

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**March 20, 2023**

Chairperson Dick Weingart called the meeting to order at 7:00 PM. Present were Board members Link Diwan, Linda Caron, Doug Dubitsky and Victor Boomer; Alternate Peter Haines. Others present were First Selectman Juan Roman, Superintendent Ken Henrici, CES Board Chair Jaclyn Chancey and CES/RD11 Business Manager Jobina Miller. Absent were Board members Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

3. **SEATING OF ALTERNATES:** Alternate Peter Haines seated for Board member Bill Jenkins.

4. **FIRST AUDIENCE FOR CITIZENS:** None

5. **GUESTS: Chaplin Board of Education/CES & RSD11 FY 2023-24 Budget Presentations:**

a. **Review and discussion of Board of Education/CES and Central Office proposed budgets for FY 2023-24:**

Superintendent Henrici presented the proposed CES budget with an overall increase of 3.68% including: Heating Oil, Electricity, Health Insurance (over 25% increase) and Salaries (contractual) that is reasonable considering inflation. Jobina Miller reviewed line items that changed: Certified Staff (contractual salary); Non-Certified Regular (should have been budgeted higher in 2022-23; Workers Compensation (based on actual number from insurance carrier); Pupil Transportation – (for 3 Special Ed students), Certified Staff Speech & Language (outsourced - not able to fill the position); Central Office IT Director (full salary with benefits in the Central Office budget, received a stipend from the RD11 budget - for doing newsletter, other technology tasks, van purchase from the UCONN surplus); Central Office Superintendent (change in Health Insurance for Executive Assistant); Insurance (confirmed by insurance carrier); Central Office Maintenance Director (full salary with benefits in the Central Office budget, received stipend from the CES budget to conduct comprehensive inspections of all CES infrastructure); Field Trip Transportation (more field trips planned).

- Link Diwan asked about the split for the Central Office budget that was previously based on pupil count (agreed pre-Covid that the majority of Central Office would be same split as the Superintendent). Chaplin would be assessed more based on the number of staff - Special Ed paras (CES – 11, PH – 5), and 4 Special Ed teachers.
- Peter Haines suggested looking for support from the Bureau of Education and Services for the Blind (Superintendent will follow up).
- Dick Weingart asked about student enrollment data regarding mobility with rental housing in town (stable and difficult to project).
- Doug Dubitsky asked if the 3 students found in Hampton were included in the enrollment (accounted for and changed with Chaplin being assessed for 3 less students – about \$75,000).
- Link Diwan asked about Chaplin's school rankings (difficult to determine - many different rankings with different criteria). According to US News, Parish Hill ranked 31<sup>st</sup> in CT and CES ranked 137<sup>th</sup>.
- Link Diwan commented about great schools increasing property values, better opportunities, and better tax base to continue funding.
- Doug Dubitsky expressed concerns about the following: items that add to the MBR and not used for educational purposes (electricity, propane, van purchase, stipend for infrastructure inspection, Field Trip Transportation, Information Technology) and why oil isn't purchased together by the school and town (cost of oil is at a record high).

b. **Review and discussion of RSD11 proposed budget for FY 2023-24:**

Superintendent Henrici reported the budget is fiscally responsible. The state needs to do more for the excess cost grant for Special Ed (3 unanticipated students came into the district with a cost of over

\$500,000). No revenue is received until the costs exceed more than 4.5 times the cost per student (\$27,000). Doug Dubitsky introduced bills to reduce to 3 times the cost per student and to have the state take over Special Ed completely (both bills went nowhere).

- Dick Weingart presented enrollment as of October 2022 (Chaplin – 107, Hampton - 44, Scotland – 66), projected assessment for the upcoming school year when the budget is finalized (Chaplin – 48.03%, Hampton – 22%, Scotland – 29% that is an increase of about \$84,730 for Chaplin), and asked about Transition students (student who graduates but still needs Special Ed services until age 22 and a huge part of the RD11 budget - creating an in-house transition program next year to decrease costs).

**c. Review Board of Education (BOE/CES) FY 2022-23 budget reports for February:**

Jobina Miller reported the budget is currently about 50% spent and not expected to go over. Non-Certified Staff is underbudget and Speech & Language is overbudget (budgeted for a lower amount for a person in-house who left).

**6. ADDITIONS OR CHANGES TO THE AGENDA:** None permitted

**7. REPORTS**

**a. Board Member reports:**

**1) Consider and act on approval of FY 21-22 Annual Report:**

There are no reports from the Treasurer (waiting for the audit which is done) and Zoning Board of Appeals (Peter recommends publishing the Annual Report noting missing reports not submitted).

**b. Staff Reports:**

The budget backup includes list of all positions and how they are classified. Town employees (hourly and elected) other than 2 Public Works employees under collective bargaining contract (still to be negotiated) received a 3-1/2% salary increase – does not include stipends (thanks to Val for all her work on updating the budget documents).

**8. APPROVAL OF MINUTES**

**a. Regular meeting(s) – March 13, 2023:**

*Motion to table the March 13, 2023 regular meeting minutes, made by Victor Boomer, seconded by Linda Caron and carried unanimously.*

**9. CORRESPONDENCE:** None

**10. BUDGET WORKSHOP FOR FY 2023-24**

**a. Review Board of Education/CES budget for FY 2023-24 and identify questions/comments for Board of Education:**

Reviewed under Item #5c.

- Link Diwan suggested when reviewing the budget to look at what the town pays for oil and consider moving some of the expenses over to the town as a way to reduce the increase in the budget.

**b. Review and discussion of Governor’s FY 2023-24 budget and municipal aid to Chaplin:**

No changes to the budget (in the process of finalizing).

**c. Review latest draft of total Chaplin FY anticipated revenues:**

Added under tax revenues to show increase/decrease from year-to-year with mill rate of 34.50 that generated an extra \$423,000 for FY 2022-23. Going forward at the same mill rate, tax revenues could be down as much as \$167,000 (due to Algonquin).

**d. Review Town Agency budget requests; identify individual budgets for examination/additional information/adjustment:**

Backup documentation was added to Town Agency budgets for reference (available online).

**e. Review Capital Projects Plan**

**1) FY 2024-2028 CIP Plan as proposed by CIP Committee:** No change

The CIP Committee will explain priorities assigned to projects at the March 27<sup>th</sup> meeting.

**2) Review completed CIP projects for potential closure:** None

**f. Review dates for Board of Finance special budget workshops and budget Public Hearing:** no change

**g. Other budget issues for consideration:** None

**11. OLD/NEW BUSINESS**

**a. Review action items from previous meetings – see minutes:** No change

**b. Review and update BOF Annual Activity/Project Calendar:** No change

**c. Consider and act on funds transfers and budget line additions/adjustments as requested:** None

**12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

a. Regular meeting(s): Standard meeting agenda and FY 2023-24 Budget Workshop

b. Special meeting(s): FY 2023-24 Budget Workshops

c. CIP Committee Report

**13. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**

a. Monday, March 27, 2023: Special Meeting & CIP Committee Report; Budget Workshop @7pm (Town Hall)

b. Monday, April 3, 2023: Special Meeting & Budget Workshop @7pm (Town Hall)

c. Monday, April 10, 2023: Regular Meeting & Budget Workshop @7pm (Town Hall)

d. Monday, April 17, 2023: Special Meeting and Budget Workshop @pm (Town Hall)

a. Monday, April 24, 2023: (Tentative) Budget Public Hearing Special Meeting and Budget Workshop @ 7pm (Senior Center)

**Action Items:**

- Update on reimbursements for Electronic Sign and Fire Truck.

- Review Board goals and policies for FY 2022-23:

**1) Board policies and Board Member handbook.**

a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.

b) Revise Board of Finance organizational documents and Bylaws.

c) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.

d) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).

e) Policy for dissemination of Personal Information of Board Members.

**14. ADJOURN:**

***Motion to adjourn (8:30 PM) made by Doug Dubitsky, seconded by Victor Boomer and carried unanimously.***

***Respectfully submitted by Kathleen Scott***

***Recording Clerk***