

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 30, 2018

Chairperson Dick Weingart called the meeting to order at 7:03 PM. Present were Board members Link Diwan, Jean Lambert, Cesar Beltran and Alternate Linda Caron. Unable to attend were Board members Doug Dubitsky and Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins. Others present were Superintendent Ken Henrici, Principal Patricia King, CES Board Chair Jaclyn Chancey and Special Education Director Marcia McGinley.

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: Chaplin Board of Education re: FY 2017-18 & FY 2018-19 Chaplin Elementary School Budgets

Superintendent Henrici presented three areas that account for the projected budget deficit (approximately \$50,000 to \$65,000) for FY 2017-18 along with documentation for the expenses.

- Unanticipated SPED tuition and transportation costs for one student on a 45 day placement and subsequent outplacement.
- Unanticipated teacher medical leave in January for the full year. Hiring a long term substitute with a contractual per diem of \$245/day accounted to another \$13,935.
- A significant overrun in the OT/PT line item. The new SPED Ed Director terminated a contract mid-year and went with another vendor to provide these services. There is also a renewed effort to exit students who no longer need services.

Superintendent Henrici asked for \$84,000 (funds for the projected deficit plus extra funding only to be used if needed) and suggested establishing a Contingency Fund only to be used for a highly unanticipated expense. He also asked if the town could share expenses for insurance, heating oil and electricity.

Dick Weingart reported that electricity and building/grounds maintenance are over budget. Link Diwan suggested shared services for cost savings.

Dick Weingart recommends that a CES BOF budget with a 3-1/2% increase (reduce from 4.076%) be presented to the town. There are funds in the health insurance line to cover the reduction.

- a. Board of Finance to consider and act on recommendation to Town Meeting for a supplemental appropriation to the FY 2017-18 Board of Education (CES) budget to cover a projected budget deficit:**

Motion to recommend to a town meeting an appropriation of \$76,000 from the FY 2017-18 Unassigned Fund Balance, account number 10702, to the FY 2017-18 Board of Education

Chaplin Elementary budget, account number 25100, was made by Cesar Beltran, seconded by Jean Lambert and carried with two abstentions by Linda Caron and Link Diwan.

- Reason: Unanticipated Special Education expenses caused the Chaplin Board of Education to overspend its budget for FY 2017-18.

Motion to Commit \$76,000 of the FY 2017-18 General Fund Unassigned Fund Balance to fund the anticipated FY 2017-18 Chaplin Board of Education budget deficit, was made by Cesar Beltran, seconded by Jean Lambert and carried with one abstention by Linda Caron.

- b. Board of Finance to consider and act on Board of Education budget request for FY 2018-19: ***Motion to approve the FY 2018-19 Board of Education/Chaplin Elementary School budget request in the amount of \$3,636,228 with a 3-1/2% increase, was made by Cesar Beltran, seconded by Link Diwan and carried with one abstention by Linda Caron.***

7. APPROVAL OF MINUTES: Special Meeting – 04/23/2018

Motion to approve the special meeting minutes of 04/23/18, was made by Jean Lambert, seconded by Cesar Beltran and carried with one abstention by Link Diwan.

8. CORRESPONDENCE: None

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

The Library has requested State Library Grant funds be added to the office expense line.

Motion to transfer \$1,207 from #10701.6 State Library Grant and split between #35117 Office Supplies and #23111 Library Equipment Maintenance, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

10. FY 2018-19 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 2017-18 budget performance
- 2) Review FY 2018-19 & FY 2019-20 budget forecasts, projected surplus/deficit, Fund Balance and Mill Rate implications:

The Board reviewed the projected surplus and mill rate.

- 3) Consider and act on Board of Selectmen recommended salary increases for FY 2018-19: ***Motion to approve FY 2018-19 salary increases of 4.43% for the following town employee positions: Administrative Assistant, Finance Manager, Town Clerk, Public Works Director, Senior Center Director, Senior Center cooks and Library Director, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

The intention is one time and not a recurring event with future salary considerations addressed as a whole or as needed.

- 4) Complete review of Town Agency and Debt Service budget requests (Budget workbook Tab 1-20075; Tab 8-26050; Tab 28 – 42113; Tab 37-51000:

CIP Debt Service – The Library/Senior Center energy project is no interest.
Board of Finance – Administrative Support \$7,500.
Town Contingency Fund - \$15,100 will cover the salary increase.

- 5) **Approve FY 2018-2019 Town Government budget for Town Meeting**
Motion to approve the Town Government portion of the budget for FY 2018-19 in the amount of \$2,335,223, was made by Cesar Beltran, seconded by Linda Caron and carried unanimously.

b. **Consider and act on FY 2019 – 2023 CIP Plan expenditures:**

- 1) **Consider and act on additions to CIP Plan as recommended by Board of Selectmen:**

The Board reviewed the recommended changes.

- 2) **Consider and act on recommendations to Town Meeting for transfer(s) between CIP projects to repurpose funding:**
Motion to transfer the amount of \$7,075 from CIP Fund Project 3300.4 (CES Classroom Blinds) to new CIP Fund Project for CES Cafeteria Tables, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

Motion to transfer the amount of \$9,000 from CIP Fund Project #3300.7 (CES Roof Tower Windows) to new CIP Fund Project for CES Cafeteria Tables, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

Motion to transfer the amount of \$9,000 from CIP Fund Project #3300.9 (CES Boiler Water Piping) to new CIP Fund Project for CES Smoke Detectors, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

- 3) **Consider and act on recommendations to Town Meeting for transfer(s) from General Fund to CIP Fund:**

Motion to transfer the amount of \$5,000 from General Fund account number #0701.11 (Eversource Energy HVAC Grant) to a new CIP Fund Project for a split system Unit for the Town Hall, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- Purpose: To use the Energize CT Grant for the HVAC unit.

Motion to transfer the amount of \$150,000 from the General Fund Unassigned Fund Balance, account number 10702, to CIP Fund Project #3305.9 (North Bear Hill Road Drainage), was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- Purpose: The drainage project is likely to cost more than originally planned.

Motion to transfer the amount of \$25,000 from the General Fund Unassigned Fund Balance to CIP Fund Project #3305.18 (Vehicle Replacement), was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- Purpose: To purchase a new plow truck in July 2018.

- 4) **Approve FY 2019-20123 CIP Plan for Town Meeting:**

Motion to approve the FY 2019-2023 CIP Plan, with the amount of \$357,985 to be funded from the General Fund in FY 2018-19, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

c. Consider and act on use of anticipated FY 2017-18 budget surplus and Unassigned Fund Balance for the following:

1) Assign funds from Unassigned Fund Balance to balance FY 2018-19 town budget:

Motion to assign \$94,000 of the FY 2017-18 General Fund Unassigned Fund Balance to offset the potential loss of FY 2017-18 State Town Aid Road Funding, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

2) Assign funds from Unassigned Fund Balance for transfer to CIP Fund for FY 2018-19 CIP projects:

Motion to assign \$175,000 of the FY 2017-18 General Fund Unassigned Fund Balance to fund FY 2018-19 CIP Projects, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

3) Assign funds from Unassigned Fund Balance to balance FY 2017-18 Board of Education budget:

Motion to assign \$62,421 of the FY 2017-18 General Fund Unassigned Fund Balance to balance the FY 2018-19 budget, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

d. Approve FY 2018-19 total town budget for Town Budget Meeting:

Motion to approve the Chaplin Town Budget for FY 2018-19 in the amount of \$8,407,506, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

e. Review BOF budget calendar & schedule plan for May 14 Town Budget Meeting:

The referendum to vote on the town budget will be held on May 22nd.

A special meeting to set the Mill Rate will be held on May 29th.

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. Town Budget Meeting

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

a. Monday, May 14, 2018 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)

- b. Tuesday, May 22, 2018 – Town Budget Referendum @ Noon-8pm (Chaplin Volunteer Fire Dept.)
- c. Tuesday, May 29, 2018 - Special Meeting to set Mill Rate & Budget Workshop @ 7pm (Town Hall)
- d. Monday, June 11, 2018 – Regular Meeting @ 7pm (Town Hall)

14. Adjourn:

Motion to adjourn (9:50 PM) was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.

Minutes will be approved at the next regular meeting.

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