

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
September 22, 2014

Chairperson Dick Weingart called the meeting to order at 7:02 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky. Others present was Treasurer Andrew Daniels.

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

4. **GUESTS:** None Expected

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

6. **REPORTS:**

a. **First Selectman monthly report:** No Report

b. **Staff reports:**

- **Accountant: Review and accept monthly Financial Statements**

Motion to accept Financial Statement as written, was made by Jean Lambert, seconded by Bruce Raymond and carried with one abstention by Doug Dubitsky.

- **Treasurer: Monthly report**

Everything is running smoothly and the grants are coming in. The high school hired a new person to manage the accounts.

The Fire Department is having an Open House on October 25th with demonstration of the Hurst tools and new equipment. Fire Prevention will be held October 21st at the school.

- **Tax Collector: Review most recent report**

The Board was presented with a report on collections. Gay St. Louis will be at the October 14th meeting.

- **Assessor: Monthly report on significant activities:** None

- **Other Staff reports:** None

c. **Board Member reports:**

- **Selectmen's Meeting: September 4, 2014: R. Weingart**

Dick Weingart presented highlights of the Board of Selectmen meeting:

- Discussion was held regarding concerns with treatment and cleanup of the firehouse after being rented for events.
- There is a change in the Recreation Department function with the possibility of a new Director. The property will be maintained by Public Works.
- Jason Chilly is the new Burn Official.

- **Other Board reports:**

➤ **FY 2013-14 Annual Report: D. Fiasconaro**

A draft letter for the Board of Finance Annual Report will be presented at the next meeting.

7. APPROVAL OF MINUTES

- **08/11/2014 – Regular meeting:**

Motion to approve the regular meeting of 08/11/2014, was made by Bruce Raymond with the following correction: Item #4 should read – Motion that the amount of \$59,900 appropriated by Town meeting from account 10702-Unrestricted Fund Balance to account 25100-Elementary Education in fiscal year FY 2013-14, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously. *The motion was seconded by Jean Lambert and carried with one abstention by Doug Dubitsky.*

8. CORRESPONDENCE:

A letter was received from OPM to the auditors regarding reporting of audit report findings. Dick Weingart will follow up with the auditors.

9. OLD BUSINESS:

a. FY 2013-14 budget issues:

- **Review and approve funds transfers and budget line adjustments to close out FY 2013-14:**

The Board was presented with four additional budget transfers due to journal entries and late invoices.

Motion to approve four new transfers documented as presented for FY2013-14, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

b. Review FY 2013-2014 Audit progress:

The auditor is reviewing the books. More information will be presented at the October meeting.

c. Continue critique of FY 2013-2014 budget process – timeline and review procedures:

Dick Weingart presented budget timeline for review. Diana Fiasconaro suggested an earlier budget request deadline to give the Board more time to review. A draft budget request letter will be presented at the October meeting with final approval at the November meeting. The deadline for budget requests will be the end of January.

d. Prioritize Board initiatives and goals for 2014-15:

1) Board policies:

a) **General Fund policy on Unreserved & Unassigned percentage of budget and other factors:**

The Board was presented with FY 2014-15 Budget Policies and Guidelines.

b) **CIP Fund policy on budget amount and new projects (when can they be added and cost documentation)**

A firm estimate of costs is needed for any CIP project. Discussion was held regarding fire department purchase of equipment. Diana Fiasconaro will check on the cost of turnout gear.

2) Board bylaws:

3) Board member handbook:

Doug Dubitsky suggested obtaining a sample handbook from a surrounding town to assist the Board with developing a handbook.

10. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested:

The Chaplin Museum was incorporated and went out of business with \$1,910.71 residing in the General Fund. A new restricted line item is needed to maintain funds for future purchases.

Motion to approve Restricted Line Item #10701.9 Chaplin Museum for historical purposes and transfer funds into this line item, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.

b. Review approved Town ordinance for Alternate BOF members – effective 09/27/2013:

Dick Weingart presented Town ordinance for alternate BOF members that will take effect the end of the week. Three alternates will be appointed by the Board of Finance within 45 days of the ordinance effective date. Dick Weingart will ask for nominations from the Board of Selectmen.

c. Consider and act on R. Weingart request for \$175 fee to attend annual CCM Convention (other members also?)

Motion to allocate \$175 for Richard Weingart to attend the annual CCM Convention, was made by Doug Dubitsky, seconded by Bruce Raymond and carried unanimously.

d. Other urgent business: None

11. CONTINUING BUSINESS:

a. BOE Non-Lapsing Carryover Fund Account Procedures: None

b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections:

Diana Fiasconaro will contact the Ambulance Corps for a copy of the contract. Dick Weingart asked the Board to consider setting funds aside in anticipation of costs or take request to the town for approval when funds are needed for an ambulance.

12. SECOND AUDIENCE FOR CITIZENS: Note-Comments are limited to agenda items and subject to Chair discretion

None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Review FY 2013-14 Audit progress
- b. Critique FY 2014-15 budget process – timeline and review procedures
- c. Review progress on Board goals for 2014-15
- d. Guest: Tax Collector or Ambulance Corps

14. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:

- a. Tuesday, October 14, 2014 – Special Meeting @ 7:15pm (Town Hall)
- b. Monday, November 10, 2014 – Regular Meeting @ 7:00pm (Town Hall)

15. ADJOURN:

Motion to adjourn (8:55 PM) was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*