

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
July 11, 2016

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members Jean Lambert, Doug Dubitsky, Marc Johnson and Alternate Matt Foster. Unable to attend were Board members Bruce Raymond and Cesar Beltran. Others present was Emergency Management Director Jim Randall.

3. SEATING OF ALTERNATES:

Alternate Matt Foster was seated for Board member Bruce Raymond who could not attend tonight's meeting.

4. FIRST AUDIENCE FOR CITIZENS:

Jim Randall presented request for new line item to the Emergency Management budget for repairs to radios and computers.

5. GUESTS: None expected

6. ADDITIONS OR CHANGES TO AGENDA: None

7. REPORTS:

a. First Selectman monthly report: None

b. Staff Reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up**
There is an excess of \$65,000 revenues over expenditures which is not final due to additional expenditures and reconciliation of the Board of Education. Overtime for the State Trooper for speeding control is reimbursed.
Motion to accept the Financial Statement, was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.
- **Tax Collector: Review and accept monthly report; identify questions for follow up:** No Report
- **Treasurer: Monthly Report:** No Report
- **Assessor: Report re: initial inspection of Algonquin facility expansion**
The Assessor toured the Algonquin facility that has two large buildings with substantial equipment that will have a significant positive impact on the grand list. Another expansion is planned for next year.
- **Other Staff Reports:** None

c. Board Member Reports:

- **Selectmen's monthly meeting: R. Weingart**

Dick Weingart presented the following highlights from the Board of Selectmen's meeting:

- There is an agreement with CONNSERV to redo the Fire Department with energy efficient lighting.
- Ross Solar evaluated several buildings in town and determined that the Library/Senior Center and Fire Hall are good candidates. Doug Dubitsky asked about installation designs and excess power.
***Dick Weingart will follow up on costs, excess power and payback terms.**
- The Ambulance Corps submitted a contract with an increase from \$24,000 to \$26,400.
- The owners of the property abutting the Museum are objecting to moving it. The project needs further investigation.

- **Other Board reports:** None

8. APPROVAL OF MINUTES:

a. Regular Meeting – June 13, 2016

Motion to approve the regular meeting minutes of June 13, 2016, was made by Jean Lambert with the following corrections: Item #7c should read – The present owners of the property abutting the Museum do not recommend relocation and are willing to take over maintenance of the building. Item #8 should read – Motion to approve the special meeting minutes of May 20, 2016, was made by Jean Lambert, seconded by Dick Weingart and carried with abstentions by Doug Dubitsky and Cesar Beltran. Item #11c should read – Revisions suggested at the May 2015 meeting included the following. **The motion was seconded by Matt Foster and carried unanimously.**

9. CORRESPONDENCE:

a. Letter received from RSD11 Board of Education Chair:

A letter was received from RSD11 Board Chair Steve Dunn regarding convening the Addition/Withdrawal of Grades Study.

10. OLD BUSINESS:

a. Select BOF representative for RSD11 Addition/Withdrawal Study Committee:

Motion to nominate Matt Foster as the Board of Finance representative for the RSD11 Addition/Withdrawal of Grades Study Committee, was made by Doug Dubitsky, seconded by Jean Lambert And carried unanimously.

b. Update/review of BOE/CES FY 2015-16 budget:

The budget versus actuals through June 29th for CES shows \$63,139 left in the budget with outstanding invoices (the budget includes \$126,630 appropriated by the town). The Board asked for an explanation of estimated expenditures for the \$126,630 and the information provided is not clear.
***Dick Weingart will follow up on this issue.**

11. NEW BUSINESS:

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

Motion to create new line item with \$500 for Emergency Management budget, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

A request was received to join CCM with an annual dues of \$1,482. Doug Dubitsky suggested checking for formal approval by the Board of Selectmen.

***Dick Weingart will follow up on this request.**

b. Review preliminary FY 2015-16 Audit schedule:

The auditors have requested information and will begin the audit the second week in September. An audit presentation will be scheduled for the end of the year.

c. Consider revised BOF Agency Budget Management Policy: None

d. Review BOF member assignments to draft policies and procedures per 05-21-2015 Special Meeting: None

e. Other Urgent Business: None

12. Continuing Business:

a. Review Board goals and policies for FY 2016-17

1) Board policies.

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

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

c) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts

2) Board bylaws

3) Board member handbook

d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee

13. Second Audience for Citizens:

Jim Randall commented on the Museum relocation.

14. Agenda suggestions for next meeting.

a. Review BOF/BOE Non-Lapsing Carryover Fund account procedures

b. Status of FY 2015-16 audit

c. Standard Regular meeting agenda

15. Time and place of next Regular/Special Meetings.

a. Monday, August 8, 2016: Regular Meeting @ 7:00 pm (Town Hall)

b. Monday, Sept. 12, 2016: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn:

Motion to adjourn (8:27 PM) was made by Jean Lambert, seconded by Doug Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

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