

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
March 13, 2017

Chairperson Dick Weingart called the meeting to order at 7:02 PM. Present were Board members Linkesh Diwan, Jean Lambert, Cesar Beltran, Doug Dubitsky (8:13 PM) and Marc Johnson. Unable to attend was Alternate Matt Foster.

3. **SEATING OF ALTERNATES:** None

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

5. **GUESTS: TOWN AGENCY FY 2017-18 BUDGET PRESENTATIONS**

The Governor's budget is uncertain on reductions with reduced revenue and possible assessment to towns for a portion of the teacher pension plan. The Budget Public Hearing will be held on April 10th. The annual town meeting in May might be delayed.

Historic Commission/Chair Paul Pfeiffer – same budget as last year, new line item for Clerical Hire \$150 (for complicated hearings)

Zoning Board of Appeals/Chair Sue Pfeiffer – reduced from last year for Legal Notices, Postage and Clerical Hire, the \$250 application fee goes to the town

Cesar Beltran asked each agency where they could cut their budget if needed.

Inland Wetlands/Chair Scott Matthies – no changes from previous year, the bulk of the budget is for the Agent and Clerk, Technical Assistance costs for complex applications are charged to the applicant

Senior Center/Roxanne St. Jean and Doreen Bolduc – overall increase \$2,565, Electricity and Heat are based on actuals, increase for Maintenance Supplies, floor waxing (done twice a year), carpet cleaning (done once a year)

Dick Weingart suggested adding a line item for building maintenance and infrastructure.

Library/New Library Director Sandra Horning - \$1,065 less than last year, heating and fuel was over estimated last year, increase for Building Maintenance (currently over budget), Dues (Library Consortium) and Electricity, late fees for overdue books generates approximately \$10 month, outside lights need to be fixed, Cable/Internet is free if complied with Child Internet Safety Act pending a Public Hearing, State Library Grant is still available and determined by the book budget

Town Clerk/Shari Smith – increase for Office Supplies (from vendors approved through the state)

Registrars/Gene Boomer and Bruce Raymond – slight increase overall, increase for Conference & Dues and Legal Notices, decrease for Training & Certification

Fire Department/Chief Joe Pinto and Andrew Daniels – increase for Epi-pen & Narcan, New Equipment and Training

Marc Johnson left the meeting at 8:13 PM.

Board of Assessment Appeals/Gene Boomer – Advertising is for Legal Notices

6. **ADDITIONS OR CHANGES TO AGENDA:** None

7. REPORTS:

a. First Selectman monthly report: No Report

b. Staff Reports:

- **Accountant: Review and accept Financial Statements; identify questions for follow up**
Cesar Beltran commended Val Garrison for her work on the budget books.
- **Tax Collector: Review and accept Tax Collection report; identify questions for follow up**
No Report
- **Assessor: Review of Oct. 2016 Grand List for Motor Vehicles and Oct. 2015 MV Supplement**
There was a reduction of approximately \$700,000 in motor vehicles due to state software data conversion system. The problem is being worked on with the vendor. The MV Supplement is dealing with the same issue and there are many adjustments.
- **Treasurer: Reports as needed**
No Report
- **Other Staff Reports:** None

c. Board Members Reports:

- **Selectmen's monthly meeting: R. Weingart**
The meeting was cancelled.
- **Legislative Report: D. Dubitsky**
There are various proposals including a new proposal for a new tax on all petroleum products (30 cents per gallon of gas, more for diesel and heating fuel).
- **Other Board Reports:**
Link Diwan reported on sharing office supplies and a trailer for the Fire Department for cost savings. Office supplies are currently consolidated for volume discounts. The Library and Senior Center have a Walmart card. A trailer could be purchased through Tractor Supply for cost savings and grants are available as well. Doug Dubitsky suggested meeting with the Fire Department for an explanation of each item needed. Dick Weingart suggested obtaining a quote from the vendor or a purchase order for requested items.

8. APPROVAL OF MINUTES:

a. Special Meeting February 27, 2017:

Motion to approve special meeting minutes of February 27, 2017, was made by Jean Lambert with the following corrections: In roll call should read – Unable to attend were Board members Doug Dubitsky and Marc Johnson. Item #5 should read – The repairs for the tanker pump cost approximately \$16,000 leaving less than \$3,000 in the budget with only enough to cover utilities. Link Diwan suggested increasing the repair line if repairs remain. Item #6a should read – Cesar Beltran presented update on latest Dissolution Committee meeting. Cesar Beltran presented a definition of Quality

Education at the meeting that was well received by the Committee. Item #10 should read – Towns will be charged 1/3 of the total cost for Teachers’ Retirement. The net revenue loss to the town of Chaplin is \$502,000. Towns will be responsible for 100% of Resident Trooper costs, therefore the trooper bill would be a total of \$206,248. Agency budget review for Parish Hill should read - Parish Hill will increase by 2 percentage points for the total assessments. Agency budget review for Employee Fringe Benefits should read – preliminary estimate for health insurance is 11.5% increase. Agency budget review for Public Works should read – Cesar Beltran expressed concerns regarding littering and asked about posting anti-littering signs. Item #11 should read – The Emergency Management Center (currently at the Town Hall) would be moved to the Fire Department and a propane generator would power the entire building in an emergency. Link Diwan suggested looking into backup battery power. ***The motion was seconded by Link Diwan and carried with one abstention by Doug Dubitsky.***

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Assign BOF annual report coordinator:

Link Diwan was appointed BOF Annual Report Coordinator.

b. Review BOF budget calendar for FY 2017-18:

The BOE budget presentation and First Selectmen budget presentation will be held on March 20th. A special meeting will be held on March 30th (changed from March 27th) to prepare for the Public Hearing on the budget.

c. Review CCM analysis of Governor’s budget:

The MARB (Municipality Review Board) proposes four levels for town and city budgets with Tier I as minimal oversight. Everyone is urged to contact Senators and Representatives to oppose this proposal.

11. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested:

1) CVFD budget supplemental request for FY 2016-17:

Tabled

b. Consider partial funding for BOF member attendance at 2-day QuickBooks Level 1 (Basic) training session:

Tabled

c. Continue with tasks related to FY 2017-18 budget:

1) Consider possibility of delaying town budget approval pending State budget passage:

a) Determine items necessary to research before budget delay decision:

The Board was asked to consider delaying the town budget approval pending the passage of the state budget. There is a potential levy for 1/3 share of Teachers’ Retirement and major decrease in ECS. Dick Weingart will check on statutory requirements. Doug Dubitsky reported that a bill to allow towns to delay budget approval until June has met stiff resistance.

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

The Board was asked to review budget requests for the next meeting.

3) CIP Committee recommendations; BOE request to use Non-Lapsing funds to repair roof tower windows:

Final recommendations from the CIP Committee includes the following:

- splitting the Playscape project \$19,000 2017-18/\$19,000 2018-19
- replacing fire hoses \$10,000
- Hurst Combo Tool \$13,600
- Consider setting aside 1.5 mils for the CIP undesignated fund
- Public Works – road maintenance decreased, new mower purchase, vehicle replacement (second replacement plow truck), \$50,000 2017-18/\$55,000 2018-19
- Education - \$1,400 to finish classroom blind project, curbs/sidewalks \$5,500, heating system cleaning at CES (urgent project)
- Handicap access for the Library/Senior Center

Total CIP for 2017-18 is \$359,800. LOCIP funding is not expected.

4) Preliminary Town/BOE revenue forecast: Will have for the next meeting

d. Other urgent business: None

12. Continuing Business:

a. Review Board goals and policies for FY 2016-17:

1) Board policies

- a) Revise BOF Agency Budget Management policy**
- b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors**
- c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)**
- d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts**

2) Board bylaws

3) Board member handbook

b. Hampton/Chaplin Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee

13. Second Audience for Citizens: None

14. Agenda Suggestions for next meeting:

- a. Board of Education FY 2017-18 budget presentation; Board of Selectmen FY 2017-18 budget presentation:
- b. Preliminary review of BOF Public Hearing budget presentation

15. Time and place of next Regular/Special Meetings:

- a. Monday, March 20, 2017: Special Meeting for BOE/CES budget presentation @ 7pm (Town Hall)

- b. Monday, March 27, 2017: Special Meeting to approve BOF Public Hearing budget details @ 7pm (Town Hall)
- c. Monday, April 10, 2017: Budget Public Hearing; Regular meeting @ 7pm (Senior Center)
- d. April 2017 (TBD): Special Budget Workshops @ 7pm (Town Hall)

16. Adjourn:

Motion to adjourn (10:00 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Clerk***