

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 21, 2016

Chairperson Dick Weingart called the meeting to order at 7:14 PM. Present were Board members Bruce Raymond, Jean Lambert, Cesar Beltran and Alternate Matt Foster. Others present were First Selectman Matt Cunningham, Emergency Preparedness Director Jim Randall, Superintendent Ken Henrici and Chaplin Elementary Principal Patricia King. Unable to attend were Board members Marc Johnson and Doug Dubitsky.

3. SEATING OF ALTERNATES:

Alternate Matt Foster was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS:

Chaplin Board of Education & RDS11 Budget Presentation:

Superintendent Henrici and Principal King presented overview of the Chaplin Board of Education budget with a 2.94% increase that includes the following; contractual salaries, 4% for health insurance (reduced from 11.25%) and magnet school tuition (19 students). Discussion was held regarding a contingency fund for magnet school tuition that is difficult to project. This year's budget is projected to be over budget approximately \$44,000. An early retirement incentive proposal could decrease the budget.

Cesar Beltran asked about the big change in non-certified staff and clarification on workers compensation. Principal King reported that staff was moved around to different areas. The budget does not support a paraprofessional in every classroom. First Selectman Matt Cunningham reported that workers compensation will be shared under one contract with the town for savings.

Dick Weingart asked about legal services being over budget and areas included in the end of the year projection deficit. Superintendent Henrici reported that the excess in legal fees is due to paraprofessional negotiations (6 sessions), personnel issues and the proposed early retirement incentive. The deficit in legal fees should be offset by heating fuel. The areas impacted by the end of year projection are building issues, retirement of a non-certified staff member, in service special education per IEP and \$20,000 excess cost grant to be returned to the state for two high needs students that left the district before the end of the fiscal year.

Cesar Beltran suggested turning off lights and turning down thermostats. Principal King reported that a proposal is being considered for an energy saving light project.

Bruce Raymond asked about timeline for state hearing on MBR appeal. Superintendent Henrici reported that all documentation and invoices was provided to Attorney O'Brien and will be reviewed at the State Board of Education meeting on April 6th.

Superintendent Henrici presented RD11 BOE budget with a .83% increase (was reduced from preliminary budget of 1.33%), projection assessments (one with no offset/one with \$50,000 offset), end of year projections and enrollment. The Central Office Committee approved a change in assessments from 75% RD11/25% CES to 69%/31%. The change was approved by Chaplin Elementary and will be presented for approval to the RD11 Board at their April meeting. The end of year projection for the budget is 98%.

Dick Weingart requested monthly budget projections for Chaplin Elementary.
The Board took a brief recess.

Chaplin Board of Selectmen Budget Presentation:

First Selectman Matt Cunningham presented information on the following agencies:

General Government – overall good shape, sent out a competitive bid for 911 dispatch fee for potential savings

Board of Selectmen – slight increase for cost of living pending Public Works negotiations

Building, Grounds & Maintenance – new line item for cemetery software to replace outdated system (some of the cost will be offset by historic document grant)

Emergency Preparedness – stipend for Emergency Preparedness Director approved by the Board of Selectmen

Employee Fringe Benefits – increase for health and dental insurance, increase for sick time due to retirement

Police Protection – trooper program, increase in salary

Public Works – medical and salary not yet negotiated, new Public Works Director position

Sanitation – level budget, Chaplin Clean-Up Day will be held on April 16th

Town Memberships – savings with NECCOG (switching to new GIS vendor), savings with Section 8 Housing (assessments not needed this year), presently in trial membership with CCM (many services offered including training and grant writing)

Transfer Station – increase for Bulky Waste

Tree Warden – new line item for mileage

Dick Weingart reported that the projected 2.25% cost of living increase (\$12,000) will be put in the Town Contingency Fund.

6. REPORTS:

a. Board Members' Reports:

- **Hampton/Chaplin Ambulance Corps meeting: R. Weingart:** No Update

- **Town Agency inquiry into appeal of FY 15-16 Education MBR shortfall: R. Weingart**
Update provided earlier from Superintendent Henrici.

7. APPROVAL OF MINUTES:

a. 03/14/2016 – Regular meeting

Motion to approve the regular meeting minutes of 03/14/2016, was made by Bruce Raymond, seconded by Cesar Beltran and carried unanimously.

8. CORRESPONDENCE: None

9. OLD BUSINESS:

a. Continue with tasks related to FY 2016-17 budget:

- 1) **Agency requests – determine information required; Board member budget assignments**
 - Animal Control** – line item paid to NECCOG, will be put under General Government
 - Library** – includes salary adjust for Library Director
 - Planning & Zoning** – review documentation provided for time and enforcement of the ordinance
 - Volunteer Fire Department** – supplemental appropriation done this year for funds spent in last year's budget for an accident

Contingency Fund – includes \$15,000 (general) and \$12,000 (salary)

- 2) **Review Board of Education adopted budget:** reviewed under item #5
- 3) **Review RSD11 adopted budget:** reviewed under item #5

Jean Lambert left the meeting at 9:20 PM.

4) Review CIP Committee recommendations

The Board was presented with CIP plan recommended by the CIP Committee. Projects include the following:

- \$10,000 for 1st appropriation for the Conservation Fund for open space
- \$30,000 this year/\$30,000 next year for playscape replacement (current playscape is not ADA compliant or safe)
- replacement of two sets of fire gear
- \$24,500 for off road vehicle, trailer and skid unit
- \$20,000 for fire department vehicle replacement
- \$200,000 for road maintenance
- \$45,000 over the next three years for plow truck replacement
- 2nd installment of blinds replacement, damaged curbs and sidewalk repair for Chaplin Elementary

- 5) Consider impact of proposed State changes in municipal aid for FY 15-16 and F 16-17**
There is a commitment to leave ECS level funded.

6) Review FY 2016-17 budget calendar:

The Public Hearing will be held on April 11th at 7pm at the Senior Center. Dick Weingart is working on revenues.

10. NEW BUSINESS:

- a. **Consider and act on funds transfers and budget line addition/adjustments as requested:** None
- b. **Other urgent business:** None

11. CONTINUING BUSINESS:

- a. **Monitor BOE FY 2015-16 Minimum Budget Requirement (MBR)**
- b. **Review Board goals and policies for FY 2016-17**
 - 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)**
 - c) **BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts**
 - 2) **Board bylaws**
 - 3) **Board member handbook**
- c. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECOGG Paramedic Study Committee**

