

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 24, 2017**

Chairperson Dick Weingart called the meeting to order at 7:13 PM. Present were Board members Jean Lambert, Cesar Beltran, Doug Dubitsky and Alternate Matt Foster (7:40 PM). Others present was Treasurer Diana Fiasconaro. Unable to attend were Board members Link Diwan and Marc Johnson.

**3. SEATING OF ALTERNATES:** None

**4. AUDIENCE FOR CITIZENS:** None

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

**6. GUESTS:** Diana Fiasconaro, Town Treasurer

Diana Fiasconaro presented information on investments and expenses for Webster Bank and the Savings Institute. Webster Bank requires a minimum balance of \$350,000. There are five accounts that can be transferred into revenue collection: Investment, Face to Face Service Fees, Tax Payment Face to Face and Online Payment Link. The bank has been contacted for information on fees with no response. The First Selectman will contact Webster Bank.

The rest of the funds are in the Savings Institute and includes nine accounts. There are no fees except for check stop payments and there is no minimum balance. The STIFF account is used as a short term investment fund. Doug Dubitsky would like to see fees collected and fees charged.

Matt Foster arrived at the meeting at 7:40 PM.

The Treasurer's budget has an increase for salary due to no access for transfers away from the Town Hall.

**7. REPORTS:**

**a. Board Reports:** None

**8. APPROVAL OF MINUTES:** Special Meeting – 04/17/2017; Special Meeting 04/21/2017: Tabled

**9. CORRESPONDENCE:** None

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

**a. Consider and act on the following: Town Agency budget review and adjustment**

**1) Review FY 2016-17 budget performance**

**2) 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:**

Dick Weingart addressed questions raised previously on the agency budgets.

**General Government** – The insurance subtotal was corrected. The three cell phones (First Selectman, Public Works Director, and Emergency Preparedness Director) are on a government plan with reimbursement for the Emergency Preparedness Director.

**Accountant** – The increase for postage is due to a large number of stamps purchased two years ago with the change to a new Tax Collector that are about to run out.

**Building, Grounds & Maintenance** – Cemetery mowing was increased due to more work than regular mowing (that will now be done by Public Works) and sent out to bid. \$5,000 is the cost for cemetery software (data entry paid for with state Library Grant). The Public Works Internet was moved to this budget.

**Public Works** – Line item Roads was changed to Unimproved Roads.

**Recreation** – concentrating on soccer for sporting equipment.

**Town Memberships** – COST membership was added back in.

**Transfer Station** – The attendant's salary will be added back in. The increase for insurance is a switch over from calendar year to fiscal year.

**Zoning Board of Appeals** – approved.

**Contingency Fund** – Dick Weingart recommended an increase to \$20,000 for General Contingency and increase to \$3,500 for Salary Contingency. Any action on salary adjustments over and above 2.5% will be deferred until after the budget passes.

First Selectman Matt Cunningham reported that a Public Works employee (one year probation ends in July) has reached out to the union to re-open the contract due to new membership.

**3) Review Board of Selectmen recommended Salary increases: None**

**4) Review FY 2017-18 & 2018-19 budget forecasts, projected surplus/deficit, and mill rate implications:**

The Board was presented with budget forecast packet for review. Property Tax Revenues for Prior Year Taxes was reduced to \$35,000.

**5) Approve FY 2017-18 town government budget for Town Meeting**

**b. Consider and act on the following: CIP Fund review and adjustment:**

**1) Review existing CIP Projects for potential closure: No Report**

**2) Review FY 2018 – 2022 CIP Plan as recommended by CIP Committee; identify CIP adjustments:**

The CIP plan was reviewed. New items for FY 2017-18 Chaplin BOE include:

- Roof Tower Windows – Reseal & repair; close bottom part of vents - \$9,000
- HVAC Duct system service – Duct/Air Handler cleaning - \$14,000
- Boiler circulation water supply/return piping – Correct piping deficiency - \$9,000

**3) Review BOE request for additional CIP funds (boiler piping change)**

**4) Recommend to Town Meeting transfers between CIP projects to eliminate deficits & repurpose funding: Done at previously meeting.**

**5) Approve FY 2018-2022 CIP Plan for Town Meeting:**

***Motion to accept the 5-year Capital Improvement Plan for FY 2018-2022 and the proposed FY 2017-18 of \$356,410, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**c. Consider and act on the following: BOE budget review and adjustment:**

**1) Review BOE adjusted budget:**

The Board was presented with an impact statement of reducing the CES budget from 3.93% to 3% (approximately \$32,000) resulting in a further reduction in certified staff, possible elimination for after-school programs and staff reductions resulting in fewer opportunities for interventions. There is a deficit with the current budget due to two outplaced students and legal expenses. Discussion was held regarding looking for ways to not increase the MBR and setting up a committee to explore cost sharing for areas such as legal services and building/grounds maintenance. Dick Weingart suggested determining a process to address deficits presented two weeks prior to the annual meeting.

**2) Approve FY 2017—2018 BOE budget for Town Meeting:**

***Motion to approve for the Town Meeting a FY 2017-18 BOE Budget of \$3,513,264, was made by Doug Dubitsky, seconded by Cesar Beltran and carried with one abstention by Matt Foster.***

**d. Approve FY 2017-18 total town budget for Town Meeting:**

***Motion to approve for the Town Meeting a FY 2017-18 total town budget of \$8,202,078, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

**e. Recommend to Town Meeting the appropriation of \$125,000 to the FY 2016-17 Board of Education (CES) budget to cover a projected budget deficit**

**f. Review FY 2017-18 budget calendar & schedule; plan for April 24 budget workshop and May 8 Town Meeting**

**g. Other budget issues for consideration**

**11. OLD/NEW BUSINESS:**

**a. Consider and act on the following funds transfers:**

**1) Transfer \$10,000 from General Fund account 10701.3 LoCIP Fund Balance to CIP unassigned fund balance:**

***Motion to transfer an amount not to exceed \$10,000.00 from General Fund restricted account 10701.3 LoCIP Fund Balance to CIP Unassigned Fund Balance, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

Reason: Funds will be used for CIP project – A.D.A. access to the Senior Center and Library.

**2) Transfer \$8,990 from General Fund account 0701.10 BOE Non-Lapsing Education to CIP unassigned fund balance:**

***Motion to transfer an amount not to exceed \$8,990.00 from General Fund restricted account 0701.10 BOE Non-Lapsing Education to CIP Unassigned Fund Balance, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**b. Consider and act on changes to classification of General Fund Balances:**

**1) Remove Assignment of \$52,721 to balance following fiscal year budget:**

***Motion to revoke the Assignment of \$52,721.00 in the General Fund to balance the following fiscal year budget, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

Reason: Allocation of funds is not required; projected FY 2017-18 budget does not have a deficit.

**2) Commit Fund Balance of \$125,000 to cover projected BOE/CES FY 16-17 budget deficit:**

***Motion to assign \$165,000.00 in the General Fund to potentially absorb the FY 2017-18 BOE/CES estimated budget deficit, was made by Jean Lambert, seconded by Cesar Beltran and carried with one abstention by Cesar Beltran.***

Reason: It is estimated that the FY 2016-17 budget will end in deficit.

Doug Dubitsky expressed concerns with overspending and adding funds to the MBR.

**c. Review status of BOF & Town annual report: No Report**

**d. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated: No Report**

**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. Monday, May 8, 2017 – Annual Town Meeting and BOF Budget Presentation @ 7pm (Senior Center)  
b. Monday, May 22, 2017 – Special Meeting @7pm (Town Hall) – Budget Workshop (if necessary)

**14. Adjourn:**

***Motion to adjourn (10:30 PM) was made by Doug Dubitsky, seconded by Cesar Beltran and carried unanimously.***

Minutes will be approved at the next regular meeting.

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