

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 21, 2017**

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Linkesh Diwan, Jean Lambert, Cesar Beltran and Doug Dubitsky. Unable to attend were Board members Marc Johnson and Alternate Matt Foster.

3. **SEATING OF ALTERNATES:** None

4. **AUDIENCE FOR CITIZENS:** None

5. **ADDITIONS OR CHANGES TO AGENDA:** None permitted

6. **GUESTS:** None Expected

7. **REPORTS:**

a. **Staff Reports:**

- **Accountant:** Review and accept Financial Statements; identify questions for follow up: *Motion to accept the Financial Statements through March 31, 2017 was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.*

8. **APPROVAL OF MINUTES:** Special Meeting – 04/17/2017: Tabled

9. **CORRESPONDENCE:** None

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

a. **Consider and act on the following: Town Agency budget review and adjustment**

1) **Review FY 2016-17 budget performance:**

No Report

2) **Review Town Agency budget requests; identify agency budget adjustments, 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:**  
**CIP & Debt Service** – The debt to MERMA is retired.  
**General Government** – overall increase of \$4,000 (bank service charges, cell phones). Link Diwan suggested bundling cable and phone for cost savings.  
**Accountant** – increase for postage (handled by Town Clerk previously), salary increase.  
**Assessor** – increase for in-house computer system.  
**Board of Assessment Appeals** – approved.  
**Board of Finance** – approved.  
**Board of Selectmen** – salary increase.

**Building, Grounds & Maintenance** – \$10,000 decrease overall, reduced Armor Security (deposits done by Treasurer), \$1,500 for data entry software (\$1,000 for data entry, \$500 for annual maintenance fee), increase for mowing cemeteries (other mowing transferred to Public Works), increase for Microsoft Exchange (external host).

Link Diwan suggested moving party expenses to a different account.

**Building Official** – salary increase.

**Burning Official** – salary increase, added a mileage line (will be cut).

*\*All new lines for mileage will be cut.\**

**Conservation Commission** – approved.

**Emergency Preparedness** – slight increase, approved.

**Employee Benefits & Cost** – approved.

Link Diwan suggested putting party costs here.

**Fire Marshall** – strike mileage.

**Historic District** – approved.

**Inland Wetlands** – salary increase

**Library** – decreased overall, approved.

**Planning & Zoning** – increase for advertising (changes to Zoning regulations), approved.

**Police Protection** – budgeted at 100% (BOS will send to referendum if Governor's budget passes).

Doug Dubitsky is confident the Governor's budget will come in better than expected.

**Public Works** – salary increase (addition of new part-time laborer at 30 hours), fuel reduced to amount reimbursed from elementary school.

*\*Line item #38108.2 needs to be changed to Unimproved Roads.\**

**Recreation** – decrease for maintenance and development, plans to expand organized sporting activities.

Cesar Beltran will check with Matt Foster on sporting equipment and under what line item the field is being repaired due to the Mini-Mudder event.

**Registrars** – approved.

**Sanitation** – approved.

**Senior Center** – salary increase, increase for maintenance & supplies (carpet and floor cleaning).

**Tax Collection Services** – approved.

**Town Clerk** – approved.

**Town Memberships** – The Board expressed concerns with dropping COST and added back in \$725 for that membership.

**Transfer Station** – Dick Weingart expressed concerns with no attendant salary (moved to Public Works) that understates the true cost of running the Transfer Station. The salary amount will be confirmed and added back in.

**Treasurer** – The Treasurer will attend the next Budget Workshop.

**Tree Warden** – approved.

**Vital Statistics** – approved.

**Volunteer Fire Department** - \$5,000 increase overall, increase for medical supplies, maintenance contract, new equipment and cable.

**Zoning Board of Appeals** – overall decrease, approved.

The Chaplin Board of Education reviewed their budget with no further reductions and concerns of being under budgeted. The Superintendent is preparing documentation for review.

Cesar Beltran left the meeting.

- 3) **Review Board of Selectmen recommended Salary increases**
  - 4) **Review FY 2017-18 & 2018-19 budget forecasts, projected surplus/deficit, and mill rate implications**
  - 5) **Approve FY 2017-18 town government budget for Town Meeting**  
No Report on Items 10a.3, 4 and 5
- b. **Consider and act on the following: CIP Fund review and adjustment**
- 1) **Review existing CIP Projects for potential closure**
  - 2) **Review FY 2018 – 2022 CIP Plan as recommended by CIP Committee; identify CIP adjustments**
  - 3) **Review BOE request for additional CIP funds (boiler piping change):**  
No Report on Items #10b.1, 2 and 3
  - 4) **Recommend to Town Meeting transfers between CIP projects to eliminate deficits & repurpose funding:**  
*Motion to recommend to Town Meeting the transfer of amount not to exceed \$203,288.99 from CIP Fund account 3315.1c – North Bear Hill Bridge to CIP fund account 3305.9 – North Bear Hill Drainage, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.*  
Reason: Town funds are not required for Federal NBH Bridge grant match, required to complete drainage project as part of bridge replacement.  
  
*Motion to recommend to Town Meeting the transfer of an amount not to exceed \$8,817.46 from CIP Fund account 3305.11 – Parish Hill Road Drainage to CIP Fund account 3305.13 – Equipment Replacement, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.*  
Reason: Parish Hill Road Drainage project is complete; receiving account is in deficit.  
  
*Motion to recommend to Town Meeting the transfer of an amount not to exceed \$24,711.39 from CIP Fund account 3305.11 – Parish Hill Road Drainage to CIP Fund account 3315.4 – Darling Pond, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.*  
Reason: Parish Hill Road Drainage project is complete; receiving account is in deficit.

Doug Dubitsky expressed concerns with the overage in the Playscape project. There is an agenda item to address the situation of budget management and overspending. Dick

Weingart expressed the need for purchase orders for CIP projects and will be addressed on a future agenda.

***Motion to recommend to Town Meeting the transfer of an amount not to exceed \$6,471.15 from CIP Fund account 3305.11 – Parish Hill Road Drainage to CIP Fund account 3320.11a – Playscape, was made by Jean Lambert, seconded by Link Diwan and carried with the following vote:***

***YES: D. Weingart, J. Lambert, L. Diwan.***

***NO: D. Dubitsky.***

Reason: Parish Hill Road Drainage project is complete; receiving account is in deficit.

***Motion to recommend to Town Meeting the transfer of an amount not to exceed \$5,305.18 from General Fund restricted account 10701.8 – Discovery Day to CIP Fund account 3320.11a – Playscape, was made by Link Diwan, seconded by Jean Lambert and carried with the following vote:***

***YES: D. Weingart, J. Lambert, L. Diwan.***

***NO: D. Dubitsky.***

Reason: Parish Hill Road Drainage project is complete; receiving account is in deficit.

***Motion to table the remainder of the agenda, was made by Doug Dubitsky, seconded by Link Diwan and carried unanimously.***

- 5) Approve FY 2018-2022 CIP Plan for Town Meeting
- c. Consider and act on the following: BOE budget review and adjustment
  - 1) Review BOE adjusted budget
  - 2) Approve FY 2017—2018 BOE budget for Town Meeting
- d. Approve FY 2017-18 total town budget for Town Meeting
- e. Recommend to Town Meeting the appropriation of \$125,000 to the FY 2016-17 Board of Education (CES) budget to cover a projected budget deficit
- f. Review FY 2017-18 budget calendar & schedule; plan for April 24 budget workshop and May 8 Town Meeting
- g. Other budget issues for consideration

**11. OLD/NEW BUSINESS:**

- a. Consider and act on the following funds transfers
  - 1) Transfer \$10,000 from General Fund account 10701.3 LoCIP Fund Balance to CIP unassigned fund balance
  - 2) Transfer \$8,990 from General Fund account 0701.10 BOE Non-Lapsing Education to CIP unassigned fund balance
- b. Consider and act on changes to classification of General Fund Balances
  - 1) Remove Assignment of \$52,721 to balance following fiscal year budget
  - 2) Commit Fund Balance of \$125,000 to cover projected BOE/CES FY 16-17 budget deficit
- c. Review status of BOF & Town annual report
- d. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated

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

- a. Continue budget workshops; plan for Annual Town Budget Meeting

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

- a. Monday, April 24, 2017 – Special Meeting @ 7pm (Town Hall) – Budget Workshop
- b. Monday, May 8, 2017 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)
- c. Monday, May 22, 2017 – Special Meeting @7pm (Town Hall) – Budget Workshop (if necessary)

**14. Adjourn**

The meeting adjourned at 9:20 PM.

Minutes will be approved at the next regular meeting.

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