

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Remote Special Meeting Minutes**  
**April 15, 2020**

Chairperson Dick Weingart called the remote meeting to order at 7:08 PM and read the procedures. Present were Board members Link Diwan, Linda Caron and Alternate Peter Haines. Unable to attend were Board members Doug Dubitsky, Jean Lambert and Victor Boomer; Alternate Matt Foster and Alternate Bill Jenkins. Others present was First Selectman Bill Rose.

**3. SEATING OF ALTERNATES:**

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

**4. FIRST AUDIENCE FOR CITIZENS:** None

**5. GUESTS: Chaplin Board of Selectmen Budget Presentation**

**a. Review and discussion of Board of Selectmen proposed budgets for FY 2020-21:**

First Selectman Bill Rose presented the following proposed budgets:

**General Government** – increase for Ambulance Assessment

**Board of Selectman** – The BOS voted for a 3% Salary increase for non-union staff

**Building/Grounds/Maintenance** – increase for Stipends, reduction to Electricity for Public Works that was moved to the Public Works budget for better tracking, increase for purchase of building code books to replace books that are out of date

**Employee Fringe Benefits** – increase for Health Insurance (approximately 2.7%) plus the difference for change of Public Works employee, increase for Unemployment Compensation for Public Works employee

**Police Protection** – Bill Rose suggested not raising the mill rate during these hard times. He asked the Board to consider cuts to Police Protection (equals 1 mill) if necessary instead of cuts to budgets that affect the operation of the town.

**Public Works** – contractual increase for Salaries (2.5%) including overtime/snow removal/differential salary for change in Public Works employee, increase for Engineering Fee, increase for Fuel (bus and equipment), increase for Safety Replacement & Materials required by OSHA for safety compliance, increase for Security System for smoke/fire monitoring, increase for Electricity (moved from Building/Grounds/Maintenance for better tracking)

**Sanitation** – contractual increase, lost credits for Single Stream Recycling (due to contamination)

**Tax Collection Services** – increase for contract with Windham and In-house Computer System Data Service

**Town Memberships** – increase for Memberships and Human Service programs, \*increase for NECASA (substance abuse program) that has been replaced by a larger regional agency

**\*Bill Rose will check on new agency that replaced NECASA**

**Transfer Station** – decrease in Salary for overtime (previously covered by Public Works employee), increase for supplies, \*increase for Hauling of Single Stream to Recycling Plant (was not in last year's budget)

**\*Bill Rose will check on hauling of Single Stream**

**Treasurer** – the original request was for a substantial Salary increase and Cell Phone Stipend, any salary compensation or stipends with justification must be presented to the Board of Selectmen for

approval (nothing presented to the Board of Selectmen to date), the salary was decreased to the standard 3% increase approved by the Board of Selectmen

Bill Rose commended Public Works, Eversource and the Tree Warden for keeping up with tree removal.

**b. Review FY 2021-2025 Capital Projects Plan (CIP) as proposed by CIP Committee on March 12, 2020:**

The Board reviewed the proposed FY 2021-2025 CIP Plan with a net funding of \$532,694.

**General Government** – The Assessor Revaluation will be closed with the annual fee moved to the Assessor’s budget, the HVAC unit project for the Town Hall came in over budget and will be closed.

**Bicentennial Celebration** – funds have been set aside to cover activities that includes fireworks

**Public Safety** – funds are being set aside for Vehicle Replacement, new request for Lucas Device (automatic CPR), new project to replace SCBA System (required for OSHA compliance). \*Link Diwan asked if several quotes were obtained for the SCBA project and suggested filling up the bottles through Windham for a couple of years to allow time to save funds for a new system.

**\*Bill Rose will check with Joe Pinto on the SCBA project.**

**Public Works** – Road Maintenance is increased 3% a year with state reimbursement (Chaplin will receive \$27,000 this year), Equipment Replacement ongoing, Vehicle Replacement (saving for another Public Works vehicle), Drainage Infrastructure Rehabilitation (funds being set aside each year), Tree Removal (increased volume of removal), the Senior Center/Library Parking Lot project will be split into two years due to increased costs, Fuel Station needs replacement

**Board of Education** – Gym Wall Foam Safety Panels replacement is done at the Elementary School, replacement of carpets with tile

**c. Review Board of Selectmen resolution:**

- **“RESOLUTION AUTHORIZING THE BOARD OF FINANCE TO ADOPT THE ANNUAL TOWN BUDGET WITHOUT THE ANNUAL TOWN BUDGET MEETING AND REFERENDUM”:**

The Board of Selectmen voted to approve the following two resolutions established by Executive Order with the Governor:

- Authorized the Board of Finance the power to adopt the Annual Town Budget without the Annual Town Budget Meeting and Referendum (to avoid public gatherings in dealing with the coronavirus).
- Approved deferment of taxes for 90 days starting the fiscal year of July 1<sup>st</sup> that is contingent upon approval of all four towns of Chaplin, Hampton, Scotland and Windham. Approval is pending from Windham.

**d. Review preliminary overall budget forecast:**

The Board reviewed the draft budget forecast.

- For FY 2020-21, Revenues are projected to go down approximately \$200,000 and Expenses are expected to go up approximately \$364,000 as the budget stands right now.
- There is a surplus for FY 2019-20 9 (due to late passage of the budget with the elimination of contribution to the Teacher Retirement Fund and increase of State Revenues) that could be used for infrastructure, equipment (sweeper) or to reduce the mill rate. Link Diwan suggested

using the surplus for the SCBA capital improvement project and then hold steady until after recovery. Bill Rose suggested using the surplus for the England Road Bridge (already approved with 80/20 grant that is waiting for funding) and the Bedlam Road Bridge (waiting for local bridge funding with 50/50 grant). Peter Haines suggested a priority list with #1 - England Road Bridge, #2 - Bedlam Road Bridge and #3 - SBAC project.

- The Windham Tax Collector was contacted regarding percentage to budget for Tax Collection.
- Chaplin's share of the RD11 budget increased from 37.45% to approximately 40.08%. The increase to RD11 budget is less than 1%.

**6. BUDGET WORKSHOP FOR FY 2020-21**

- a. **Review Town agency budget requests; identify individual budgets for examination/additional information/adjustment**
- b. **Review Board of Education/CES budget, RSD11 PHMS/HS Budget, and COC Budget for FY 2020-21 and identify questions/comments for Boards of Education**
  - **Review Chaplin potential assessment of RSD11 budget**
- c. **Review first draft of total Chaplin FY 2020-21 anticipated revenues**
- d. **Review BOF Budget Development Calendar for FY 2020-21; establish dates for Board of Finance special budget meetings**
- e. **Other budget issues for consideration**

**7. OLD/NEW BUSINESS**

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested**
- b. **Review completed CIP projects for potential closure**

**8. SECOND AUDIENCE FOR CITIZENS**

The above items will be reviewed at the next Budget Workshop.

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

- a. **BOF budget workshop**

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

- a. **Monday, April 20, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)**
- b. **Wednesday, April 22, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)**
- c. **Monday, April 27, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)**
- d. **Wednesday, April 29, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)**
- e. **Date & Time – TBD: Town Budget Public Hearing @ 7pm (Remote DIAL IN)**
- f. **Date & Time – TBD: Special Meeting to Approve Town Budget & Set Mill Rate @ 7pm**

**11. Adjourn:**

***Motion to adjourn (8:57 PM) was made by Linda Caron, seconded by Link Diwan and carried unanimously.***

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