

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 16, 2018

Chairperson Dick Weingart called the meeting to order at 7:13 PM. Present were Board members Link Diwan, Jean Lambert, Cesar Beltran, Doug Dubitsky (7:18 PM) and Alternate Linda Caron. Unable to attend were Board member Marc Johnson, Alternate Matt Foster and Alternate Bill Jenkins. Others present was Selectman Bill Rose.

3. SEATING OF ALTERNATES:

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

4. AUDIENCE FOR CITIZENS: None

5. ADDITONS OR CHANGES TO AGENDA: None Permitted

6. GUESTS: Mr. William Rose IV – Board of Selectmen Supplementary Budget Presentation
Selectman Bill Rose presented request to transfer \$16,000 from Employee Benefits (surplus in the annuity match) to TARM (Town Aid Roads) to cover overtime for snow removal and grievance pay issues (which have been settled). The monetary agreements can be viewed in the Board of Selectmen minutes from 04/11/18.

Motion to transfer \$16,000 from line item #31500 Employee Benefits to line item #38100 TARM, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.

Dick Weingart asked about CIP items (funding for a plow truck and funding for the North Bear Hill draining project). The Board of Selectmen recommend moving forward with the plow truck and are waiting on engineering plans for the drainage project. Additional funding (at least \$150,000) is needed to complete the project. Bill Rose will follow up with the engineer.

The Library/Senior Center ran out of water due to the outside spigot being used to wash vehicles. The spigot has been shut off. A quote is being obtained for drilling and to clean the clogged filter. A new well would cost approximately \$4,000. Doug Dubitsky recommended keeping the current system going.

7. APPROVAL OF MINUTES: Public Hearing – 04/09/18; Regular Meeting – 04/09/18

Motion to approve the Public Hearing minutes of 04/09/18, was made by Jean Lambert, seconded by Linda Caron and carried with one abstention by Cesar Beltran.

Motion to approve the regular meeting minutes of 04/09/18, was made by Jean Lambert with the following corrections: Item #7b should read – The Board of Selectmen discussed moving \$25,000 up in the CIP Plan from FY2019-20 to FY2018-19 to replace a plow truck. ***The motion was seconded by Linda Caron and carried with one abstention by Cesar Beltran.***

8. CORRESPONDENCE: None

9. CONSIDER AND ACT ON FUNDS TRANSFERS AND BUDGET LINE ITEM ADDITIONS/ADJUSTMENTS AS REQUESTED:

Funds need to be transferred for the following items that came up after the FY2017-18 budget was passed.

- \$738.84 was not budgeted for the energy project.

Motion to transfer \$738.84 from line item #50000 Town Contingency Fund to line item #20080.3 Debt Service, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

Doug Dubitsky requested a copy of the total outstanding balance for town debt and consider paying off early with the budget surplus.

- \$600 was not budgeted for the internet service at the Library.

Motion to transfer \$600 from line item #50000 Town Contingency Fund to line item #35125.1 Cable/Internet for the Library, was made by Link Diwan, seconded by Cesar Beltran and carried with one abstention by Link Diwan.

- The total sum of \$5,288.34 was not budgeted for the lease of the copiers.

Motion to transfer \$5,288.34 from line item #50000 Town Contingency Fund to line item #20090.1, #20090.2 and #20090.3 Debt Service for Lease for Copiers, was made by Cesar Beltran, seconded by Linda Caron and carried unanimously.

Link Diwan expressed concerns with leasing copiers without approval. Cesar Beltran expressed concerns with the need for a large copier in the Senior Center and suggested swapping out for a smaller, less expensive one. He will follow up with the Board of Selectmen. Link Diwan asked to confirm that a bidding process was followed.

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

a. Consider and possible action on Board of Education adopted budget:

A projection request was sent to the CES Board of Education for the current FY2017-18 budget. As of February 22nd there was a projected surplus of \$192,000. As of April 12th, there was a projected deficit of \$78,675. The costs are for special education for two students (one student outplaced all year and one student on a trial outplacement with the hopes of returning to school who will remain outplaced for the rest of the school year).

Dick Weingart presented a letter to be sent to the Superintendent, Principal and Board of Education to not overspend their budget unless properly documented and report to the Board of Finance in a timely manner for approval. The Board requested documentation for the special education costs including competitive bids, contracts and invoices.

Motion to authorize Board of Finance Chair Dick Weingart to send letter to the Superintendent, Principal and CES Board of Education to not overspend their budget unless properly documented and report to the Board of Finance in a timely manner for approval, was made by Jean Lambert, seconded by Linda Caron and carried with one abstention by Cesar Beltran.

Cesar Beltran left the meeting at 8:48 PM.

The proposed FY 2018-19 CES budget was reviewed. Certified staff salaries are reduced due to three teachers retiring. Contract negotiations are currently going on now for Non-Certified staff. Increase for Central Office for assessment percentage and new Business Manager. Link Diwan suggested the Board of Education budget be voted on separately from the town budget. The Board was asked to review the budget further and consider moving forward as is or reducing the budget.

b. Budget review and adjustment:

• **Review of Oct. 2018 Grand List for Personal Property – Algonquin depreciation schedule:**

Dick Weingart presented the following budget adjustments:

- The Grand List was reduced by \$62,270 due to Board of Assessment appeals.
- The Algonquin assessment for equipment will be depreciated over a 10-year period beginning in 2016 with each subsequent year about 10% reduction of the full value.

• **Review FY 2017-18 & FY 2018-19 budget forecasts, projected surplus/deficit, Fund Balance and Mill Rate implications:**

Two items that will affect the Unassigned Fund Balance are:

- There is no authorization to release the second half of the Town Aid Roads Funds (\$94,500).
- The Board of Education deficit.

The Board needs to decide on giving the projected surplus back to the town by reducing the mill rate from 33.99 to 33.

Motion to table remainder of Items #10 and 11 on the agenda, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

- **Review Town Agency budget requests and identify agency budget adjustments**

c. Review FY 2019=2023 CIP Plan as recommended by CIP Committee

- **Consider and act on additions to CIP Plan for urgently needed projects**

d. Consider and possible action on use of anticipated FY 2027-28 budget surplus to reduce mill rate and/or for CIP projects

e. Review BOF budget calendar & schedule; plan for April 24 & 30 (if necessary) budget workshops

f. 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 #10-11 were tabled.

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Continue budget workshops**

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

- a. Monday, April 23, 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 (9:40 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***