

## CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

### Special Meeting Minutes

March 21, 2022

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Link Diwan, Doug Dubitsky, Linda Caron and Victor Boomer (7:30); Alternate Peter Haines. Others present were CES Board Chair Jaclyn Chancey, CES Principal Kevin Chavez and Business Manager Jobina Miller. Unable to attend was Board member Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

3. **SEATING OF ALTERNATES:** Alternate Peter Haines was seated for Board member Bill Jenkins.

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

5. **GUEST(s): Chaplin Board of Education/CES & RSD11 FY 2022-23 Budget Presentation**

a. **Review and discussion of Board of Education/CES proposed budget for FY 2022-23:**

Board Chair Jaclyn Chancey, Principal Kevin Chavez and Business Manager Jobina Miller presented the proposed budget for FY 2022-23 with an overall increase of 2.75% that includes a 15% increase for Health Insurance.

**Regular Education** – Certified Staff (decrease for retirements, resignations, 1 teacher moved from Special Ed), Health Insurance (15% increase). Dick Weingart asked about increase for Health Insurance from FY 20-21 to FY 21-22 that should have been minimal (Jobina will check).

**Special Ed/Handicapped** – Certified Staff (increase for 1 Regular Ed staff moved to Special Ed), Central Office (increase for change in Health Insurance for Special Ed Director and Assistant). Dick Weingart asked for written comments for Central Office to help understand what is going on. Link Diwan asked what the benefit is for staying with Central Office (cost saving by sharing with RD11 at 60%/40% that allows employing staff full-time).

**PPT Services** – Certified Staff-Speech & Language (substantial decrease for change from Certified Speech Pathologist to Speech & Language Assistant that is shared with RD11 at 80%/20%). Link Diwan asked why PPT Services are not shifted into Central Office versus sharing with RD11 and who makes that decision (the position is difficult to fill and the Administration identifies items for shifting that is voted on by the Central Office).

- Victor Boomer and Kathleen Scott arrived at the meeting at 7:30pm.

**School Library/Computer Lab** – Certified Staff (increase for move from Non-Certified Staff for Librarian who became certified), Technology Coordinator (moved to Central Office and shared with RD11 at 90%/10%), Instructional Supplies (increase to replace 8-12 Smartboards that are about 15 years old). Link Diwan asked why the Technology Coordinator shouldn't be compensated similar to the educational staff and teachers (not in the union with negotiated contract that doesn't include some benefits). Dick Weingart asked for a projection plan for what is needed for technology equipment with associated costs.

**Superintendent's Office** – Central Office (salary increase for the Assistant).

**Business Office** – Payroll Services (increase for switch from ADP to Paylocity). Link Diwan asked why payroll is not handled in Central Office (each entity has their own Federal ID number).

**Buildings & Grounds** – Non-Certified Staff (increase for custodian previously paid through the ESSER Grant moved back into the budget), Central Office (increase for Andrew who has HVAC certification and is overseeing the needs of the building - sharing with RD11), Equipment Maintenance & Bldg./Grounds Maintenance (increase for work that needs to be done due to the age of the building), Non-Instructional Equipment (increase). Dick Weingart asked if there is a firm that can be hired to go through the entire building to determine what is needed with the backlog of maintenance and

replacement that needs to be done and spread out over a period of time (Andrew and the maintainer are working on).

**Transportation** – overall increase. Dick Weingart asked where substantial cost savings are with change to EASTCONN as reported last year from the Superintendent (initial savings was reflected from FY 19-20 to FY 20-21 and not shown in this budget). Link Diwan spoke about Electric Buses being made available that are less than the cost of diesel (will email information to the BOE) and asked if other transportation providers are being looked at (on the last year of 3-year contract - will be looking).

**Cafeteria** – statement read from the Superintendent regarding the Child Nutrition Account that currently does not owe any money to the General Fund and commending the Food Service Director and Business Manager for working exceptionally hard to eliminate the deficit.

***Motion for the Board to send an email commending the Food Service Director, Business Manager, Board Chair and Principal for their achievement with this issue, was made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

**Out-of-District Tuition SE/Magnet** – Transportation SPED and Tuition/Private SPED (decreased to zero – student will not be at CES next year), Magnet School Tuition Regular & SPED (increase in cost). Link Diwan asked about the number of students for next year (projected at 155 students that is down from this year of 161) and how it compares to the number of school-aged children in town (checking with the town that will help with upcoming preparations for PreK and Kindergarten screening).

**b. Review Board of Education (BOE/CES) FY 2021-22 budget reports for February:**

The Board reviewed the CES Financial Statements through February 2022 with the budget tracking where it should be at 58%. Dick Weingart asked about billing from EASTCONN for Transportation (Jobina will check) and suggested the Board consider rolling portion of budget surplus (if there is one) into the BOE Non-Lapsing Account and use for capital needs. Jaclyn Chancey asked what the statute and Board agreement allows for use (Dick will check and email the policy to the BOE).

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

**7. REPORTS**

**a. Board Member reports:**

Peter Haines reported that the Annual Report will be out shortly. Dick Weingart suggested checking the statutes for any requirement regarding the number of hard copies.

**b. Staff Reports:** None

**8. APPROVAL OF MINUTES:**

**a. Regular Meeting(s) – March 14, 2022:**

***Motion to approve the regular meeting minutes from March 14, 2022, was made by Victor Boomer with the following correction:***

Item #5a, Pg. 2 under Fire Department should read – (Solar Panel lease has not resulted in net savings as was promised).

***The motion was seconded by Linda Caron and carried with one abstention by Doug Dubitsky.***

**9. CORRESPONDENCE:** None

**10. BUDGET WORKSHOP FOR FY 2022-23:**

**a. Review and discussion of Governor’s FY 2022-23 budget and municipal aid to Chaplin:**

The Board reviewed and discussed Municipal Aid to Chaplin that is stable (first draft proposed by the Governor that is not signed into law and could be changed by the Legislature). Doug Dubitsky spoke about the Motor Vehicle Tax Reimbursement that presumes a capped mill rate of 29 (the state will make up the difference only for the first year) and proposals to create a new fund for Tree Removal and for the state to take over Dog Permits.

**b. Review first draft of total Chaplin FY 2022-23 anticipated revenues:**

The Board reviewed the first draft of the proposed revenue Budget with a projected reduction of about \$100,000 for FY 22-23 and a projected reduction of about \$167,000 for FY 23-24 with continued depreciation for Algonquin and Eversource equipment.

**c. Review Board of Education/CES FY 2022-23 and identify questions/comments for Board of Education:**

Link Diwan suggested the BOE compare net cost per pupil to similar towns as part of the budget process in the future (referred to report from Bureau of Fiscal Services for Net Current Expenditure Per Pupil). Peter Haines asked about Central Office and RD11 percentages for the elementary school and an explanation of the relationship between the Business Office and Central Office (will discuss at the next meeting).

***Motion to table the remainder of the agenda and adjourn the meeting at 9:24 PM, was made by Peter Haines, seconded by Linda Caron and carried unanimously.***

**d. Review Town agency budget requests, identify individual budgets for examination/additional information/adjustment**

**e. Review Capital Projects Plan**

1) FY 2023-2027 CIP Plan as proposed by CIP Committee

2) Review completed CIP projects for potential closure

**f. Review dates for Board of Finance special budget workshops and budget Public Hearing**

**g. Other budget issues for consideration**

**11. OLD/NEW BUSINESS**

**a. Review action items from previous meetings – see minutes**

**b. Review and update BOF Annual Activity/Project Calendar**

**c. Consider and act on funds transfers and budget line additions/adjustments as requested**

**d. Review Board of Finance organizational documents (ordinances, bylaws, et.)**

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

a. Regular meeting(s): Standard meeting agenda and FY 2022-23 Budget Workshop

b. Special meeting(s): FY 2022-23 Budget workshops

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

a. Monday, March 28, 2022: Special Meeting & Budget Workshop @7pm

b. Monday, April 4, 2022: Special Meeting & Budget Workshop @7pm

c. Monday, April 11, 2022: Regular Meeting and Budget Workshop @7pm

d. Monday, April 18, 2022: Budget Public Hearing & Special Meeting Budget Workshop @7pm

**14. ADJOURN**

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