

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 19, 2018

Chairperson Dick Weingart called the meeting to order at 7:12 PM. Present were Board members Link Diwan, Jean Lambert, Cesar Beltran, Doug Dubitsky and Alternate Linda Caron. Unable to attend were Board member Marc Johnson, Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Linda Caron was seated for Board member Marc Johnson who could not attend tonight's meeting.

4. AUDIENCE FOR CITIZENS: None

5. ADDITONS OR CHANGES TO AGENDA: None

6. GUESTS: None

7. REPORTS:

a. Staff reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**

Revenue for pistol permits has exceeded what was budgeted for 6 months. Planning & Zoning fees, permits and application fees are down (not many applications). Letters have been sent out for town ordinance violations. Doug Dubitsky asked about Elderly Tax Exemption and Disability Exemptions Reimbursement. Dick Weingart will follow up with the Assessor. Heating/fuel is over budget. Financial Services (leases for copier) wasn't budgeted for and the expense was not authorized by the town. There is a request for additional expenditures. Planning & Zoning Advertising is over budget due to a number of Public Hearings that were cancelled due to the weather.

Motion to accept the February 2018 Financial Statements, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up:**
The amount collected is higher than what was budgeted. Dick Weingart will follow up with Gay St. Louis to verify the amount of tax collected.

Motion to accept the Tax Collections Report through February 2018 was made by Jean Lambert, seconded by Linda Caron and failed with the following vote:

NO: D. Weingart, L. Caron, D. Dubitsky, C. Beltran, L. Diwan, J. Lambert.

The motion to accept the Tax Collections Report failed due to the budgeted amount on the report for Chaplin Board of Finance July 2017-2018 is incorrect (at least the current Levy Collections).

b. Board Members reports:

Link Diwan reported on the status of the Annual Reports. An email was received with attachments of Annual Reports from 15 town agencies. Missing reports include: Accountant, Board of Finance, Board of Education, Burning Official, Conservation Commission, Fire Department, NECOGG (has a

separate report), Resident Trooper (no report is submitted), Recreation Commission, Registrars and Board of Finance (Link Diwan will draft a copy and present to the Board).

8. APPROVAL OF MINUTES – Special meeting – 02/26/18; Regular meeting – 03/12/18:

Motion to approve the special meeting minutes of 02/26/18, was made by Jean Lambert with the following corrections: Item #12c should read – Board of Education budget comparison. ***The motion was seconded by Cesar Beltran and carried with one abstention by Doug Dubitsky.***

Motion to table approval of the regular meeting minutes of 03/12/18, was made by Link Diwan, seconded by Jean Lambert and carried with one abstention by Cesar Beltran.

9. CORRESPONDENCE: None

10. FY 2017-18 BUDGET WORKSHOP:

a. Consider and act on Board of Selectmen recommended Salary increases:

Salary increases for town employees is being reviewed by the Board of Selectmen.

b. Budget review and adjustment:

- **Review FY 2017-18 & FY 2018-19 budget forecasts (revenue and expenditures), projected surplus/deficit, and Mill Rate implications:**
- **Review Town Agency budget requests; identify agency budget adjustments with concentration on:**

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

- **Review all other Town Agency budgets:**

Town Agencies were reviewed with documentation if provided.

CIP Debt Service - \$334,485 was approved from the CIP General Fund. The Library loan payment will be paid off next year. The Energy Project for lighting was done in 2016-17. Leases for copiers need to be added here.

General Government – liability insurance quote is pending, documentation includes information for Probate Court and Quinebaug Valley 911 fees.

Accountant – Assistant line item is pending approval by the Board of Selectmen.

Assessor – increase for computer system, overall flat budget.

Board of Assessment Appeals – no change.

Board of Finance – Administrative Support pending approval by the Board of Selectmen.

Building/Grounds/Maintenance – There is \$1,500 is maintenance and supplies. Link Diwan suggested moving \$750 for licensing fees to line item #28080.6 Cemetery Software. Discussion was held regarding creating new line items. Dick Weingart has requested a meeting to discuss Chart of Accounts with the Board of Selectmen.

Burning Official – no change.

Community for Economic Development – Link Diwan will follow up on Maypole Festival not included for FY 2018-19.

Conservation Commission – increase for dues.

Emergency Preparedness – Link Diwan expressed concerns with no activities for emergency response team and will follow up.

Employee Fringe Benefits & Costs – Link Diwan requested adding a new line item #31512 for Employee Recognition with a 0 budget for this year. Decrease for health and dental insurance due to change in coverage. There is an insurance stipend for individuals who do not take town health insurance.

Fire Marshall – no change.

Historic District – no change.

Inland/Wetlands – no change.

Library – increase for hourly wage for Library Assistant approved by the Board of Selectmen, decrease for Substitute (change in title with funds moved to Assistant Librarian), increase for utilities, increase for cable/internet, increase for Custodian.

Planning & Zoning – no change.

Police Protection – budgeted at 85%, increase for utilities.

Public Works – salaries (projected to increase 3%) pending contract negotiations.

Recreation – no budget.

Registrars/Elections – salary increase approved by the Board of Selectmen, increase for election expenses.

Sanitation – contractual increase.

Senior Center – increase for cable/internet, increase for heating/fuel.

Tax Collection Services – no contract renewal to date.

Town Clerk – salary request for Assistant Town Clerk referred to the Board of Selectmen for approval, increase for postage, increase for Land Records, increase for mileage (for conferences).

Town Memberships – CCM removed, added Capital Region Purchasing Council.

Transfer Station – Link Diwan suggested putting Transfer Station as a subcategory of Public Works. Salaries need to be resolved between here and Public Works.

Treasurer – no change.

Tree Warden – no change.

Vital Statistics – no change.

Chaplin Volunteer Fire Department – slight increase.

Zoning Board of Appeals – no significant changes.

Contingency Accounts – currently at \$20,000. Link Diwan suggested increasing for Fire Department repairs.

Doug Dubitsky expressed concerns with across the board salary increases without formal review.

d. Review Board of Education adopted budget:

The Board was presented with the following for review:

- CES Board of Education adopted FY 2018-19 budget with a 4.05% increase. Major items for the increase are Special Education costs, health insurance and salaries.
- Principal's Report with staffing on the back.
- Central Office Committee budget with an 8.96% increase that includes funding for a Business Manager. Assessments based on enrollment is 35% for CES and 65% for RD11. The exception is the Special Education Director who is split 50/50.

Motion to table Items 10e through the remainder of the agenda, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- e. Discuss BOF member attendance at Board of Education meeting on 04/11/18: Tabled
- f. Review FY 2019-2023 CIP Plan as recommended by CIP Committee: Tabled
- g. Review BOF budget calendar & schedule; plan for April 9 Public Hearing: Tabled
- h. Schedule dates for April budget workshops: Tabled
- i. Other budget issues for consideration: Tabled

11. OLD/NEW BUSINESS:

- a. Review status of BOF & Town Annual Report: Covered under Item #7b.
- b. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated: Tabled

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Review status of BOF & Town Annual Report
- b. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated

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

- a. Monday, March 26, 2018: Special meeting for BOE budget presentation @ 7pm (Town Hall)
- b. Monday, April 9, 2018: Town Budget Public Hearing @ 7pm (Senior Center)
Regular Board of Finance meeting following Public Hearing
- c. April (dates TBD): Budget Workshops @ 7pm (Town Hall)

14. Adjourn:

Motion to adjourn (10:12 PM) was made by Link Diwan, seconded by Linda Caron and carried unanimously.

Minutes will be approved at the next regular meeting.

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