

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 23, 2018

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Jean Lambert, Cesar Beltran and Alternate Linda Caron. Unable to attend were Board members Doug Dubitsky, Link Diwan and 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 Permitted

6. GUESTS: Mr. William Rose IV, Mr. Anthony Pinto – Board of Selectmen Supplementary Budget Presentation:

Selectman Bill Rose commended the town staff on their outstanding job of running the business of the town. Public Works has resolved all grievances with a letter of agreement. The mechanics rate has been negated moving forward. \$1 per hour was added to their pay (represents a one-time increase of 4.43%) across the board with no increase for the FY 2018-19 budget. The Board of Selectmen recommends the same increase for full-time staff (does not include part-time staff or stipend positions). The Administrative Assistant has been working 30 hours for a 24 hour position (now managing the town website along with other projects). The Board of Selectmen recommends increasing the position to 30 hours for the importance of continuity. The Administrative Assistant is interested in the administrative support needed for the Board of Finance. Dick Weingart will develop a list of duties. The Board was also asked to consider a longevity bonus for the Accountant for the amount of work being done.

7. APPROVAL OF MINUTES: Special Meeting – 04/16/2018

Motion to approve the special meeting minutes of 04/16/18, was made by Cesar Beltran with the following correction: Item #10b should read - The Board needs to decide on giving the projected surplus back to the town by reducing the mill rate from 33.95 to 33. ***The motion was seconded by Linda Caron and carried unanimously.***

8. CORRESPONDENCE: None

9. CONSIDER AND ACT ON FUNDS TRANSFERS AND BUDGET LINE ITEM ADDITIONS/ADJUSTMENTS AS REQUESTED:

None

10. FY 2018-19 BUDGET WORKSHOP: CONSIDER AND ACT ON BUDGET PUBLIC HEARING TESTIMONY AND COMMENTS:

a. Consider and possible action on Board of Education adopted budget:

There is a potential deficit of \$78,000 for the current fiscal year. A letter was sent to the Superintendent, Principal and Board of Education Chair requesting documentation for special education costs, explanation for any item over/under \$10,000, and alternatives to current special education service providers. The Board of Education will present the potential deficit at the April 30th

Board of Finance budget workshop meeting. A brief discussion was held regarding separating the Board of Education budget from the Town budget at referendum. The two cannot be separated under state law without an ordinance per Town Attorney O'Brien.

Dick Weingart presented budget documents including budget forecasts for review for the April 30th budget workshop.

b. Budget review and adjustment:

- **Review FY 2017-18 & FY 2018-19 budget forecasts, projected surplus/deficit, Fund Balance and Mill Rate implications:**

- **Review Town Agency budget requests and identify agency budget adjustments:**

Town Agency budget requests were reviewed and accepted if no further information or review needed. Transaction details and documentation if provided are in the budget book. The following agency budgets need more review:

Tab 1 CIP & Debt Service – needs more review.

Tab 6 Board of Education – needs more review.

Tab 7 RD11 – needs more review.

Tab 8 Board of Finance – Dick Weingart will prepare list of duties for administrative support.

Tab 17 Fire Marshall – **accepted without salary increase (no documentation)**

Tab 28 Tax Collection – Dick Weingart will follow up on postage.

Tab 30 Town Membership – Dick Weingart strongly recommends continued membership with Connecticut Conference of Municipalities (CCM).

Motion to retain membership in the Connecticut Conference of Municipalities, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Dick Weingart reported that there are funds in the budget for CCM and COST. A check for COST membership was never signed and Board members have been attending conferences at member rates.

Motion to bring the COST membership current for FY 2017-18 and pay the membership fee of \$720, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

Treasurer – **accepted without salary increase (no documentation)**

Tab 37 Town Contingency Fund – Dick Weingart will follow up with the Accountant regarding funds for salary increases.

c. Review FY 2019-2023 CIP Plan as recommended by CIP Committee:

- **Consider and act on additions to CIP Plan recommendations by Board of Selectmen:**

The town portion (\$8,000) for the engineering project is more than originally expected.

Projects for FY2018-19 are:

General Government – Kitchen floor for Senior Center (\$6,250), Bathroom floor for Senior Center (\$8,900), split HVAC system.

Public Safety – breathing apparatus for the Fire Department (funded every other year), Gear Replacement (\$6,000), vehicle replacement (set aside \$25,000, working on vehicle replacement schedule), a \$5,000 energy efficiency grant will be used towards the Town Hall HVAC project.

Public Works – Road Maintenance (\$225,000), North Bear Hill Road Drainage Project (\$150,000), vehicle replacement for next plow truck (\$80,000).

Board of Education – replace all cafeteria tables (\$40,000), replace all smoke detectors/replace security panel (\$12,000).

\$175,000 from the General Fund to fund the North Bear Hill Drainage project and a plow truck.
\$16,075 from the existing CIP account is for BOE projects not needed.

d. Consider and possible action on use of anticipated FY 2017-18 budget surplus to reduce mill rate and/or for CIP projects:

The anticipated budget surplus may be used to lower the mill rate by one mill with the remaining to be used for the current budget. Doug Dubitsky had proposed at the last meeting to use the surplus to pay off town debt. There is \$52,389 left on the note for the Library/Senior Center. Bill Rose recommended not paying off no interest loans. Dick Weingart will follow up with the Accountant on interest rates.

e. Review BOF budget calendar & schedule; plan for April 30 budget workshop:

f. Other budget issues for consideration: None

11. OLD/NEW BUSINESS:

a. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated:

No discussion

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Board of Education budget presentation
- b. Continue budget workshops

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

- a. Monday, April 30, 2018: Special Meeting@7pm (Town Hall)-Board of Ed budget and Town Budget Workshop
- b. Monday, May 14, 2018 – Annual Town Meeting and BOF Budget Presentation @7pm (Senior Center)
- c. Tuesday, May 22, 2018 – Town Budget Referendum @ noon-8pm (Chaplin Volunteer Fire Dept.)
- d. Thursday, May 24, 2018 - Special Meeting to set Mill Rate & Budget Workshop @7pm (Town Hall)

14. Adjourn:

Motion to adjourn (9:16 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Minutes will be approved at the next regular meeting.

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