

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 15, 2019

Chairperson Dick Weingart called the meeting to order at 7:12 PM. Present were Board members Link Diwan, Cesar Beltran, Doug Dubitsky and Jean Lambert. Unable to attend was Board member Marc Johnson; Alternate Linda Caron, Alternate Matt Foster and Alternate Bill Jenkins. Others present was First Selectman Bill Rose.

3. SEATING OF ALTERNATES: None

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS Board of Selectmen

a. FY 2019-20 budget presentation follow up & BOF budget questions:

First Selectman Bill Rose presented follow up on three areas of the budget.

Fire Marshall – The Fire Marshall purchases his own equipment due to working in several towns. He does not claim mileage as it is difficult to document when crossing town lines. Link asked for documentation on the salary increase.

Rec Commission – The town has taken over most of the field maintenance and oversees the mowing contract. The Rec Commission transferred funds from field maintenance to activities (\$7,500 should have been transferred to Building/Grounds/Maintenance). The Rec Commission needs to identify which line items can be used for funds that should have been transferred. The Public Works Director Dave Stone (a licensed arborist and licensed pesticide applicator) does the applications with chemicals and fertilizers purchased through a program with cost savings. There is no Rec Director so the Stipend line item should be zero. Building of the closet (for storage of PA and movie equipment) and limestone was charged to activities.

Building & Grounds/Maintenance – Public Works does most of the work and takes care of miscellaneous buildings (The William Ross Library). Each agency has their own maintenance budget. Dick Weingart asked about the well for the Library/Senior Center that was not in either budget. The approximate cost of \$10,000 was split between the Library and Senior Center.

6. ADDITIONS OR CHANGES TO AGENDA: None Permitted

7. REPORTS:

a. Board Member Reports:

1) Board of Education meeting on April 10, 2019 & BOF budget comments:

Dick Weingart and Cesar Beltran attended the Board of Education meeting on April 10th.

8. APPROVAL OF MINUTES:

a. Public Hearing – 04-08-2019; Regular meeting – 04-08-2019:

Motion to approve the Public Hearing minutes of 04/08/2019, was made by Cesar Beltran with the following corrections:

Item #6 should read – Approval of the budget will be sent to referendum to be held on May 7th from 12-8pm at each town's respective polling place.

Item #6 should read – Total Government expenditures is a 6.33% increase.

The motion was seconded by Jean Lambert and carried with one abstention by Doug Dubitsky.

Motion to approve the regular meeting minutes of 04/08/2019, was made by Jean Lambert, seconded by Link Diwan and carried with one abstention by Doug Dubitsky.

9. CORRESPONDENCE: None

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

A request was received for a new line item to establish a stipend for a Deputy Emergency Management Director that was approved by the Board of Selectmen who appointed Will Hooper. The job has increased dramatically with more detailed planning activities required. The annual stipend for the Deputy Director is \$1,557 (the same amount for the Director).

Motion to transfer \$377.85 for the remainder of FY 2018-19 from #50050 Contingency Fund to #31302 Deputy EMD Stipend, was made by Link Diwan, seconded by Doug Dubitsky and carried unanimously.

11. FY 2019-20 BUDGET WORKSHOP:

a. FY 2018-19: Consider and possible action on Board of Education request for supplementary appropriation:

The Board of Education is still trying to determine Special Ed costs and expects to exceed the current budget with a range of \$35,000 to \$50,000 due to unanticipated Special Ed costs. Dick Weingart requested a written estimate for Special Ed Costs by April 23rd. Dick Weingart and Cesar Beltran will hold a working session on April 23rd with the Superintendent, Principal, Business Manager and Special Ed Director to discuss the budget. The town received an email from the CT State Department of Education regarding reimbursement for the Special Ed Excess Cost Grant which is \$44,663 for Chaplin. Doug Dubitsky expressed concerns with the whole Special Ed situation where the town is still responsible for funds that are absorbed into the budget even after a student leaves the town. No action will be taken at this time on a supplementary appropriation.

b. FY 2019-20: Consider and possible action of Board of Education adopted budget:

The Board of Education presented a preliminary budget in February and final budget in March with a \$47,000 increase for Chaplin's share (Chaplin 40%/RD11 60%) of the Central Office in three major areas: Special Education, Administration and Business Office. Dick Weingart presented the Board with a summary of the Central Office budgets for the past six years with an excessively large increase of 38%. The preliminary budget presented in February was a 2.81% increase for regular education (not including Special Ed). The final budget presented in March was a 3.65% increase for regular education (not including Special Ed) with the increase all in Central Office expenses. Doug Dubitsky asked the Board not to consider appropriation of funds due to Special Ed unanticipated costs until the Board of Education provides documentation as required from any town agency. He also suggested putting extra funds in the Town Contingency Fund for unanticipated Special Ed costs to be used only if needed.

c. Plan for May 13, 2019 Annual Town Budget Meeting

1) Review FY 2018-19 & FY 2019-20 budget forecasts (revenue and expenditures), projected surplus/deficit, and Mill Rate implications):

The Board reviewed the budget forecasts that didn't change much from the Public Hearing. There is an increase in projected surplus. The Fund Balance will have a substantial balance the end of FY 2018-19 and FY 2019-20 as a result of upcoming CIP projects for bridge maintenance, road maintenance and a drainage project. Dick Weingart asked the Board of Selectmen to consider assigning \$300,000 for future transfer to the CIP Fund that would leave the Fund Balance at 13%.

- 2) **Review all Town Agency budgets – follow up from BOF 03/18/19 budget workshop:**
 - a. **Identify individual budgets for examination/additional information/adjustment:**
 1. **Building & Grounds Maintenance, Fire Marshall, Recreation Comm. Budgets; others may be identified:** Listed agencies covered under Item #5.
- 3) **Review RSD11-PHMS/HS Board of Education adopted budget and Chaplin assessment:**

The Chaplin share of the RD11 budget is 2.436 million for FY 2018-19 and projected to increase to 2.458 million for FY 2019-20 with an increase of 0.93%. The approved budget for RD11 is an increase of 0.9%. The number of students at the middle/high school continues to decline. Chaplin dropped 1/2%, Hampton dropped a little more than 1/2% and Scotland increased about 1-1/2%.

Motion to table the remainder of Item #11, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- 4) **Review FY 2020-2024 CIP Plan as presented to CIP Committee on 03/20/2019**
 - a. **Review completed Capital Projects for potential closure**
 - d. **Consider and possible action on reserving anticipated FY 2018-19 Unallocated Fund Balance for CIP projects**
 - e. **Review BOF Budget Calendar and schedule**
 - f. **Other budget issues for consideration**
- 12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**
- a. **Continue budget workshops: FY 2019-20 Town Govt. & Board of Education budgets**
 - b. **Approve CIP Plan**
- 13. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**
- a. **Monday, April 22 & 29, 2019 -Budget Workshops @7pm (Town Hall)**
 - b. **Monday, May 13, 2019 – Annual Town Budget Meeting/BOF Budget Presentation @ 7pm (Senior Center)**
- 14. Adjourn:**
- Motion to adjourn (9:42 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

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