

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 14, 2014

Chairperson Dick Weingart called the meeting to order at 8:35 PM. Present were Board members Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky (9:12).

3. **AUDIENCE FOR CITIZENS:** None
4. **ADDITIONS OR CHANGES TO AGENDA:** None Permitted
5. **GUESTS:** None expected
6. **REPORTS:**
 - a. **First Selectman monthly report:** No Report
 - b. **Staff reports:**
 - **Accountant - Review and accept monthly Financial Statements:**
Motion to accept the March Financial Statements, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.
 - **Treasurer - Monthly report:** No Report
 - **Tax Collector - Reports are provided quarterly – next report in April 2014:**
The Tax Collector is working on a format for the collection reports that will show month by month collections with a percentage in each tax category.
 - **Assessor Monthly - report on significant activities:** No Report
 - **Other Staff reports:** None
 - c. **Board Member reports:**
 - **FY 2012-2013 Annual Report: BOF Annual report must be written/approved (Diana):**
Diana Fiasconaro will write the BOF annual report and present at the next meeting for approval.
 - **Other Board member reports:** None
7. **APPROVAL OF MINUTES 03/31/14 – Special Meeting:**
Motion to approve the special meeting minutes of 03/31/14, was made by Jean Lambert with the following correction: Item #10d should read – Employee Fringe Benefits and Costs – decrease for health insurance from original estimates, holiday pay, sick pay and vacation pay for Public Works comes out of this budget. *The motion was seconded by Marc Johnson and carried unanimously.*
8. **CORRESPONDENCE – As received:**
An email was received from the Tax Collector regarding the format for collection reports.
9. **OLD BUSINESS:** None

10. BUDGET WORKSOP:

a. Town and BOE budget review and adjustment:

- **FY 2014-15 & 2015-16 budget forecasts and projected surplus/deficit:**
- **Mill rate implications of Revaluation and FY 2013-14 budget performance:**
- **Discuss options for reducing projected deficits:**

The Board was presented with options to reduce the projected \$148,972 deficit.

- Reduce budget by: \$49,657 (CES - \$25,000, TOWN - \$24,600)
- Use Fund Balance: \$49,657
- Increase Mill Rate: \$49,657

Using the Fund Balance is fiscally responsible. The Board will concentrate on reducing the budget.

- **Review Budget Requests – begin with those having large increases and/or requiring more information:**

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

Accountant – postage needs clarification

Emergency Preparedness – equipment will be reduced by \$1,500 and taken out of CIP funds (has a balance of \$1,900)

Fire Marshall – equipment needs clarification

Inland/Wetlands Commission – reduce budget by \$500

Library – reduce heating fuel/propane by \$2,500 in line with the Senior Center

Planning & Zoning – mileage needs clarification, reduce agent salary by \$5,000 and put \$2,000 into additional enforcement line

Police Protection – heating fuel/propane needs clarification

Recreation – reduce budget by \$1,500

Chaplin Volunteer Fire Department – reduce stipends by \$2,500 and reduce the remainder of the budget by \$2,500

Dick Weingart expressed concerns with the increase in stipends over the last three years. Some members are receiving more than \$1,000 with the new ordinance.

The Board was presented with documentation for the salary increase for the Library Director for review. The Library Board will be asked to attend the April 21st meeting to discuss the issue.

Each agency will be contacted by a Board member for the above reductions that total \$14,000. The Board of Selectmen will be asked to reduce their agency budgets by \$25,000. The Chaplin Board of Education will be asked to reduce their budget by \$11,000.

b. Review Board of Selectmen approved employee salary increases: None

c. Review FY 2015 – 2019 CIP Plan as recommended by CIP Committee: None

d. Review FY 2014-15 budget calendar & schedule: None

e. Other Budget issues for consideration: None

11. NEW BUSINESS:

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

Minutes – April 14, 2014

- **Reduce assigned transfer from G/Fund to CIP/Fund for FY 2013-14 CIP Plan (\$83,281 reduce to \$43,429):**
Motion to table funds transfer until the next meeting, was made by Jean Lambert, seconded Bruce Raymond and carried unanimously.

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Continue budget workshops

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

- a. Monday, April 21, 2014 – Special Meeting @7pm (Town Hall) – Budget Workshop
- b. Monday, April 28, 2014 – Special Meeting @ 7pm (Town Hall) – Budget Workshop
- c. Monday, May 12, 2014 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)

14. ADJOURN:

The meeting adjourned at 10:25 PM.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*