

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 16, 2020

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Link Diwan, Linda Caron, Victor Boomer (7:25 PM) and Alternate Peter Haines. Others present were Superintendent Ken Henrici, CES Principal Kevin Chavez, Treasurer Diana Alvarez (8:00 PM), Emergency Preparedness Director Jim Randall and Recording Clerk Kathleen Scott (7:15 PM). Unable to attend were Board members Doug Dubitsky and Jean Lambert; Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Peter Haines was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

4. FIRST AUDIENCE FOR CITIZENS:

Emergency Preparedness Director Jim Randall reported that grants are available for hydrants through the DEP with \$1,500 for repairs, \$2,000 for installation and \$3,000 for systems with a 50% match. Towns will be able to enter into MOUs for hydrants in August.

5. GUESTS: Chaplin Board of Education/CES & RSD11 FY 2020-21 Budget Presentation

a. Review and discussion of Board of Education/CES proposed budget for FY 2020-21:

Superintendent Henrici and CES Principal Kevin Chavez presented the proposed budget for FY 2020-21 with a 2.5% increase. Major areas for the increase are Contractual Salaries, Group Insurance (2.7% increase with the existing carrier) and Outplaced Student Tuition and Transportation. There is currently a vacancy for the School Psychologist. Grants are being used for outside services for OT/PT. The Chaplin Finance Director salary was moved from the CES budget to the Central Office budget. Building & Grounds Maintenance was increased based on actuals (building is 25+ years old and will need repair). Staffing will remain the same and is now reflected in the budget where they are used. The CES Board and Administration were commended for their work on managing the budgets. CES Chair Jaclyn Chancey was commended for her cooperation and interest in the issues with the Central Office budget. Dick Weingart requested an Object Budget.

CES is serving the students well. 3rd grader Ashley Holmes was commended for her SBAC scores that were among the highest in the state.

Link Diwan requested a copy of the Central Office budget and the RD11 budget. Superintendent Henrici reported that the RD11 budget with two options (1% and 0%) is not yet ready due to their meeting being postponed. The Central Office budget has an increase of 14% (mostly due to moving the Chaplin Finance Director salary from the CES budget to Central Office and the Contingency Fund). Technology was completely eliminated.

b. Review Board of Education (BOE/CES) FY 2019-20 budget report for February:

The status remains the same as reported last month. A copy of the Budget vs Actual will be emailed to the Board.

Treasurer Diana Alvarez presented her budget with a little over a 2.5% increase that includes an Increase for Salary and added reimbursement for Phone used for town business (check with the BOS regarding Policy for phones).

6. ADDITIONS OR CHANGES TO AGENDA: None permitted

7. REPORTS:

a. Board Member Reports:

Dick Weingart discussed a letter from State Representative Doug Dubitsky regarding requirements for holding open meetings remotely due to the coronavirus. The public must have the ability to view or listen to a recorded meeting or transcribed and posted on the website within 7 days of the meeting. Link Diwan has volunteered to set up a virtual meeting if necessary through WEBEX (free trial) with a dial in line for audio. Dick Weingart will coordinate with the First Selectman.

8. APPROVAL OF MINUTES:

a. Regular Meeting-March 9, 2020:

Motion to approve the regular meeting minutes of March 9, 2020, was made by Link Diwan with the following correction:

Item #7a 4) – correct the spelling for LoCIP.

Item #11f should read – The original Board of Finance estimate for the FY 2018-19 Unallocated General Fund Balance was \$1,053,363 or 12.53% of budgeted expenditures. The final audited amount for the FY 2018-19 Unallocated General Fund Balance was \$1,300,983 or 15.47% of budgeted expenditures.

The motion was seconded by Victor Boomer and carried unanimously.

9. CORRESPONDENCE: None

10. BUDGET WORKSHOP FOR FY 2020-21:

a. Review first draft of total Chaplin FY 2020-21 anticipated revenues:

The Board reviewed the first draft of Chaplin anticipated revenues for FY 2020-21.

b. Review Board of Education/CES budget for FY 2020-21 and identify questions/comments for Board of Education:

The BOE/CES budget for FY 2020-21 presented earlier kept within requested 2.5% increase.

c. Review Town agency budget requests; identify individual budgets for examination/additional information/adjustment:

CIP/Debt Service – not yet completed

General Expenses – increase for Ambulance assessment and Legal Fees. Peter Haines asked about the Chaplin Ambulance that is now serviced through Willimantic with cost savings and more reliability.

Accountant – Salaries for the town have not yet been decided on by the Board of Selectmen

Assessor – added Annual Fee (previously covered in the CIP)

BOF – slight increase

- Board of Selectmen** – increase for adjustment of hours for the Administrative Assistant to support the Board of Finance
- Building, Grounds & Maintenance** – increase for Electricity, Heating Fuel, Equipment Purchase, Mowing Contract, Utilities
- Building Official** – increase for Office (check with the Board of Selectmen)
- Burning Official** – slight change
- Community of Economic Development** – no change
- Conservation Commission** – no change
- Emergency Preparedness** – stable budget, funding for hydrants can be added to the CIP
- *Employee Fringe Benefits** – major increase for Health Insurance
- *Dick Weingart will follow up on and will update when increase for salary increase is determined.**
- *Link Diwan will check on lines with no amounts.**
- Fire Marshall** – straightforward
- Historic District** – straightforward
- Inland/Wetlands** – increase for Office Expenses and Legal Notices

The remainder of the agenda is tabled until the next meeting.

d. Review Capital Projects Plan

- **FY 2021-25 CIP Plan as proposed by CIP Committee on March 12, 2020**
- **Review completed CIP projects for potential closure**
 - a. **Review BOF Budget Development Calendar for FY 2020-21; establish dates for Board of Finance special budget meetings**
 - b. **Other budget issues for consideration**

11. OLD/NEW BUSINESS

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested**
- b. **Consider and act on BOF Bylaws**

12. SECOND AUDIENCE FOR CITIZENS:

Jim Randall commented on the Chaplin ambulance.

13. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. **BOF budget workshop and BOS budget presentation**
- b. **Consider and act on BOF bylaws**

14. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:

- a. **Monday, March 23, 2020: Special Meeting and BOS Budget Presentation @ 7pm (Town Hall)**
- b. **Monday, March 30, 2020: Special Meeting and Budget Workshop**
- c. **Monday, April 13, 2020: Town Budget Public Hearing @ 7pm (Senior Center)**
Regular Board of Finance Meeting following Public Hearing

15. ADJOURN:

Motion to adjourn (9:45 PM) was made by Peter Haines, seconded by Link Diwan and carried unanimously.

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