

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
April 20, 2020

Chairperson Dick Weingart called the remote meeting to order 7:02 PM and read the procedures. Present were Board members Link Diwan, Doug Dubitsky and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Linda Caron and Jean Lambert; Alternate Matt Foster, Alternate Bill Jenkins.

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: None

6. APPROVAL OF MINUTES:

a. Special Meeting – March 16, 2020; Special Meeting – April 15, 2020:

Motion to approve the special meeting minutes from March 16, 2020, was made by Victor Boomer with the following corrections:

Item #7a should read – The public must be afforded the opportunity to view or listen to meetings in real time. Meetings must be recorded and posted on the website within 7 days of the meeting.

Item #10c should read – General Expenses – Peter Haines asked about the Chaplin Ambulance Service that is now provided by Willimantic with cost savings and more reliability. Assessor – added Annual Fee for Revaluation Services through NECCOG (previously covered in the CIP).

The motion was seconded by Link Diwan and carried with one abstention by Doug Dubitsky.

Motion to approve the special meeting minutes from April 15, 2020, was made by Link Diwan with the following corrections:

Item #5a should read – Building/Grounds/Maintenance – increase for Cemetery Stipends. Add to Board of Selectmen - 2.5% Salary increase for unionized staff. Add Building Official – increase for purchase of building code books to replace books that are out of date.

Item #5b should read – Bicentennial Celebration – funds have been set aside to cover activities that may include fireworks. Board of Education –replacement of carpets with tile was begun this year and will continue in FY 2020-21.

Item #5c should read – The Board of Selectmen voted to approve the following two resolutions as required by Executive Order issued by the Governor.

Item #5d should read –There is a projected surplus for FY 2019-20 (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. The increase to RD11 operating budget is less than 1%.

The motion was seconded by Peter Haines and carried with two abstentions by Doug Dubitsky and Victor Boomer.

7. BUDGET WORKSHOP FOR FY 2020-21:

a. Complete review of Town agency budget requests; identify individual budgets for examination/additional information/adjustment:

Inland/Wetlands – increase for Agent Salary, Clerical Hire, Advertising, Office Expenses (change of office equipment)

Library – increase for Library Director Salary, 2nd Assistant Librarian (increase in hours to cover more programs – request was denied by the BOS), Books, Building Maintenance (previously over budget due to new roof and new well), Equipment Maintenance (software and website), Equipment Purchase (upgrade Children’s computer with a grant that was applied for to offset the costs), Programs (large increase in attendance) and Periodicals; decrease for DVDs (now ordered through Amazon)

Link Diwan suggested using Open Source Free Alternatives and expressed concerns with the following: large increase in Building Maintenance, hiring their own landscaper (suggested going through Public Works and working with the Senior Center), not including grant for Children’s Computer in the budget as income. Dick Weingart reported that one-time grants are not guaranteed and not budgeted.

****Dick Weingart will follow up on Building Maintenance Landscaping and the grant.***

Planning & Zoning – increase for Agent Salary, additional Zoning Enforcement

Police Protection – the town is responsible for 85%, decrease for difference in seniority from previous trooper. The First Selectman recommends looking at Police Protection first if budget cuts are needed. Link Diwan hopes to look at other areas for cuts to be made if needed. The town would still have police protection if the program was dropped but not dedicated by the town. Victor Boomer reported that there is an ordinance for the Town to have a Resident Trooper and any changes would need to go to a Town Meeting for approval.

****Link Diwan will check on the ordinance.***

Public Works – increase in Salary (2.5%) for unionized staff, Fuel, Tree Removal, Utilities (moved into Public Works from Building/Grounds/Maintenance), Security System (upgrade to add smoke & fire monitoring)

Recreation – increase for Clerical Hire, Heating Fuel & Propane

Registrars & Elections – increase for Stipends, Election Hire, Training & Certification

The Board took a brief recess @8:15 PM.

Senior Center – increase in Salary for Director and the Assistant, Custodian, Office Supplies, Postage, Utilities (mostly cable/internet)

Peter Haines asked about supplies for the kitchen and why food is under Maintenance Supplies.

****Peter Haines will follow up on Food for the kitchen.***

Tax Collection Services – increase for Town of Windham contract, Computer System

Town Clerk – increase for Salary for Town Clerk and Assistant, Historic Document Grant

Town Memberships – NECASA replaced by SERAC (Southeastern Regional Action Council)

Treasurer – increase for Salary

Tree Warden – increase for Stipend, decrease for Mileage (removed from budget)

Vital Statistics – increase for Salary

Fire Department – increase for Utilities, Fire Alarm System (added monitoring)

Zoning Board of Appeals – increase for Clerical Hire

Town Contingency – will continue with \$25,000

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:**
Tabled until the next meeting.

c. Review preliminary FY 2020-21 overall town budget forecast (Government Operations, Capital (CIP), & Education):

The Board reviewed the Budget Goals and Assumptions and was asked to consider the following:

1) Examine use of Unallocated Fund Balance:

The Fund Balance has a potential loss of revenue and potential increase of expenditures due to the COVID-19. Dick Weingart suggested using \$150,000 from the Fund Balance to fund the new SCBA System that has become an essential project. Doug Dubitsky expressed displeasure with not setting aside funds in the CIP over several years for this project. Funding for the England Road Bridge and Bedlam Road Bridge are uncertain and costs are unknown.

2) Review mill rate:

Projected Revenue & Expenditure Budgets for FY 20-21 would keep the mill rate the same at 32.5.

3) Review tax collection rate (percentage):

The Windham Tax Collector suggested keeping the tax collection rate the same (believes there will be no decrease in tax collection).

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

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

e. Review BOF Budget Development Calendar for FY 2020-21; establish dates for Board of Finance special budget meetings

f. Other budget issues for consideration

8. 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

9. SECOND AUDIENCE FOR CITIZENS

10. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

a. BOF budget workshop

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

a. Wednesday, April 22, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)

b. Monday, April 27, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)

c. Wednesday, April 29, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)

d. Date & Time-TBD: Special Meeting for Town Budget Public Hearing @ 7pm (Remote DIAL IN)

e. Date & Time-TBD: Special Meeting to Approve Town Budget & Set Mill Rate@7pm (Remote Dial IN)

12. Adjourn:

Motion to adjourn (9:05 PM) was made by Peter Haines, seconded by Link Diwan and carried unanimously.

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