

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 17, 2017**

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

**3. SEATING OF ALTERNATES:**

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

**4. AUDIENCE FOR CITIZENS:** None

**5. ADDITIONS OR CHANGES TO AGENDA:** None permitted

**6. GUESTS: CHANDLER ROSE, ASSESSOR**

**a. Review of Oct. 2016 Grand List for Personal Property – Algonquin & Eversource depreciation schedules:**

Chandler Rose presented the effects of depreciation for Personal Property for Algonquin and Eversource. The Grand List for Algonquin increased 3.7 million in 2015 and 30 million in 2016. Eversource has increased yearly since 2014 but is difficult to predict due to not knowing when the project is done. Doug Dubitsky reported that he is notified when new projects are in his district.

**b. Potential delay in setting mill rate and impact on tax bills:**

Discussion was held regarding delaying the tax bills until the state budget is passed. The Tax Collector recommended mailing the first bill in July with the current mill rate and mail an adjusted second bill when the mill rate for motor vehicles is set. Any credits for the elderly and disabled would be in the second payment. Doug Dubitsky suggested avoiding sending out a second bill to avoid confusion. Chandler Rose reported that data processing issues with motor vehicles are being resolved with a new software program to determine accurate addresses.

**7. REPORTS:**

**a. First Selectman monthly report:** No Report

**b. Staff Reports:**

- **Accountant: Review and accept Financial Statements; identify questions for follow up**  
Tabled until the next meeting.
- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up**  
Tax Collections are at 97.6%. (97.8% for real estate, personal property and motor vehicles, 92% for motor vehicle supplemental, 81% for prior year collections and 100% for interest lies and fees). Taxes due prior to the 2015 Grand List have been sent to collections.  
***Motion to accept the Tax Collector Report, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

**c. Board Members Reports:**

- **Selectmen’s monthly meeting: R. Weingart**
  - The border adjustment process with Mansfield is complete.
  - The preconstruction meeting for the North Bear Hill Bridge will be held on April 5<sup>th</sup>. Barricades will be set up in the next two weeks with signs posted that the road and bridge are closed.
  - The draft of the annual Town Meeting was presented.
- **Legislative Report: D. Dubitsky**

Everything is being done behind closed doors with the Governor’s budget proposal. The deadline for legislative bills is April 27<sup>th</sup> for the Appropriations Committee and April 28<sup>th</sup> for Revenue and bonding.
- **Other Board Reports: No Reports**

**8. APPROVAL OF MINUTES: Special Meeting – 03/30/2017; Public Hearing – 04/10/2017; Regular meeting 04/10/2017:**

Doug Dubitsky requested a paper copy of the minutes be available at each meeting.

***Motion to approve the special meeting minutes of 03/30/2017, was made by Jean Lambert with the following correction:*** Item #10g should read – The budget presented will be a 0% increase and will include enrollment percentages. The RD11 BOE may approve an offset to town assessments from the Unallocated Fund Balance. ***The motion was seconded by Link Diwan and carried unanimously.***

***Motion to approve the Public Hearing minutes of 04/10/17, was made by Link Diwan with the following corrections:*** The roll call should read – Unable to attend were Board members Marc Johnson and Alternate Matt Foster. Item #5 – delete the spacing in the fourth bullet. Item #6 should read – He suggested sharing costs with the town to minimize any increase to the MBR. ***The motion was seconded by Jean Lambert and carried with one abstention by Matt Foster.***

***Motion to approve the regular meeting minutes of 04/10/17, was made by Jean Lambert with the following corrections:*** Roll call should read – Unable to attend were Board members Marc Johnson and Alternate Matt Foster. ***The motion was seconded by Cesar Beltran and carried with one abstention by Matt Foster.***

Link Diwan asked about corrections to the minutes. Doug Dubitsky suggested corrections be made to the previous minutes after approval. The issue will be added to the agenda for discussion after the budget passes.

**9. CORRESPONDENCE:**

A legislative alert from COST was received with a request to contact legislators regarding teacher pensions, ECS and Special Education funding and Police Protection.

Cesar Beltran left the meeting at 8:28 PM.

**10. FY 2017-18 BUDGET WORKSHOP: CONSIDER AND ACT ON BUDGET PUBLIC HEARING TESTIMONY AND COMMENTS:**

**a. Consider and act on Board of Education adopted budget; Request for additional CIP funds (boiler ducting change):**

Discussion was held regarding asking the Board of Education to reduce their budget to a 3% increase. Dick Weingart would like to see movement on coordination of shared services. There is a budget deficit for the current fiscal year.

Discussion was held regarding the boiler ducting and piping issue. Link Diwan who has an engineering background reviewed the documents for this project and stated there is a valid concern and the project should be a priority. Dick Weingart expressed concerns with the cost of repairing versus replacement and suggested a second opinion be obtained. He also suggested checking with Public Works to see if anyone is qualified to review the project. Link Diwan suggested a phased in expenditure for cleaning and service.

• **Discuss BOF member attendance at Board of Education meeting on 04/19/2017:**

Dick Weingart asked for Board members to join him for support at the Chaplin Board of Education meeting on April 19<sup>th</sup>.

**b. Consider and act on Board of Selectmen recommended Salary increases:**

The Board of Selectmen have approved a 2.5% salary for all town employees and have recommended a 5% merit increase for the Administrative Assistant, Finance Coordinator and Town Clerk. Matt Foster suggested increasing the town hall hours and a stipend for compensation of extra work. Link Diwan suggested increasing the hours in the job description and establishing a formal performance review. Doug Dubitsky expressed concerns with a merit increase for an elected position. On July 1, 2015, the Administrative Assistant received a \$3,498 equity increase and the Town Clerk received a \$5,305 equity increase. The Finance Director received an equity increase previously based on work hours. Dick Weingart suggested the town undertake a formal salary review process. The First Selectmen will be contacted for the following criteria for merit raises: Job description, comparable salaries for similar towns, reason for change in hours, opinion on merit based pay for elected position versus appointed position.

The remainder of the agenda was tabled.

**c. Budget review and adjustment**

- **Review FY 2016-17 & FY 2017-18 budget forecasts, projected surplus/deficit and Mill Rate implications**
- **Review Town Agency budget requests; identify agency budget adjustments with concentration on**
- **General Expenses, Board of Selectmen, Building-Grounds & Maintenance, Employee Fringe Benefits, Police Protection, Public Works, Town Memberships, Transfer Station, Volunteer Fire Department, Contingency Accounts and others**
- **Review all other Town Agency budgets**

**d. Review FY 2018 – 2022 CIP Plan as recommended by CIP Committee**

**e. Review BOF budget calendar & schedule; plan for April 21 & 24 budget workshops**

**f. Other budget issues for consideration**

**11. OLD/NEW BUSINESS:**

- a. Review status of BOF & Town annual report
- b. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated

**12. Agenda Suggestions for next meeting:**

- a. Continue budget workshops; plan for Annual Town Budget Meeting

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

- a. Friday, April 21, 2017; Monday, April 24, 2017;
  - Special Meetings @ 7pm (Town Hall) – Budget Workshops
- b. Monday, May 8, 2017 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)
- c. Monday, May 22, 2017 – Special Meeting @7pm (Town Hall) (if necessary)

**14. Adjourn:**

***Motion to adjourn (10:06 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***