

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
January 8, 2018

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Link Diwan, Jean Lambert, Cesar Beltran, and Alternate Linda Caron. Unable to attend was Board members Doug Dubitsky and Marc Johnson; Alternates Matt Foster and Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Linda Caron was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

4. ELECTION OF BOF OFFICERS:

Dick Weingart was nominated for Board Chair by Cesar Beltran. Cesar Beltran was nominated for Board Vice-Chair by Dick Weingart. Link Diwan was nominated for Board Secretary by Dick Weingart.

Motion to approve nominations for officers, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

5. FIRST AUDIENCE FOR CITIZENS: None

6. ADDITIONS OR CHANGES TO AGENDA:

Add to agenda under Item #7b, December Chaplin BOE meeting.

7. REPORTS:

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

b. **Board Member reports:**

• **Selectmen's monthly meeting: Dick Weingart**

Dick Weingart presented highlights of Selectmen's meeting. Preliminary information on Group Medical/Dental insurance shows an increase in the double digits due to claims experience higher than target.

• **Annual Report for FY 2016-17: Link Diwan**

The Annual Report request letters were sent out.

• **CIP Committee meeting – 12/18: Dick Weingart**

The CIP Committee is off to an early start and had a productive meeting. New requests will be presented later on the agenda. The next meeting will be held on January 22nd at the Town Hall at 5pm.

• **December Chaplin BOE meeting – Dick Weingart**

Dick Weingart attended the December Chaplin BOE meeting and addressed the following: a summary of the audit, concerns from the BOF regarding budget deficits and finding solutions, and also shared ideas for budget monitoring procedures (such as quarterly budget adjustments). He also recommended having a BOE member join the working group.

c. **Staff reports:**

- **Accountant: Review and accept monthly Financial Statements; identity questions for follow up**
Town Insurance was simplified and follows the invoice format making it easier to track. Police Protection was budgeted at 100% and approved by the town. A decision was made by the Board of Selectmen to take on a fourth full-time Public Works employee.
**Dick Weingart will confirm the salary for this fourth PW employee with the BOS.*
Motion to accept the monthly Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.
- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up**
No Report
- **Assessor & Treasurer: No Report**

8. APPROVAL OF MINUTES:

- a. **Special Meeting – October 30, 2017; Regular meeting – November 13, 2017; Regular meeting – December 11, 2017:**

Motion to approve the regular meeting minutes of November 13, 2017, was made by Link Diwan with the following corrections: All names should be in the same format throughout the minutes. Item #7c should read – Public Works is over budget \$52,000 for road paving in CIP and will be offset by state bonding package for CIP projects. Item #12a should read – Consider and on recommendation to Town Meeting for appropriation to cover BOE/CES FY 2016-17 budget deficit: Tabled. Motion to table recommendation to Town Meeting for appropriation to cover BOE/CES FY 2016-17 budget deficit until procedures are in place to prevent future over spending of the budget, was made by Link Diwan, seconded by Doug Dubitsky and carried with the following vote: YES: D. Dubitsky, L. Diwan, J. Lambert. NO: D. Weingart, C. Beltran. ABSTAIN: L. Caron. *The motion was seconded by Jean Lambert and carried unanimously.*

Motion to approve the regular meeting minutes of December 11, 2017, was made by Jean Lambert with the following corrections: Item #4a should read – Mr. Offerdahl began the presentation starting with the MD&A review. Audit cannot be finalized until a town meeting is held to approve appropriation of funds. Item #4d should read – Discussion: Linkesh Diwan would like to amend the motion to make this recommendation contingent on agreement of shared services. Item #5 should read – The Board discussed the last overage regarding \$60,000 + in lawyer fees, and how this could have been prevented, and improvements to the process. State statutes pertaining to the BOF were discussed. Item #7 should read – Mr. Diwan handed out draft letters/reports to the Board and the new process was discussed. *The motion was seconded by Link Diwan and carried unanimously.*

9. CORRESPONDENCE: None

10. OLD BUSINESS:

- a. **Approve revised FY 2016-17 Financial Statement per audit:**
Motion to approve the FY 2016-17 Financial Statement per audit as amended, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.
- b. **Review Chaplin’s projected municipal aid for FY 2017-18 based on approved state budget:**
Projected municipal aid for Chaplin for FY2018 is \$49,641.

c. Consider and act on Chaplin Revenue Budget for FY 2017-18:

The Board was presented with the Chaplin Revenue budget for review. Municipal aid for Chaplin was reduced by \$149,999 (7%).

Motion to approve the Chaplin Revenue Budget for FY 2017-18 as presented, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

d. Approve BOF budget letter to Board of Education/CES for FY 2018-19:

Dick Weingart presented the draft budget letter to the Board of Education/CES for FY 2018-19. The following statement was added: We, the Board of Finance look forward to working closely with the Board of Education to plan, prepare for and resolve all budget issues.

Motion to approve BOF budget letter to Board of Education/CES for FY 2018-19 as amended, was made Cesar Beltran, seconded by Link Diwan and carried unanimously.

e. Review BOF budget calendar for FY 2018-19:

The budget calendar was reviewed. January – CES (January 10th) and RD11 (January 16th) Board meetings for January will have opportunity for public input on the budget. February – The legislature convenes in February. COST meeting will be held on February 14th. A special meeting will be held on February 26th for Town Agency Budget Presentation.

11. NEW BUSINESS:

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

b. Consider and act on total CIP budget for FY 2018-19:

The Board was presented with the CIP Plan for next year. Link Diwan requested quotes for each project. New request include: replace kitchen floor surface in Senior Center, new folding cafeteria tables in the cafeteria at Chaplin Elementary and replace all smoke detectors in the building at Chaplin Elementary.

Motion to approve the CIP budget for FY 2018-19 not to exceed \$360,000 for FY 2018-19, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

c. Approve charge to BOF joint Working Group for financial procedures (BOF, BOS, BOE):

Dick Weingart presented the charge to the BOF joint Working Group for financial procedures. Opportunities for shared services between the town and Board of Education is moved to Special Activities.

Motion to approve organization and charge for the Board of Finance Joint Working Group for Financial Procedures document as amended, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

d. Review draft BOF budget for FY 2018-19:

The draft BOF budget includes increases for salaries and the audit. The Board was asked to consider an additional administrative financial assistance for the budget.

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) Revise BOF Agency Budget Management policy
 - d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts
 - 2) Board Bylaws
 - 3) Board Member Handbook
- b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Fixed assets presentation by guest presenter
- b. Review and approve BOF budget for FY 2018-19
- c. Review October 2017 Grand List from Assessor
- d. Review draft BOF General and CIP Fund policies
- e. Standard Regular meeting agenda

Motion to table the rest of the agenda not covered, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

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

- a. Monday, February 5, 2018: Regular meeting @ 7pm (Town Hall)
- b. Monday, February 26, 2018: Special Meeting for Town Agency budget presentations @ 7pm (Town Hall)
- c. Monday, March 10, 2018: Regular Meeting @ 7pm (Town Hall)

16. Adjourn:

Motion to adjourn (10:05 PM) was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

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