

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**March 30, 2017**

Chairperson Dick Weingart called the meeting to order at 7:06 PM. Present were Board members Linkesh Diwan, Jean Lambert, Cesar Beltran, and Doug Dubitsky (7:38 PM). Unable to attend were Board members Marc Johnson and Alternate Matt Foster.

3. **SEATING OF ALTERNATES:** None

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

5. **GUESTS:** None Anticipated

6. **REPORTS:**

a. **Reports as appropriate:**

The Legal Notice for the Public Hearing on April 10<sup>th</sup> will be published in the Chronicle on Saturday, April 1<sup>st</sup>.

7. **APPROVAL OF MINUTES:**

a. **Regular Meeting – 03/13/2017; Special Meeting – 03/20/2017:**

***Motion to approve the regular meeting minutes of March 13, 2017, was made by Link Diwan with the following corrections:*** Item #5 should read – The budget presentation to the annual town meeting in May might be delayed. Item #5 under Library/New Library Director Sandra Horning should read - \$1,065 less than last year. Heating and fuel were over estimated last year, outside lights needs to be fixed. Cable/Internet is free if in compliance with Child Internet Safety Act pending a Public Hearing. State Library Grant is still available and determined by the book budget. Item #7b add – Reports were not available due to problems with the Finance Director’s computer. ***The motion was seconded by Cesar Beltran and carried unanimously.***

***Motion to approve the special meeting minutes of March 20, 2017, was made by Jean Lambert with the following corrections:*** Item #5 should read – Doug Dubitsky expressed concerns regarding the impact on the MBR for any additional appropriation. Item #5 under General Government – correct the spelling of Gerardi Insurance. Item #5 under Building & Grounds – correct the spelling of Armor Security. Item #9b move 4) to 1) - All agency budgets have been presented for review. Item #9b5) should read – The Board reviewed cuts in total of approximately \$500,000. Item #9b6) should read – At least two meetings will be needed in April for Budget Workshops. ***The motion was seconded by Cesar Beltran and carried unanimously.***

8. **CORRESPONDENCE:** None

9. **OLD BUSINESS:**

a. **Review status of BOF & Town annual report:**

Some annual reports from town agencies were submitted to coordinator Link Diwan. He will follow-up with the administrative assistant for any additional reports and contact those agencies still outstanding. A photo is needed for the cover and the report should be completed for the annual town meeting.

**10. FY 2017-18 BUDGET WORKSHOP: CONSIDER AND ACT ON BUDGET PUBLIC HEARING PRESENTATION:**

**a. Review BOF budget calendar:**

The budget calendar was presented for review.

**b. Review preliminary Town revenue forecast:**

The Board was presented with preliminary town revenue forecast for review. Calculations were based on the passing of the Governor's proposed budget. A note will be added to police protection to show the increase to 100%.

**c. Review all Town agency budget requests with concentration on:**

- **General Expenses, Board of Selectmen, Building/Grounds & Maintenance, Employee Fringe Benefits, Police Protection, Public Works, Town Memberships, Transfer Station, Volunteer Fire Department, Contingency Accounts and others:**

The maintenance person at Chaplin Elementary discovered that air ducting for the furnace (installed approximately 18 years ago) was installed incorrectly. The cost to rework the air duct system is approximately \$8,000. The current CIP Plan includes a project to service and clean the duct system for \$14,000.

**d. Review Board of Selectmen recommended Salary increases:**

The Board was presented with a copy of the Board of Selectmen minutes that addresses salary increases. They recommended a 2-1/2% increase across the Board for all town employees plus a merit raise for the Finance Manager, Administrative Assistant and Town Clerk. The BOS consensus was to make the Town Clerk and the Treasurer an appointed position. Some functions of the Treasurer can be absorbed by the office staff who are trained for the job in the Treasurer's absence.

Doug Dubitsky arrived at the meeting at 7:38 PM.

Doug Dubitsky expressed concerns with raises given across the Board but is in favor of merit raises. Dick Weingart suggested there be a performance evaluation process in place. The Board will discuss salary recommendations from the Board of Selectmen after the Public Hearing. The budget books include a 2-1/2% salary increase and will include a note that they are subject to change pending deliberation by the Board of Finance.

**e. Review Chaplin BOE adopted budget:**

The Chaplin BOE budget has a 3.93% increase. Major areas that impact the budget are contractual salaries, health insurance, magnet tuition and special education outplacement. Staff reductions include one certified staff and one non-certified staff. There will be no summer school and legal expenses have increased due to grievances that have gone to arbitration. Doug Dubitsky suggested sharing the town attorney for legal services for cost savings.

**f. Review Preliminary CIP Plan:**

- **Review completed CIP projects for potential closure:**

There is no change to the CIP Plan.

**g. Review RSD11 adopted budget:**

The Public Hearing for RD11 will be held on April 4<sup>th</sup> at 6:30pm. The budget presented will be a 0% increase and will include enrollment. The RD11 BOE may approve an offset to town assessments.

**h. Other budget issues for consideration:**

Budget workshops will be held on Monday, April 17<sup>th</sup>; Friday, April 21<sup>st</sup> and Monday, April 24<sup>st</sup> at 7pm.

**11. NEW BUSINESS:**

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

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

The Chaplin Fire Department has submitted a supplemental request for \$16,000 to cover the cost of repair to the tanker due to a catastrophic failure, replacement of battery and cables for battery charger that malfunctioned and a trailer for the new UTV. Link Diwan requested written quotes.

***Motion to table the supplemental request from the Chaplin Fire Department, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

**b. Consider and act on BOF statement to all agencies re: Budget management if/when deficit is anticipated:**

Dick Weingart will develop a draft on budget management that will also address overspending for funds not authorized.

**12. CONTINUING BUSINESS:**

**a. Review draft BOF policies: General Fund policies and Capital Projects Fund (CIP) policies**

**13. Agenda Suggestions for next meeting:**

- a. Budget Public Hearing: Board of Finance & Board of Education budget presentations
- b. Abbreviated regular meeting agenda & budget workshop

**14. Time and place of next Regular/Special Meetings:**

- a. Monday, April 10, 2017: - Town Budget Public Hearing @ Senior Center, 7pm
  - i. Regular Board of Finance Meeting following Public Hearing
- b. April 2017 (TBD): Special Meeting(s) @ 7pm (Town Hall): finalize Chaplin budget for Town Meeting
- c. May 8, 2017 – Annual Town Budget Meeting @ Senior Center, 7pm

**15. Adjourn:**

***Motion to adjourn (9:55 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***