the following new line items: #44055 Airline Trail Maintenance Program in Town Memberships, #24103 Office Supplies in Board of Assessment Appeals, #39050 Recreation Director Salary in Recreation Department, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

b. Consider and act on Treasurer request to change BOE Non-Lapsing Fund to General Fund Restricted Account:

Motion to close bank account with Savings Institute which holds the Board of Education Non-Lapsing Fund and to establish line item #10701.10 in the General Fund Restricted Account in the amount of \$12,478.40, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Motion to approve Recreation Department request to transfer \$1,750 from #39102 Field Maintenance to #39050 Recreation Department Salary, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Motion to transfer \$6,293.40 from account #50000 Town Contingency Fund to #31515.8 Employee Vacation in FY 2014-15 for the purpose to cover accrued vacation time payout for the Finance Manager, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

c. Consider and act on BOE request to transfer FY 2013-2014 unexpended funds to BOE Non-Lapsing account/fund:

Defer to the Chaplin Board of Education.

d. Town Health Insurance policy renewal; carrier and cost:

The new health insurance carrier is ConnectiCare with substantial savings.

e. Other urgent business: None

11. CONTINUING BUSINESS:

a. Appointment of Alternate BOF member: None

b. Monitor FY 14-15 BOE/CES budget for Special Education costs:

Discussion was held with the Chaplin Board of Education to provide monthly updates on the FY 2014-15 Budget.

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):

Dick Weingart will provide policy drafts for the next meeting.

2) Board bylaws, Board member handbook:

Dick Weingart identified five areas for the handbook and will provide a draft for the next meeting.

d. BOE Non-Lapsing Carryover Fund Account Policy and Procedures

1) Policy must be updated to reflect change from separate Fund to Restricted General Fund account

Dick Weingart is working on updating the Non-Lapsing Account Policy.

e. Review Chaplin/Hampton Ambulance Corps contract and future cost projections

- **NECCOG Paramedic Study Committee:** No Report

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

None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

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

- 1) Check calendar for budget workshop dates
- 2) Update on procedures for salary increases

b. Review progress on Board goals and initiatives for FY 2014-15

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

a. Monday, March 30, 2015 – Special Meeting @ 7pm (Town Hall); Complete budget for Public Hearing

b. Monday, April 13, 2015 – Town Budget Public Hearing @ Senior Center, 7pm - Regular Board of Finance meeting following Public Hearing

- c. April 2015 – dates TBD – Special Meeting(s) @ 7pm (Town Hall): finalize Chaplin budget for Town Meeting

15. ADJOURN:

Motion to adjourn (9:35 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*