

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
May 21, 2015

Chairperson Dick Weingart called the meeting to order at 7:28 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert and Marc Johnson. Unable to attend was Board member Doug Dubitsky.

3. **AUDIENCE FOR CITIZENS:** None

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

5. **GUESTS:** None expected

6. **REPORTS:**

a. **Board Member reports:**

• **FY 2013-14 Annual Report Status Diana & Sue – good job!**

Diana Fiasconaro and Sue Gluck were commended for the great job they did on the annual report. Dick Weingart suggested the annual report request letter go out with the budget request letter.

Motion to appoint Diana Fiasconaro as Annual Report Coordinator, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

• **FY 13-14 Audit follow up: Dick**

The year-end journal entries are done, the trial balance matches and the audit is in good shape.

• **Legislative report:** No Report

• **Other reports:** None

7. **APPROVAL OF MINUTES:**

a. **Public Hearing 04/13/2015; Special meeting 04/16/2015; Special meeting 04/27/2015:**

Motion to approve the Public Hearing minutes of 04/13/15, was made by Bruce Raymond with the following corrections: Page 2 should read – \$125,000 was added to the CIP for road maintenance due to a rough winter and \$150,000 was added to capital projects for a new plow truck. Under Town Memberships should read – increase for programs that service the needy and NECCOG. *The motion was seconded by Jean Lambert and carried unanimously.*

Motion to approve the Special Meeting minutes of 04/16/15, was made by Bruce Raymond with the following correction: Item #6b should read – Consider and act on Tax Collector Report format and publishing delinquent taxpayer list. *The motion was seconded by Jean Lambert and carried unanimously.*

Motion to approve the Special Meeting minutes of 04/27/15, was made by Jean Lambert with the following correction: Item #10b should read – The BOF Budget Management Policy needs to be reviewed and updated. *The motion was seconded by Bruce Raymond and carried unanimously.*

8. **CORRESPONDENCE:** None

9. **OLD BUSINESS:**

a. **Review salary equity increase requests for Town Clerk and Administrative Assistant:**

The job description for the Administrative Assistant was approved at the May BOS meeting. The BOS formally approved the increase to the Administrative Assistant salary to \$35,298 effective July 1st. The funds are in the salary contingency fund. The Town Clerk's job description was tabled. The Board was asked to review job descriptions for both positions for the next meeting.

b. Consider and act on purchase of CCM January 2015 Salary Survey (\$150):

Motion to approve purchase of CCM Municipal Salary Survey 2015 Edition in the amount of \$150, was made by Diana Fiasconaro, seconded by Marc Johnson and carried unanimously.

c. Monitor FY 14-15 BOE/CES budget and projected deficit:

The projected deficit for the FY 14-15 BOE/CES budget is \$165,400 (unbudgeted special education, unbudgeted magnet school tuition and excess legal fees). The budget is frozen except for necessary expenditures.

• **Review BOE Attorney opinion re: Minimum Budget Requirement (MBR):**

The Board was presented with a copy of the BOE Attorney opinion for the MBR for review.

\$165,000 was set aside for the 2014-15 BOE budget deficit and \$100,000 was appropriated for the 2015-16 budget (does not take into account funds and legislation to offset declining enrollment).

10. NEW BUSINESS:

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

A new line item is needed for the Town Clerks Grant to do major enhancements to cataloging town records.

Motion to establish new line item #43105.1 Town Clerk for Grant Payroll, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously.

b. Consider and act on FY 2015-2016 Mill Rate (contingent on budget passing); or

The budget passed and the mill rate will remain flat at 35.05.

Motion to set the FY 2015-16 Mill Rate at 35.05, was made by Diana Fiasconaro, seconded by Marc Johnson and carried unanimously.

c. Review options for FY 2015-2016 budget revisions (if budget does not pass): Tabled

d. Review revised BOF Agency Budget Management policy:

The Board revised the BOF Agency Budget Management policy with the following:

- Agencies must notify the Board of Finance as soon as they are over budget.
- Line items exceeding \$500 require prior written approval by the Board of Finance.
- Creation of new expenditure line items and revenue line items require prior written approval by the Board of Finance.
- Mid-Year Budget Adjustment forms need review.

Marc Johnson suggested using a percentage for non-fixed costs such as utilities.

The Contingency Fund can be used for an emergency.

e. Consider and act on proposed BOF member assignments to draft policies and procedures:

The following is a list of BOF member assignments to draft policies and procedures. Dick Weingart will obtain a procedure template from First Selectman Bill Rose.

1. BOF Calendar – Jean Lambert
2. Annual Report – Diana Fiasconaro
Audit – Diana Fiasconaro
3. Budget Process – Bruce Raymond

4. Salary Equity Increase Policy – Marc Johnson
5. State Budget & Appropriations – Doug Dubitsky
6. Intro & BOF Backup General & CIP Funds – Dick Weingart

f. Other issues for consideration:

Parish Hill has been looking for a Business Manager with no success to date. Financial Consultant Noelle Cormier will be out for the month of June. Accountant Val Garrison will fill in at Parish Hill one day a week to do payroll and any other duties as necessary.

Public Works negotiations are complete. The Board of Selectmen will ratify the contract at their meeting next week.

11. CONTINUING BUSINESS: None

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Approve FY 2015-16 Town Revenue budget
- b. Review CES FY 14-15 budget deficit projections
- c. Approve revised BOF Agency Budget Management policy
- d. Approve revised BOE Non-Lapsing Carryover Fund Account Procedures
- e. Standard Regular meeting agenda

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

- a. Monday, June 8, 2015 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, July 13, 2015 – Regular Meeting @ 7pm (Town Hall)

14. ADJOURN:

Motion to adjourn (8:50 PM) was made by Dianna Fiasconaro, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*