

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
July 9, 2018

Chairperson Dick Weingart called the meeting to order at 7:14 PM. Present were Board members Link Diwan, Jean Lambert and Alternate Matt Foster. Unable to attend were Board members Cesar Beltran, Doug Dubitsky, Marc Johnson and Alternate Linda Caron and Alternate Bill Jenkins. Others present was Emergency Preparedness Jim Randall.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. ADDITONS OR CHANGES TO AGENDA:

Move Item #12B Review Chaplin/Hampton Ambulance Corps contract and future costs projections: NECCOG Paramedic Study Committee to Item #10C under Old Business.

7. REPORTS:

a. Board Member reports:

• **Selectmen's monthly meeting:**

Dick Weingart presented highlights from the Selectmen's meeting:

- Bill Rose is now the First Selectman and Matt Cunningham is a Selectman.
- Invoices totaling \$1,200 were received for solar panels installed on the Senior Center/Library that were expected with zero cost. The invoices indicate a power purchase agreement. Link Diwan suggested adding a subcategory to electricity to track savings.
- Willi Waste sent a letter regarding contaminated recyclables that will result in increased charges or no credits.
- The Ambulance Corps was discussed. They are considering implementing paid first responders for daytime calls.

• **Annual Report for FY 2016-17:**

Link Diwan presented the FY 2016-17 Annual Report and was commended for a job well done. A copy of the town map of Chaplin will be added to the report and sent out for distribution tomorrow.

Motion to approve the Annual Report for FY 2016-17 with the addition of a map of Chaplin, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.

Link Diwan presented Annual Report Request Memo with attached template (same as last year).

Motion to approve Annual Report Request Memo as compiled by Link Diwan, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.

• **Salary Study Committee Update:** No Update

b. Staff Reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**
 - School bus fuel will be reimbursed from the Chaplin BOE.
 - Revenue is over budget for Inland/Wetlands.
 - Rentals at the Fire Department Hall are down. An Adhoc Committee was developed to review policies for town facilities including liability insurance.
 - Webster Revenue Collection is in the negative –* **Dick Weingart will check on.**
 - There is no funding available for elderly tax reimbursement.
 - State Education funding - \$26,404 more was received than budgeted.
 - Special Education funding - \$31,818 was received.
 - Tax Collections – over \$128,000 received more than budgeted.
 - CT Solar Leases – new line item put under expenses for electricity. Link Diwan suggested a separate meter to monitor usage.
 - Insurance lines are under budget.
 - Parish Hill is under budget \$93,542. \$300,000 was used to offset town assessments.
 - Building/Grounds/Maintenance is under budget approximately \$8,400 in the cemetery lines.
 - Emergency Preparedness is under budget approximately \$1,000.
 - Employee Fringe Benefits is under budget \$48,226.
 - The Historic District Commission is over budget \$116.
 - The Library is over budget \$1,641 for the Custodian and Heating Fuel.
 - Sanitation is slightly over budget.
 - The Senior Center is under budget \$6,159.
 - The Tax Collector is over budget \$2,806 for Legal Notices and Collection Fees (Sheriff Fees).
 - The Transfer Station is under budget \$2,834.
 - The Treasurer is over budget \$284 for Mileage.
 - The Volunteer Fire Department is under budget \$6,512.
 - The Zoning Board of Appeals have no expenses as they haven't met.
 - The Town Contingency Fund has a negative budget for the Community and Economic Development Commission.
 - There is a \$63,000 deficit in road maintenance for prior years due to excess spending.
 - There is a sizable net income with late invoices expected.

Dick Weingart will draft a letter to notify the Board of Finance if expected to go over budget that will be sent to all agencies.

Motion to accept the June Financial Statements, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

- **Tax Collector: Review and accept monthly Tax Collections Report; identify questions for follow up:** No Update
- **Assessor & Treasurer:** No Report

8. APPROVAL OF MINUTES: Regular Meeting – June 11, 2018:

Motion to approve the regular meeting minutes of June 11, 2018, was made by Jean Lambert with the following correction: Item #7a should read – Singleton Road may be included in road maintenance when funding is verified. ***The motion was seconded by Link Diwan and carried unanimously.***

- Dick Weingart responded to the following items for follow up:
Item #7b – Correction of line Item #15120, Pequot State Property. The item is corrected in the June Report.
- Item #10a – Updated projection for CES FY 2017-18 budget. An update was received on July 5, 2018 and will be presented later on the agenda.

9. CORRESPONDENCE:

- A letter was received from OPM regarding filing a Corrective Action Plan for audit findings.
- An audit engagement letter was received.

10. OLD BUSINESS:

a. Review CES FY 2017-18 budget deficit projections:

The CES FY 2017-18 budget is projected to have a \$2,000 to \$3,000 surplus. Dick Weingart will request a final report for the next Board of Finance meeting.

b. Review total FY 2017-18 Town budget for projected surplus/deficit:

Reviewed under Financial Reports.

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

The town of Hampton has asked Chaplin for cost projections and considering what Scotland is doing for ambulance service (using paid on call personnel for daytime calls). They will be looking for funding for part-time daytime response at an extra cost of approximately \$12,000. There is also the possible need of a second ambulance due to the current ambulance experiencing technical difficulties. A meeting will be held at the end of the summer between the Ambulance Corps and the Board of Selectmen from each town.

11. NEW BUSINESS:

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

b. Consider and act on authorization for First Selectmen to apply for, and administer, an OPM Neglected Cemeteries Grant:

Motion to authorize the First Selectman to apply for and administer, an OPM Neglected Cemeteries Grant, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

c. Review Annual Report and Request Letter for FY 2017-18: Covered under Item #7a

d. Review draft job description for BOF administrative support position:

The Board was presented with draft job description for BOF administrative support for review.

e. Review previous audit RFP documents and schedule:

The Board was presented with audit RFP documents. A subcommittee will be formed to work on.

f. **Other current business:** None

12. CONTINUING BUSINESS:

a. **Review Board goals and policies for FY 2017-18**

1) **Board Bylaws**

2) **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**

3) **Board Member Handbook**

Tabled

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

Moved to Item #10C

13. SECOND AUDIENCE FOR CITIZENS:

Jim Randall commented on asbestos removal for the Library furnace and suggested the project be done now. Dick Weingart recommended presenting to the Board of Selectmen.

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Regular meeting agenda
- b. Board of Education Update
- c. Board of Finance Calendar
- d. Corrective Action Plan for Audit Exceptions
- e. Draft Job Description for Administrative Support

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

- a. Monday, August 13, 2018 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, September 10, 2018 – Regular Meeting @7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:48 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

Minutes will be approved at the next regular meeting.

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