

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 27, 2015

Chairperson Dick Weingart called the meeting to order at 7:15 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro and Jean Lambert. Others present were First Selectman Bill Rose, Superintendent Ken Henrici, Principal Patricia King and Chaplin Board of Education Vice-Chair Stacy Foster. Unable to attend was Board members Marc Johnson and Doug Dubitsky.

3. AUDIENCE FOR CITIZENS:

First Selectmen Bill Rose responded to a letter from the Board of Finance regarding merit increases for the Administrative Assistant and Town Clerk. A job description was provided for both positions. The Town Clerk is an elected position that requires more technical knowledge and the increase is to bring in line with other town employees. The Administrative Assistant is for increased hours and more responsibilities. The Board of Selectmen recommends the same salary to be paid as the previous Administrative Assistant. There are job descriptions for all town employees and work is being done on the handbook.

4. ADDITIONS OR CHANGES TO AGENDA: None permitted

5. GUESTS: *CHAPLIN BOARD OF EDUCATION BUDGET REVIEW*

a. Review of FY 15-16 budget request and FY 14-15 budget projection:

The CES Board of Education was asked to reduce the special education budget that included funds for a student that moved out of the district. The revised budget is a 1.95% increase and includes revisions to the following: instructional supplies, textbooks and workbooks, psychological services, general supplies and equipment for the Library/Computer Lab, legal services, heating oil, building/grounds maintenance and supplies, professional development.

Superintendent Henrici reported that there is a projected deficit of \$165,000 for the FY 2014-15 budget due to a special needs student who has since moved out of the district. He also presented a legal opinion on the MBR. The next legislative session is projected to give towns more flexibility with the MBR. Superintendent Henrici expressed concerns with the reporting of students who are attending the magnet school. He sent a letter to the STEM Magnet School administration asking that a copy of the acceptance letter be sent to the Guidance Office of the sending town.

b. Approve BOE FY 15-16 budget:

Motion to approve the Board of Education FY 15-16 Budget as revised in the amount of \$3,313,645, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

c. Consider and act on Assignment of Fund Balance for potential CES/BOE FY 14-15 deficit:

The Chaplin Board of Education was asked for monthly projections on the deficit.

d. Consider and act on Assignment of Fund Balance for potential CES/BOE FY 15-16 MBR shortfall (BOE conducting research on MBR):

Will be covered later on the agenda.

6. REPORTS:

a. Board Member reports:

- **FY 2013-14 Annual Report Status (Diana):**
 - **Agencies who have not submitted reports:**

Agencies who have not submitted their Annual Report include the following: Emergency Management, Conservation Commission, Board of Education, Fire Department, Tree Warden, Resident Trooper and Recreation Commission.

- **Other reports:** None

7. APPROVAL OF MINUTES:

- a. Public Hearing 04/13/2015; Special meeting 04/16/2015:** Tabled

8. CORRESPONDENCE: None

9. OLD BUSINESS: None

10. BUDGET WORKSHOP:

- a. Overview of FY 2015-16 & 2016-17 Town and BOE budgets and forecasts:**

More funding was put into the CIP for road maintenance.

- b. Consider and act on Agency and BOE budget approvals and adjustments:**

- **Consider and act on salary equity increase requests for Town Clerk and Administrative Assistant:**

The Management Budget Policy needs to be reviewed and updated.

\$125,000 was added to the CIP for road maintenance.

There are no changes to the agency budget requests except for the following:

Board of Selectmen – salary equity increase moved to Salary Contingency Account

Building, Grounds & Maintenance – full expenditure was added for energy conservation project

Chaplin Library – electricity increased based on actual usage

Planning & Zoning – decrease for compensation and mileage

Recreation- decrease for field maintenance

Town Clerk – salary equity increase moved to Salary Contingency Account

Zoning Board of Appeals – decrease for Legal Notices

- **Consider and act on Zoning Officer compensation request:**

The agent salary is \$10,140 (\$30 per hour x 52 weeks). Zoning Enforcement is \$2,500. Mileage was reduced to \$1,750.

- c. Consider and act on FY 2016 – 2020 CIP Plan:**

The Board reviewed the CIP Plan.

Motion to approve the FY 2016-17 CIP Plan as presented, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

- d. Review FY 2015-16 & 2016-17 projected surplus/deficit, Fund Balance Assignments, and Unassigned Fund Balance Totals:**

- **Review assigned Fund Balance for future RSD11 assessment increase:**

Motion to assign \$165,000 from the Unrestricted General Fund Balance for the purpose to balance the FY 2014-15 budget, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

Motion to assign \$100,000 from the Unrestricted General Fund Balance for the purpose of funding CES FY 2015-16 MBR shortfall if necessary, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

e. Approve final FY 2015-16 combined Town and Board of Education budgets:

Motion to recommend to the Town Meeting the FY 2015-16 combined Town and Board of Education budgets in the amount of \$7,982,667, was made Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

Motion to approve adding \$8,800 to line #51000, Salary Contingency Account pending Board of Finance review of the Administrative Assistant and Town Clerk salary increase request, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

f. Plan for May 11 Town Meeting, Confirm Board member budget detail assignments:

The Board was presented with their budget assignments for the Town Meeting, drafts of a letter to Chaplin Residents and taxpayers, and an Executive Summary of the budget. Board consensus is for the Board Chair to exercise his discretion on the letters.

g. Review CIP projects for potential closure and recommendation to BOS:

There is one CIP project with the Fire Department for potential closure.

h. Review FY 2015-16 budget calendar and schedule:

The budget calendar and schedule was reviewed. The Town Meeting will be held on May 11th and there will be a referendum to approve the budget.

i. Other budget issues for consideration: None

11. NEW BUSINESS:

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

A new line item is needed for the FY 2015-16 Budget for DPW Energy Project to install high efficiency lighting in the Town Garage.

Motion to approve new line item #28115.5, DPW Energy Project, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

b. Appoint Auditor for FY 2014-15 audit:

Motion to appoint auditing firm MAWC as Auditor for Fiscal Year 2014-15, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Town Meeting (May 11); Set Mill Rate and review BOF policies (May 21)

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

- a. Monday, May 11, 2015 – Annual Town Meeting (Senior Center)
- b. Thursday, May 21, 2015 – Special Meeting @ 7pm (Library Meeting Room) – Set FY 2015-16 Mill Rate
- c. Monday, June 8, 2015 – Regular Meeting @ 7pm (Town Hall)

14. ADJOURN:

Motion to adjourn (9:28 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*