

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
February 26, 2018

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Jean Lambert, Cesar Beltran, Alternate Linda Caron, and Alternate Matt Foster. Unable to attend were Board members Doug Dubitsky, Link Diwan and Marc Johnson; and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Linda Caron was seated for Marc Johnson who could not attend tonight's meeting.
Alternate Matt Foster was seated for Doug Dubitsky who could not attend tonight's meeting.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: TOWN AGENCY BUDGET PRESENTATIONS

All Town Agency salaries are pending Public Works contract negotiations with the Board of Selectmen.
Inland/Wetlands/Scott Matthies – no change from the previous year.

Town Clerk/Shari Smith – increase for Grant to \$4,500 (up from \$4,000), increase for postage (need to send vital records certified mail due to personal information), increase for Assistant Town Clerk salary line (set schedule for one day a week to do projects, organize the vault and cover days for the Town Clerk), currently have one software license (may need additional licenses and software for land records).

Registrars/Bruce Raymond/Gene Boomer – decrease for Mileage, decrease for Office, decrease for Training, increase for Legal Notices, increase for Election Expenses (election hire to be properly staffed, Registrar salaries).

Dick Weingart reported that any salary requests with supporting data need to be submitted to the Board of Selectmen who have established salary rates.

Library/Sandy Horning/Eunice Edelman – increase in hourly wage for Assistant Librarian (to reflect actual duties), the Assistant Librarian II was changed to Substitute with some funds moved to the Assistant Librarian line, increase for Custodian (carpet and floors need to be cleaned once a year), decrease for Mileage, funds for Periodicals moved to DVDs to reflect actuals, the State Library Grant was cut, increase for Internet/Cable (a rebate is received from the state through the CT Education Network), increase for Heating, increase for Telephone.

Cesar Beltran commended Sandy Horning and the Library Board of Trustees for the many programs that have been showcased in the local papers bringing the Library into the community.

Chair Eunice Edelman and the Library Board of Trustees are in total support of Library Director Sandy Horning and the recommended changes.

The salary request has been submitted to the Board of Selectmen with no action to date.

Emergency Preparedness/Jim Randall – the budget is stable, decrease for Mileage (change in Red Cross meetings), there is a Preparation Planning Initiative.

Linda Caron thanked Jim Randall for safety materials and programs brought to Chaplin Elementary for the students.

Accountant/Val Garrison – decrease for Office, new line item for Assistant Accountant at one day a week (to assist Accountant and cover payroll while Accountant on vacation as suggested by the Board of Selectmen).

6. REPORTS:

a. Board Member reports:

- **Financial Procedures Working Group:**

Cesar Beltran reported on the Financial Procedures Working Group who is working on a procedures handbook for cost overruns to address material weakness from the audit. The next meeting will be held the end of March.

- **COST Town Meeting:** No Report
- **Other reports as appropriate:** None

b. Staff reports:

- **Accountant: Review and accept monthly Financial Statements; identity questions for follow up**
Dog licenses are in the negative due to part of the revenue collected that is remitted to the state not submitted in the current year. Recording fees are in the negative due to posting error from the Town Clerk (the error has been corrected). Budgets for state revenue have not been updated since the state approved the budget. The second payment for Town Road Aid (\$94,541) is on hold pending the Special Transportation Fund that needs to be stabilized by the Legislature. Discussion was held regarding printing of reports that will no longer include Profit & Loss which is in the Budget versus Actual Report.

Motion to accept the January Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

7. APPROVAL OF MINUTES:

a. Regular Meeting – February 5 2018:

Motion to accept the regular meeting minutes of February 5, 2018, was made by Jean Lambert with the following corrections: Item #5a should read – The potential financial impact would be \$736,000 in assessed value. Item #11b should read – The position is needed for the extensive budget process and perhaps could be done by a current employee. ***The motion was seconded by Cesar Beltran and carried unanimously.***

8. CORRESPONDENCE: None

9. OLD BUSINESS:

a. Review BOF FY 2018-19 Budget Calendar:

The Board of Selectmen budget presentation will be held on March 12th.

The Board of Education budget presentation will be held on March 19th.

A Special Budget Workshop meeting will be held on March 26th.

A Public Hearing on the budget will be held on April 9th.

10. BUDGET WORKSHOP FOR FY 2018-19:

a. Review and discuss Governor’s budget as presented:

b. Review CCM & COST analysis of Governor’s budget:

Dick Weingart presented the Governor’s proposed budget. Grants expected were changed by the Governor with holdbacks of approximately \$220,000 with aids to cities and towns taking the biggest hit.

c. Review Town Agency budget requests:

- **Identify individual budgets for examination/additional information/adjustment:**
Town agency budget requests will be updated in the budget book.

d. Review Capital Projects Plan:

- **FY 2019-23 CIP Plan as approved by CIP Committee**
- **Review completed CIP Projects for potential closure**

The following was an additional request to the CIP: a ductless split system Heat Pump for the Town Hall with an estimated cost of \$8,500. The FY 2019-2023 CIP Plan was approved with a net cost to the CIP General Fund in the amount of \$337,985.

e. Review preliminary Board of Education CES budget:

The Board was presented with the preliminary Board of Education CES budget with a 4.75% increase. Three major areas for the increase are contractual salaries, health insurance (budgeted with a 9.37% increase) and special education costs. According to Superintendent Henrici, \$194,000 less was expended this year compared to last year. Dick Weingart will email each Board member a comparison report for FY 2016-17 versus FY 2017-18.

f. Other budget issues for consideration: None

11. CONTINUING BUSINESS:

- a. Review draft BOF policies: General Fund policies and Capital Projects Fund (CIP) policies
Motion to table Continuing Business, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.

12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- Board of Selectmen budget presentations
- Abbreviated regular meeting agenda
- Board of Education

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

- Monday, March 12, 2018: Regular Meeting and Board of Selectmen budget presentations @ 7pm (Town Hall)
- Monday, March 19, 2018: Special Meeting for BOE/CES budget presentation @ 7pm (Town Hall)
- Monday, March 26, 2018: TBD – Special Budget Workshop meeting @ 7pm (Town Hall)

14. Adjourn:

Motion to adjourn (9:22 PM) was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

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