

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 18, 2016

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Bruce Raymond, Jean Lambert, Cesar Beltran, Marc Johnson and Alternate Matt Foster. Unable to attend was Board member Doug Dubitsky.

3. SEATING OF ALTERNATES:

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

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS OR CHANGES TO AGENDA: None Permitted

6. GUESTS: None expected

7. REPORTS:

a. Board Member Reports:

1) Hampton/Chaplin Ambulance Corps meeting: R. Weingart
No Update

2) Town appeal of FY 15-16 Education MBR shortfall: R. Weingart
The appeal should make the May agenda for the State Board of Education.

8. APPROVAL OF MINUTES:

a. 04/11/2016 – Public Hearing and Regular meeting

Motion to approve the Public Hearing minutes of 04/11/16, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

*Motion to approve the regular meeting minutes of 04/11/16, was made by Jean Lambert with the following corrections: Item #7a: correct the spelling of Treasurer Diana Fiasconaro. Item #10a should read – There is a projected \$52,000 deficit for FY 2015-16 for back taxes and interest, lies and fees. Item #10a should read – Dick Weingart suggested not funding the \$29,339 MBR shortfall for FY2016-17 due to declining enrollment. Item #10b should read – First Selectman Matt Cunningham said that the current playscape is not ADA compliant and not safe. **The motion was seconded by Bruce Raymond and carried unanimously.***

***Dick Weingart will email a copy of the MBR appeal to all Board members.**

9. CORRESPONDENCE: None

10. BUDGETWORKSHOP:

a. Town and BOE budget review and adjustment:

- Review FY 2015-16 budget performance:
- Review FY 2016-17 & 2017-18 budget forecasts, projected surplus/deficit, and Mill rate implications:

The Board reviewed the Budget, Mill Rate and Fund Balance Summary. The Governor's proposed budget is projected to reduce Educational Cost Sharing for Chaplin approximately \$47,000.

- **Review Town Agency budget requests; identify agency budget adjustments:**
Changes were made to the following Town Agency budgets:
General Government – The Ambulance Corps will be given the same share as previously pending documentation for requested increase. Animal Control was added as a new line item.
Building/Grounds & Maintenance – Decrease for mowing due to bids coming in lower than estimates.
Fire Marshall – No salary increase pending contract negotiations with Public Works.
Inland/Wetlands – decrease to advertising
Chaplin Library – Salary request for Library Director denied by the Board of Selectmen. Assistant Librarians broken into two parts.
Planning & Zoning – decrease for mileage, documentation presented for enforcement of new ordinance
Public Works – decrease for bus fuel expense
Volunteer Fire Department – decrease for new equipment
Zoning Board of Appeals – decrease for legal notices
- **Review BOE budget request; consider adjustment to meet Minimum Budget Requirement:**
The Chaplin Elementary budget was reduced by \$29,339 to bring appropriation up to amount for this year to meet the MBR. RD11 has approved \$50,000 to offset assessments.

Marc Johnson left the meeting at 8:30 PM.

b. Review CIP Plans

- **Review CIP projects for potential closure:** None
- **Review FY 2017-21 CIP Plan as recommended by CIP Committee:**
The proposed CIP Plan was reviewed. Bruce Raymond recommended \$30,000 be put back in to relocate the museum and is willing to follow up with the grant. Dick Weingart suggested forming a Museum Committee to oversee the project and discussing with the Board of Selectmen. \$10,000 will be planned for this year, next year and the following with the potential to increase if necessary. The new total for the proposed CIP plan is \$322,606 (includes \$27,254 LOCIP reimbursement from the state). Discussion was held regarding the playscape.

c. Approve FY 2016-17 Chaplin Budget & CIP Plan for Town Meeting:

Motion to approve the FY 2017-21 CIP Plan for the Town Meeting as amended, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

Motion to approve the FY 2016-17 Board of Education budget in the amount of \$3,410,936 for the Town Meeting, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.

Motion to approve the FY 2016-17 Chaplin Budget in the amount of \$7,920,841 for the Town Meeting, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- d. Recommend to Town Meeting the appropriation of \$126,630 to the FY 15-16 Board of Education (CES) budget to cover the existing Minimum Budget Requirement (MBR) shortfall:**
Motion to recommend to Town Meeting the appropriation of \$126,630 to the FY 2015-16 Board of Education budget to cover the existing MBR shortfall, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.
- e. Plan for April 18 & 21 budget workshops:** Not needed
- f. Review FY 2016-17 budget calendar & schedule:**
The Annual Town Meeting will be held on May 9th at the Senior Center at 7pm.
A special meeting will be held on Tuesday, May 24th at 7:15pm to set the mill rate.
- g. Other budget issues for consideration:**
The projected fund balance is approximately 5% and should be in the 8-10% range.

11. OLD/NEW BUSINESS:

- a. Consider and act on changes to Assignment of General Fund Balances:**
 - 1) Drop all previous Fund Balance assignments:**
Motion to drop all previous Fund Balance assignments, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.
 - 2) Assign Fund Balance to cover projected FY 15-16 deficit:**
Motion to assign Fund Balance in the amount of \$52,721 to cover the FY 2015-16 projected deficit, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

Motion to assign Fund Balance in the amount of \$75,000 to cover the loss of potential state funding to cities and towns, was made by Bruce Raymond, seconded by Cesar Beltran and carried unanimously.
 - 3) Commit Fund Balance of \$126,630 to cover the FY 15-16 MBR shortfall:**
Motion to commit Fund Balance of \$126,630 to cover the FY 15-16 MBR shortfall, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.
- b. Approve funds transfers and budget line adjustments as needed:** None
- c. Review and consider BOF action required for OPM letter re: Audit Findings Requiring Corrective Action Plan:**
Cesar Beltran will meet with the First Selectman to review the progress of the OPM letter.
- d. Other urgent business:** None

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Budget Workshop (if needed)
- b. Town Meeting

13. TIME AND PLACE OF NEXT RE2016-17 GULAR/SPECIAL MEETINGS:

- a. Thursday, April 21, 2016 (if needed) – Special Meeting @ 7pm (Town Hall); finalize Chaplin budget for Town Mtg.

- b. Monday, May 9, 2016 - Town Meeting @ 7pm (Senior Center)
- c. Tue. May 24, 2016 - Special Meeting @ 7:15pm (Town Hall): set the Mill rate for FY 2016-17

14. ADJOURN:

Motion to adjourn (9:41 PM) was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*