

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 20, 2017

Chairperson Dick Weingart called the meeting to order at 7:17 PM. Present were Board members Cesar Beltran, Linkesh Diwan, Jean Lambert (7:25 PM), Doug Dubitsky (7:26 PM) and Alternate Matt Foster. Others present were First Selectman Matt Cunningham, Superintendent Ken Henrici, Chaplin Board of Education Chair Jaclyn Chancey, Chaplin Board of Education member Will Hooper and Emergency Director Jim Randall. Unable to attend was Board member Marc Johnson.

3. SEATING OF ALTERNATES:

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

4. AUDIENCE FOR CITIZENS:

Jim Randall asked whether there were any questions on his budget and if it was approved. The Emergency Preparedness budget was the same as this year and includes detailed mileage estimate. Dick Weingart reported that budgets have not been finalized.

5. GUESTS: CHAPLIN BOARD OF EDUCATION & RSD11 BUDGET PRESENTATION

Superintendent Henrici presented the 2017-18 Chaplin Elementary budget with a 3.93% increase. There were two staff reductions (1 full-time certified, 1 full-time non-certified). Four major areas that impact the budget are contractual salaries, insurance (10% increase/down from 11.5%), magnet school tuition (19 students) and outplaced students (there are two high needs students). The cost of outplaced students to date is \$76,000 for tuition and \$17,000 for transportation. The administration is considering purchasing a van for cost savings.

Jean Lambert arrived at the meeting at 7:26 PM.

Central Office is in four functions and will change due to change in ratio for additional day for the Director of Special Education.

Doug Dubitsky arrived at the meeting at 7:26 PM. Matt Foster was seated for Marc Johnson who could not attend tonight's meeting.

Link Diwan asked for an explanation on the Central Office who oversees the RD11 Board and the Chaplin Elementary Board. Members include three members from RD11 (one from each town) and two members from Chaplin Elementary.

Chaplin BOE Chair Jaclyn Chancey and Chaplin BOE member Will Hooper expressed concerns regarding special education costs that are hard to predict. There is a budget freeze due to a projected deficit (two high needs students and legal expenses for grievance to arbitration). The CES Board was asked to consider an early retirement incentive. There are two staff members interested and the budget would be reduced if accepted. Doug Dubitsky expressed concerns regarding the impact of the MBR for any additional appropriation.

Superintendent Henrici asked where he would cut the budget if needed. The staff has already been cut so each function would be reviewed for reductions.

The RD11 budget was presented with a 0% increase. Four major areas that impact the budget are contractual salaries, health insurance, magnet school tuition and outplaced students (transitional services at a lower cost). Each function would be reviewed for reductions if needed.

CHAPLIN BOARD OF SELECTMEN BUDGET PRESENTATION

General Government – increase for Bank Service Charges for Webster Bank (auditor requests revenues be kept separately), increase for Cell Phones (one for First Selectman, one for Public Works Director), increase for Worker’s Compensation premium, insurance for VFD pending. Link Diwan suggested Girard for cheaper rates.

BOS – 2.5% salary increase for all town employees, decrease for Conference & Dues, decrease for Postage, increase for Administrative Assistant (due to amount of work)

Building & Grounds – decrease for Armored Security (don’t use), increase for Mowing for cemeteries, increase for Cemetery Software (change to digital data entry), Ground Maintenance/Mowing will be done by Public Works, new item/Microsoft Exchange (subscription based email service), Web Development is contract for IT services through the Town of Windham, increase for Cable/Internet (added internet to Public Works/wireless through Verizon)

Employee Fringe Benefits – decrease overall with changeover of health and dental for Library Director and Public Works department

Police Protection – Governor’s proposal is 100% funding by towns, the BOS recommended keeping Police Protection through the remainder of the contract only if funding stays at 85%

Public Works – increase for contractual salaries, 4th part-time employee to operate the transfer station and be available for the remainder of the week for mowing and any projects deemed necessary by the Public Works Director (most of the salary was pulled from other line items), increase for Equipment Maintenance (getting equipment up to date), decrease for fuel (cost projected to stay down for significant savings), increase for sand/salt, road maintenance (for fixing potholes and culvert repairs)

Sanitation – contractual increase

Town Memberships – dropping COST/keeping CCM for better service, Cesar Beltran and Doug Dubitsky asked the BOS to reconsider as COST was very useful for small towns.

Transfer Station – salary transferred to Public Works for new part-time employee, Assistant line kept for an as needed basis, there is now a charge for disposing waste oil (looking into heater that burns waste oil), credits for iron are down

Reductions if needed could be made to Police Protection.

6. REPORTS:

a. **Board Members Reports:** None

7. APPROVAL OF MINUTES:

a. **03/13/17 – Regular meeting:** Tabled

8. CORRESPONDENCE: None

9. OLD BUSINESS:

a. **Review status of Town & BOF annual report:** None

b. **Continue with tasks related to FY 2017-18 budget:**

1) Agency requests – determine additional information required; Board member budget assignments:

2) Review Board of Education adopted budget:

3) Review RSD11 adopted budget:

4) Review CIP Committee recommendations:

All agency budgets have been presented for review.

5) Consider impact of proposed State changes in municipal aid for FY 17-18: No Report

6) Review FY 2017-18 budget calendar:

The budget calendar was updated with March and April. Two meetings will be needed in April for Budget Workshops.

7) Review preliminary Town revenue forecast:

Dick Weingart presented the preliminary town revenue forecast that includes the present mill rate of 35.05, original budget for the current year, adjusted budget for the year, projections for 2017-18 and 2018-19, and two new proposed education programs (teacher's retirement contribution requirement and reimbursable special education grant). The Board was also presented with Governor's proposed budget and ordinance addressing the date of the annual budget meeting that is held on the 2nd Monday of May unless there is legislation to do otherwise.

8) Other budget issues for consideration: None

Motion to table the remainder of the agenda, was made by Doug Dubitsky, seconded by Link Diwan and carried unanimously.

c. Preliminary review of BOF Public Hearing budget presentation

d. Consider possibility of delaying town budget approval pending State budget passage

1) Determine factors requiring research prior to budget delay decision

10. NEW BUSINESS:

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

1) CVFD budget supplemental request for FY 2016-17

b. Consider partial funding for BOF member attendance at 2-day QuickBooks Level 1 (Basic) training session

c. Other urgent business

11. Continuing Business:

a. Review Board goals and policies for FY 2016-17

1) Board policies

a) Revise BOF Agency Budget Management policy

b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors

c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)

d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts

12. Agenda Suggestions for next meeting:

- a. Review and approve BOF Budget Public Hearing presentation

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

- a. Mon. March 30, 2017: Spec. Mtg. to approve BOF Public Hearing budget details @ 7pm (Town Hall)
- b. Mon. April 10, 2017: Town Budget Public Hearing @ 7pm Senior Center, 7pm
Regular Board of Finance Meeting following Public Hearing
- c. April 2017 (TBD): Special Meeting(s) @ 7pm (Town Hall): finalize Chaplin budget for Town Meeting

14. Adjourn:

Motion to adjourn (10:18 PM) was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

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