

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 31, 2014

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky (7:57). Others present were First Selectman Bill Rose and Treasurer Andrew Daniels.

3. FIRST AUDIENCE FOR CITIZENS:

First Selectman Bill Rose addressed the following:

- CIP energy projects for the Library/Senior Center. Infrared cameras were used to determine areas of heat loss. The cold air returns are not efficient and there is no insulation in the lights. John Smith is working on lighting upgrades through his experience with ConServ to save on electricity with possible financing through CL&P. The vestibule for the Library will not be done at this time.
- The Board was asked for guidance on the Locip funds for budget purposes. \$30,000 was budgeted for previous years.
- There is a huge difference in the salary between the Democrat and Republican Registrar of Voters. Bill Rose recommends splitting the salary equally to get equal representation and will bring the issue to the Board of Selectmen for review.
- The Board was presented with supporting documentation for a salary increase for the Library Director.

4. ADDITIONS OR CHANGES TO AGENDA: None permitted

5. GUESTS: None

6. REPORTS:

a. Board Members: None

b. Other reports as appropriate: None

7. CORRESPONDENCE:

A letter was received from First Selectman Bill Rose regarding Registrar of Voters salary.

8. APPROVAL OF MINUTES:

a. Regular Meeting: 03/10/14; Special Meeting: 03/17/14

Motion to approve the regular meeting minutes of 03/10/14, was made by Bruce Raymond, seconded by Diana Fiasconaro and carried unanimously.

Motion to approve the special meeting minutes of 03/17/14, was made by Bruce Raymond with the following corrections: Item #4a should read – Dick Weingart suggested it would be more appropriate to have the costs in the RD11 budget. Item #4b should read – Animal Control – now contracting with NECCOG for a savings reduction. Item #4c should read – Projects that need to be addressed include: energy conservation for the Library/Senior Center (insulation and a vestibule for the Library), thermal imaging camera for the Fire Department, and retiring the 1978 pay loader and purchasing a lighter backhoe (split over two years). Dick Weingart suggested covering the backhoe with Locip funds. *The motion was seconded by Jean Lambert and carried unanimously.*

9. OLD BUSINESS: None

10. BUDGET WORKSHOP:

a. **Review Board of Selectmen approved employee salary increases:** See Item c

b. **Review of FY 2014-15 & 2015-16 budget forecasts:**

Dick Weingart presented budget forecast for review. There is a projected mill surplus for FY 13-14 which is a downward trend from previous years.

c. **Review Board of Selectmen approved employee salary increases:**

The Board of Selectmen approved a 2% full-time employee salary increase following the Public Works contract. The First Selectman chose not to take a salary increase.

d. **Town and BOE budget review and adjustment:**

• **FY 2014-15 & 2015-16 projected surplus/deficit:**

There is a projected deficit of \$158,972. The following can be used to offset the budget: the budget can be reduced, the mill rate can be increased or some of the fund balance can be used.

• **Mill rate implications of Revaluation and FY 2013-14 budget performance:**

The projections are based on what mill rate it would take next year with a lower grand list. 34.75 mills would yield the same tax revenue as the current year. The Board was presented with the Expense Summary Sheet, the Revenue Summary Sheet and the CIP Plan approved last year. Bill Rose reported that the STEAP Grant will be used for the Bedlam Road Bridge. There will be a CIP meeting Wednesday, April 2nd at 7pm at the Town Hall.

• **Identify individual budgets for examination/additional information/adjustment:**

The Board was presented with agency budgets that had changes.

- **General Government** - needs more information on liability.
- **CES** - reflects a 2.98% increase.
- **Parish Hill** - applies funds to offset the assessments (amount last year was \$100,000). Funds have not been approved yet this year and may be impacted by tuition students, the transportation grant and student census.
- **Employee Fringe Benefits and Costs** - decrease for health insurance. Holiday pay, sick pay and vacation pay for Public Works comes out of this budget.
- **Planning & Zoning** - increase for salary.
- **Recreation** – line items with high increases highlighted.
- **Public Works** – line items with high increases highlighted.
- **Fire Department** - line items with high increases highlighted. The budget has increased 30% in three years. There is a new ordinance for stipends. Diana Fiasconaro will research stipends.

Doug Dubitsky suggested setting a target budget total and have the agencies determine reductions accordingly.

e. **Review prior year FY 2014-2018 CIP Plan:**

- **Review CIP requests for FY 2014-2018 CIP Plan:** Covered already by the First Selectman.

f. **Plan for April 14 Public Hearing:**

The Board was asked to review documentation for their respective agencies in preparation for the Public Hearing scheduled for April 14th at 7pm at the Senior Center.

g. Review FY 2014-2015 budget calendar & schedule:

The budget calendar is on schedule.

h. Set budget workshop dates for April:

The Board scheduled April 21st and April 28th for budget workshops.

i. Other budget issues for consideration: None

11. NEW BUSINESS:

a. Approve funds transfers and budget line adjustments as needed:

- **Reduce assigned transfer amount from G/F to CIP/F for FY 2013-14 CIP Plan:**
The CIP Plan needs clarification from the First Selectman.

- **Other transfers/adjustments:** None

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Budget workshop

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

- a. Monday, April 14, 2014 – BOF Public Hearing on FY 2014-15 Budget (Senior Center)
b. – BOF Regular Meeting @ 7:00 pm (Senior Center)
c. Budget workshops: April (TBD)
d. Monday, May 12, 2014 – Annual Town Meeting (Senior Center)

14. ADJOURN:

Motion to adjourn (9:28 PM) was made by Doug Dubitsky, seconded by Marc Johnson and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*