

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 22, 2019**

Chairperson Dick Weingart called the meeting to order at 7:09 PM. Present were Board members Cesar Beltran, Jean Lambert 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. POSSIBLE GUESTS:** None expected

**6. ADDITIONS OR CHANGES TO AGENDA:** None Permitted

**7. REPORTS:**

a. **Board Member Reports:** None

**8. APPROVAL OF MINUTES:**

a. **Special meeting – 04/15/2019:**

***Motion to approve the special meeting minutes of 04/15/19, was made by Cesar Beltran with the follow corrections:***

*Item #11c1) should read – The General Fund Balance will have a substantial balance at the end of FY 2018-19 and FY 2019-20.*

*Item #11c1) should read – Dick Weingart asked the Board of Selectmen about assigning \$300,000 for future transfer to the CIP Fund that would leave the General Fund Balance at 13% as of June 30, 2019.*

***The motion was seconded by Jean Lambert and carried with one abstention by Linda Caron.***

**9. CORRESPONDENCE:** None

**10. CONSIDER AND ACT ON FUNDS TRANSFERS AND BUDGET LINE ITEM ADDITIONS/ADJUSTMENTS AS REQUESTED:** None

**11. FY 2019-20 BUDGET WORKSHOP:**

a. **Plan for May 13, 2019 Annual Town Budget Meeting**

**1) Review/approve all Town Agency budgets – follow up from BOF 04/15/19 budget workshop:**

a. **Identify individual budgets for examination/additional information/adjustment:**

The Board reviewed all Town Agency Budgets and there were no changes except to the following:

**General Government** – increase for LAP Insurance

**Assessor** – increase for Salary and Computer Software Maintenance

**Board of Finance** – increase for Audit

**Building, Grounds & Maintenance** – mowing contract is for Garrison Park

**Emergency Preparedness** – added new line item for Deputy EMD Stipend (documentation was received from the Board of Selectmen)

**Fire Marshall** – documentation received from the Board of Selectmen to move funds for mileage and equipment to salary line with no change in total budget

**Library** – increase for Heating Fuel and Propane

**Recreation** – funds in Field Maintenance for fertilizing and insecticides was moved to Building, Grounds & Maintenance, remaining funds in field maintenance are for upkeep and repair that is related to sports, the Stipend for Rec Director was eliminated, documentation was requested for Special Activities (will be reduced if not received by the next Budget Workshop)

**Tax Collector** – increase for Collection Fees and Legal Notices

**Transfer Station** – increase for Light Iron Bulky Waste Disposal

**Fire Department** – increase for Emergency Medical Supplies, Equipment Fuel, Cable and Forestry Grant

**Town Contingency** - \$25,000 (Salary Contingency not needed)

**2) Review RSD11-PHMS/HS Board of Education adopted budget and Chaplin assessment:**

Chaplin's assessment responsibility to RD11 is estimated to be \$2,458,732 based on their approved budget.

**3) Review/approve FY 2020-2024 CIP Plan as presented to CIP Committee on 03/20/2019:**

**a. Review completed Capital Projects for potential closure:**

The Board reviewed the CIP Plan. The total after subtracting estimated LOCIP reimbursement and completed school projects is \$503,738.

***Motion to approve proposed CIP Plan with funding from the General Fund in the amount of \$503,738, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.***

The following CIP Projects need to be closed:

Project Class #3300.5 Repair Damaged Curbs \$970.00

Project Class #3300.10 Cafeteria Tables \$2,900.93

Project Class #3300.11 Smoke Detectors \$2,540.00

***Motion to approve above listed CIP Projects for closure, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.***

**4) Review FY 2018-19 & FY 2019-20 budget forecasts (revenue and expenditures), projected surplus/deficit, and Mill Rate implications):**

The Board reviewed the budget forecasts. Adjustments to the budget will increase the budget surplus. The Unassigned Fund Balance is projected at 12.41% of the budget at the end of FY 2018-19, 12.36% of the budget at the end of FY 2019-20 and 10.86% at the end of FY 2020-21.

**b. Consider and possible action on reserving anticipated FY 2018-19 Unallocated Fund Balance for CIP projects:**

There is a potential future transfer of \$350,000 to the CIP Fund for the North Bear Hill Road Drainage Project that is getting ready to go out to bid.

**c. FY 2019-20: Consider and possible action on Board of Education adopted budget:**

The regular education budget (without special education costs) was presented with a 2.81% increase in February and a 3.65% increase in March. The only change is a \$30,412 increase in Central Office costs. Those costs need to be covered elsewhere in the budget.

**d. FY 2018-19: Consider and possible action on Board of Education request for supplementary appropriation:**

**1) BOF/BOE budget workshop meeting scheduled for Tuesday, April 23 @ 1pm (Central Office @ PHHS):**

The Board of Education estimated a budget deficit for FY 2018-19 of \$35,000 to \$50,000. The Board of Finance requested a final amount for supplementary appropriation by the budget workshop meeting scheduled for April 23<sup>rd</sup>.

**e. Review BOF Budget Calendar and schedule:**

The Board reviewed the BOF Budget Calendar that is on schedule.

**f. Other budget issues for consideration: None**

**12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

- a. Continue budget workshops: Approve final FY 2019-20 Town Govt. & Board of Education budgets

**13. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**

- a. Monday, April 29, 2019 - Budget Workshop @7pm (Town Hall)  
b. Monday, May 6, 2019 – RSD11 Annual Budget Meeting @ 6pm (Parish Hill High School Library)  
c. Monday, May 13, 2019 – Annual Town Budget Meeting/BOF Budget Presentation @ 7pm (Senior Center)

**14. Adjourn:**

*Motion to adjourn (8:50 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*