

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
April 9, 2018

Chairperson Dick Weingart called the meeting to order at 9:05 PM. Present were Board members Link Diwan, Jean Lambert, Doug Dubitsky, Alternate Linda Caron, and Alternate Matt Foster. Unable to attend were Board members Cesar Beltran and Marc Johnson, and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

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

4. AUDIENCE FOR CITIZENS: None

5. ADDITONS OR CHANGES TO AGENDA:

Add to agenda Municipal Spending Cap as Item #10F (move Item #10F to Item #10G).

6. GUESTS: None

7. REPORTS:

a. Staff reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:** Public Works Salaries/Overtime is over budget. Contract for Town of Windham Tax Collector has not been paid. Dick Weingart will follow up on this item.
Motion to accept March 2018 Financial Statements, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.
- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up** The last report did not include collections for motor vehicles and has been corrected. There is no report for March.

b. Board Members reports:

- **Selectmen's monthly meeting:**
Dick Weingart reported highlights of the Selectmen's meeting:
 - Budget projections for the North Bear Hill Bridge project were discussed. There could be more work at an additional cost due to not taking into account the amount of water to be deflected. Completed design specs should be available soon to move forward with the project.
 - The Board of Selectmen suggested moving \$25,000 up in the CIP Plan from FY2019-20 to FY2018-19 to replace a plow.
- **Legislative Report:**
Doug Dubitsky reported that the Appropriations Committee failed to meet their statutory deadline last week. Nothing further is expected to be reported until after the November elections.
- **Annual Report for FY 2016-17:**

Link Diwan reported that a number of Annual Reports have been received with one or two outstanding. The Board of Finance report is being drafted.

- **Other Board Reports:**

Dick Weingart presented update on the Working Group. He is working on a draft of the BOF budget process with a statement of what is needed from various agencies to manage their budgets. Superintendent Henrici is working on a COC budget outline for office procedures. The next meeting will be held on April 24th at 8:30am.

The Board was asked to think about the Board of Education budget. Link Diwan suggested pulling the CES and RD11 budget out of the town budget and vote on separately.

Doug Dubitsky expressed concerns with the drop in enrollment at Parish Hill and asked about shared services. Dick Weingart reported that shared services are determined by the Board of Selectmen with no progress to date. He will suggest the issue to the Working Group.

Linda Caron suggested presenting the budget to the town as is before making any cuts.

8. APPROVAL OF MINUTES – Special meeting – 03/19/2018; Special meeting – 03/26/2018

Motion to approve the special meeting minutes of 03/19/18, was made by Jean Lambert with the following corrections: Item #10a should read – Salary increases for town employees are being reviewed by the Board of Selectmen. Item #10b under CIP Debt Service should read - \$334,485 was approved from the General Fund. The Library/Senior Center loan payment will be paid off next year. Item #10b under Building/Grounds/Maintenance should read – There is \$1,500 in maintenance and supplies. ***The motion was seconded by Linda Caron and carried unanimously.***

Motion to approve the special meeting minutes of 03/26/18, was made by Jean Lambert with the following correction: Item #10a1 should read – There is a surplus in the revenues budget for FY2017-18. ***The motion was seconded by Matt Foster and carried with two abstentions by Link Diwan and Doug Dubitsky.***

Motion to table remainder of agenda, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

9. CORRESPONDENCE:

10. FY 2018-19 BUDGET WORKSHOP; CONSIDER AND ACT ON BUDGET PUBLIC HEARING TESTIMONY AND COMMENTS:

- a. Consider and act on funds transfers and budget line item additions/adjustments as requested
- b. Consider and possible action on Board of Education adopted budget
- c. Budget review and adjustment
 - Review of Oct. 2018 Grand List for Personal Property – Algonquin depreciation schedule
- d. Review FY 2019=2023 CIP Plan as recommended by CIP Committee
 - Consider and act on additions to CIP Plan for urgently needed projects
- e. Review BOF budget calendar & schedule; plan for April 16, 24 & 30 (if necessary) budget workshops
- f. Municipal Spending Cap
- g. Other budget issues for consideration

11. OLD/NEW BUSINESS:

- a. **Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated**

Items #9-11 were tabled.

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Continue budget workshops

13. Time and place of next Regular/Special Meeting

- a. Monday, April 16, 2018; Tuesday, April 24, 2018; Monday, April 30, 2018
- Special Meetings @ 7pm (Town Hall) – Budget Workshops
- b. Monday, May 14, 2018 – Annual Town Meeting and BOF Budget Presentation @7pm (Senior Center)

14. Adjourn:

Motion to adjourn (10:00 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Minutes will be approved at the next regular meeting.

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