

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
February 27, 2017

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Linkesh Diwan (7:10), Jean Lambert, Cesar Beltran and Alternate Matt Foster. Unable to attend was Board members Doug Dubitsky and Marc Johnson.

3. SEATING OF ALTERNATES:

Alternate Matt Foster was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

4. AUDIENCE FOR CITIZENS: None

5. GUESTS: JOE PINTO AND ANDREW DANIELS, CHAPLIN VOUNTEER FIRE DEPT.

Chaplin Fire Department Chief Joe Pinto presented information on their budget which is about gone due to unexpected costs. The crankcase was repaired on the Tanker at a cost of approximately \$16,000 leaving less than \$3,000 in the budget with only enough to cover utilities. Link Diwan suggested increasing the repair line if a continuing factor. Matt Foster suggested request to CIP for new trucks. Dick Weingart reported that there is not enough funds in the Town Contingency Fund to cover the repair. The Fire Department is also asking for \$2,200 for Training and \$3,250 for a trailer for the new UTV (used to get into the woods) that can't be put into service without it. Cesar Beltran suggested asking sister towns for help to get into the woods. The Board suggested obtaining a current budget to actuals from the Accountant and submitting a prioritized list of items needed with costs.

6. REPORTS:

a. Board Member reports as appropriate:

Cesar Beltran presented update on Dissolution Committee meeting. There is no agreement with any of the schools on where to go. Cesar Beltran presented definition of Quality Education that was well received by the Committee. A Quality Education is basic academic skills with the following key elements: critical thinking skills, arriving at logical conclusions after research, understanding academic diversity, basic life skills, respect for world language diversity and ethical principles & morals. It is a good basis for all the schools.

7. APPROVAL OF MINUTES:

a. Regular Meeting February 6, 2017:

Motion to approve the regular meeting minutes of February 6, 2017, was made by Cesar Beltran with the following correction: Item #8a – correct the spelling of the Sheraton. The motion was seconded by Link Diwan and carried unanimously.

8. CORRESPONDENCE: Will cover later on the agenda during the budget workshop

9. OLD BUSINESS:

a. Review BOF FY 2017-18 budget calendar:

The budget timeline was reviewed. Draft revenue projections will be presented at the next meeting. The next CIP meeting is scheduled for March 7th. Town Agencies will present their budgets on March 13th. The BOE will present their budget on March 20th. The Board needs to meet to get ready for the Public Hearing.

10. BUDGET WORKSHOP FOR FY 2017-18:

An email was received from CCM regarding the Governor's budget proposal with the following:

- ECS funding decreased over 40%.
- LOCIP funding is expected to go up (was zeroed out this year).
- The Pequot Mohegan Grant and Town Road Aid remain steady.
- Pilot for State Owned Property decreased.
- Municipal Revenue Sharing Fund is funded by a piece of the sales tax.
- Special Education Funding will be available from a different source with replacement of the current Excess Cost Grant.
- Towns will be charged 10% of the total cost for Teachers Retirement.
- The net loss to the town of Chaplin is \$502,000.
- The school can apply for a waiver if the MBR has not been met (happened 2-3 years ago and the Superintendent was notified by the state).
- The Motor Vehicle Mill Rate Cap is at 32 mills.
- The Municipal Spending Cap will be eliminated.
- Towns will be responsible for 100% of Resident Trooper costs (currently at 85%). There would still be emergency coverage without a Resident Trooper.

Link Diwan suggested doing financial projections by building a MBR spreadsheet to calculate.

Cesar Beltran asked for clarification on Alliance Districts which are the lowest educational performing districts that the state may take special interest in.

The Board reviewed the Budget Books. Salaries will be determined by the Board of Selectmen. Some agency budget requests are waiting to be updated pending review by the Board of Selectmen.

CIP & Debt Service – two more years for Debt Service

General Government – waiting for update

Accountant – waiting for update

Assessor – slight increase for Computer Systems, will explore adding annual expense for revaluation

Board of Assessment Appeals – stayed the same

BOE – waiting for update (final approval of a budget increase of 3.5% is scheduled for March 8th)

Parish Hill – has a 0% increased budget with assessments based on student enrollment as of October 1st. Chaplin assessments have increased approximately 2% of the total assessments (approximately \$126,000)

Board of Finance – the audit went up \$100 since the budget was approved at last month's meeting.

Motion to take \$100 out of the Technical Assistance line and keep the bottom line the same for the Board of Finance Budget of \$22, 919.05, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

First Selectmen – decrease \$250 in postage and Conference & Dues

Building, Grounds & Maintenance – waiting for update

Link Diwan asked if a trailer for the Fire Department could be shared from Building, Grounds & Maintenance and Public Works. He also asked about the phone and will check on both issues with the Accountant.

Burning Official – increase of \$100 for mileage

Conservation Commission – stayed the same

Emergency Preparedness – stayed the same

Employee Fringe Benefits – waiting for update, preliminary estimate for health insurance is 11.5%

Fire Marshall – usually requests higher salary

Historic District – stayed the same

Inland Wetlands – stayed the same

Library – increase for building maintenance with overall increase less than last year

Link Diwan suggested combining costs for office supplies from different agencies for better pricing. He will also check on the Internet.

Planning & Zoning – stayed the same

Police Protection – there are two budget requests, one with 85% funding from the town and one with 100% funding from the town pending the Governor's proposed budget.

Public Works – increases for equipment, maintenance, safety replacement and training, salt/sand, tree removal.

Cesar Beltran expressed concerns regarding littering.

Recreation – waiting for update

Registrars & Elections – less than current year

Sanitation – there is a clause in the contract for an annual increase. Single stream credits have been dropping off.

Senior Center – slightly higher for maintenance and propane

Tax Collection – waiting for update

Town Clerk – increase of \$200 for office supplies

Town Memberships – waiting for update

Link Diwan commented that CCM offers better quality of services.

Transfer Station – waiting for update

Treasurer – increase for salary (previous Treasurer reduced the salary)

Tree Warden – waiting for update

Fire Department – substantial increase for medical supplies (Narcan and Epipen), training, maintenance and new equipment. Actuals for maintenance have been much higher than what was budgeted for the past 3-4 years.

Cesar Beltran left the meeting at 9:45 PM.

11. Continuing Business:

a. Review draft BOF policies: General Fund Policies and Capital Projects Fund (CIP) policies:

The Board reviewed the CIP with a total of \$410,000. Dick Weingart would like to see the total reduced to the current year of \$349,860. Projects discussed included the following:

- BOE heating and venting cleaning (has not been done since the school opened)
- Relocation of the Museum (zero out until a definite plan is established).
- Phase II of the Playscape (materials and engineer to oversee the volunteers). There might be funds available from the Discovery Grant (\$5,000).
- Firefighter Gear Replacement
- Library/Senior Center HVAC Replacement (there has been costly maintenance to repair)
- Handicap Access for the Library/Senior Center (needs to be done this year)
- Bicentennial
- Hurst Combination Tool (current tool is old and cannot be repaired)
- Emergency Generator (generator at Fire Department is old and runs part of the building). The Emergency Management Center (currently at the Town Hall) would be moved to the Fire Department and a propane generator would power the entire building.

Link Diwan suggested looking into backup batter power.

- Vehicle Replacement
- BOE – funding to finish current projects in addition to the following:
 - Boiler Heating System service (cost is higher than previously projected)
 - Cafeteria Tables
 - Fix Central Tower that leaks (continuing problem)
 - Exterior Tiles

Link Diwan suggested the BOE consider the vendor used by the Library/Senior Center for possible cost savings.

12. Agenda Suggestions for next meeting:

- a. Town Agency budget presentations
- b. Abbreviated regular meeting agenda

13. Time and place of next Regular/Special Meetings:

- a. Monday, March 13, 2017: Regular Meeting for Town Agency budget presentation @ 7pm (Town Hall)
- b. Monday, March 20, 2017: Special Meeting for BOE/CES budget presentation @ 7pm (Town Hall)
- c. Monday, March 27, 2017: (TBD) – Special Budget Meeting @ 7pm (Town Hall)

14. Adjourn:

Motion to adjourn (10:20 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

Minutes will be approved at the next regular meeting.

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