

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
August 13, 2018

Chairperson Dick Weingart called the meeting to order at 7:01 PM. Present were Board members Link Diwan, Jean Lambert, Cesar Beltran and Alternate Linda Caron. Unable to attend were Board members Doug Dubitsky and Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins. Others present was First Selectman Bill Rose.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS:

First Selectman Bill Rose presented the following:

- The Salary Study Committee will meet on Wednesday and develop an outline of what to accomplish in the study.
- The plow truck bids came in with additional options that will be \$162 over budget. The options include: road watch that senses road temperature to enable changing the mixture, module mounted inside out of the elements and polycarbonate fenders to reduce splash back. The stainless steel body will have low maintenance.

Motion to transfer \$162 from the Capital Unassigned Fund to #3305.18 Vehicle Replacement, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

- In reviewing the budget, \$7,250 should be moved to Public Works/Building Grounds Maintenance (Funds previously removed from Recreation/Field Maintenance were not transferred to Public Works/Building, Grounds and Maintenance). Field maintenance was previously handled with professional vendors. The new Public Works Director is a licensed arborist and turf and will handle the field maintenance. Moving forward, line items will be reviewed for spending out of the proper line item.

Motion to transfer \$7,250 from #50000 General Fund Contingency Fund to #28075.2 Building, Grounds and Maintenance, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.

- The loan for the USDA Library/Senior Center Rehabilitation Conversion Project was payed off with additional accrued interest of \$121.29.

Motion to transfer \$121.29 from #50000 General Fund Contingency Fund to #20075 Debt Service to cover additional expense to close the loan, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

- Update on the North Bear Hill Bridge Project – request to move utility poles ended up with one in the road. The opening has been delayed due to moving the pole and paving. The state liaison is working on payments that are behind due to being out with an injury. The North Bear Hill Drainage has been put off until next year.
- CT Solar Leasing is for a purchase of electricity. Mr. Rose expressed concerns about the cost and will meet with John Smith for an explanation of the program. The doorway entrances and walkways may be hazardous with snow sliding off the roof from the panels. Link Diwan suggested snow guards.

6. ADDITONS OR CHANGES TO AGENDA:

- Add to agenda under 9b Letter from Superintendent Henrici regarding RD11 negotiations.

7. REPORTS:

a. Board Member reports:

- **Selectmen's monthly meeting:**

The regular meeting for the Board of Selectmen was cancelled. A brief special meeting was held on August 7th. For more information, look for the minutes on the town website.

- **Annual Report for FY 2017-18:**

Request letters have been sent out with a deadline for return on October 31st.

- **Salary Study Committee:**

The next meeting will be held on Wednesday, August 15th at 3pm. The Board presented the following ideas for the Salary Study Committee: mechanism to recognize longevity, performance review, and periodic job description review.

- **Financial Procedures Working Group:**

The next meeting will be held on August 21st. It is difficult to coordinate the time to develop a procedures document. The Board was asked to consider looking at an outside source for assistance.

b. Staff Reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**

All approved budgets were reviewed and compared to what was approved at the town meeting, Fund transfers not completed for road maintenance are now updated. The budget review process needs to be documented with budget procedures.

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

- **Assessor & Treasurer:** No Report

8. APPROVAL OF MINUTES: Regular Meeting – July 9, 2018:

Motion to approve the regular meeting minutes of July 9, 2018, was made by Jean Lambert with the following corrections: Item #7a should read – Link Diwan presented Annual Report Request Memo and template (same as last year). Item #7b should read – Revenue is under budget for Inland/Wetlands. State Education funding - \$26,404 more was received than budgeted for the Education Cost Sharing Grant. Additional solar electricity bills – new line item put under expenses for electricity. Link Diwan suggested a separate meter to monitor Generation. Building/Grounds and Maintenance is under budget approximately \$8,400 with approximately \$5,000 in the cemetery lines. Item #10c should read – The town of Hampton has asked the Chaplin/Hampton Ambulance Corp for cost projections, considering what Scotland is doing for ambulance service (using paid on call personnel for daytime

calls). Item #11e should read – A subcommittee will be formed to work on an audit RFP. ***The motion was seconded by Cesar Beltran and carried unanimously.***

****Dick Weingart will check on Webster Revenue Collection which is in the negative.***

9. CORRESPONDENCE:

a. State OPM Letter re: Audit corrective action plan:

The Board was presented with letter from OPM regarding a request for an audit corrective action plan. Dick Weingart will draft a response that will include the following:

- Have taken corrective action and approved all additional expenditures in a timely manner.
- Formed a Financial Working Group that is working on BOE and Town financial procedures.
- The Financial Working Group will compile the financial procedures into a manual for the town.

b. Letter from Superintendent Henrici regarding RD11 negotiations:

A letter was received from Superintendent Henrici regarding RD11 negotiations that will commence on August 23, 2018. According to statute, the Board must meet with the fiscal authority of each town within 30 days prior to the start of negotiations. A special Board of Education meeting will be held on August 21st at 6:30pm in the Parish Hill Library. Dick Weingart will attend the special meeting. Cesar Beltran has offered to represent the Board of Finance and will attend the meeting. ***Motion to designate Cesar Beltran as Board of Finance representation for RD11 negotiations, was made by Link Diwan, seconded by Jean Lambert and carried with one abstention by Cesar Beltran.***

10. OLD BUSINESS:

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

1. Chaplin BOE request for transfer to the Non-Lapsing Education Fund:

Dick Weingart presented the CES FY 2017-18 budget versus actual with a small surplus of approximately \$8,000 from the original budget. Superintendent Henrici has requested transferring the FY 2017-18 budget surplus to the Non-Lapsing Education Account. Dick Weingart asked the Board to consider matching the \$8,000 surplus and transfer from \$15,000 to \$20,000 to the Non-Lapsing Education Account.

b. Review FY 2018-19 budget document submitted to State OPM:

The Board was presented with a copy of the FY2018-19 annual adopted budget and Municipal Budget Database submitted to OPM.

c. Review draft BOF annual calendar from June meeting:

Linda Caron presented BOF Annual Calendar. Budget submission to OPM will be added to June.

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

The Board was presented with draft job description for BOF administrative support position for review. Send any feedback to Dick Weingart.

e. Review previous audit RFP documents and schedule. Consider nominations for Audit RFP sub-committee:

The Board was presented with audit RFP documents. A subcommittee needs to be formed to prepare current document to be sent out by November.

11. NEW BUSINESS:

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

- **USDA Library/Senior Center Loan Payoff**
Covered under Item #5.

b. Review draft Agency budget management policy:

The Board was presented with a draft Agency Budget Management Policy that needs to be updated (last approved in 2005).

Add to agenda as Item 11b1, FY 2017-18 Year-End Budget Transfers.

1. FY 2017 Year-End Budget Transfers:

The Board was presented with budget transfers for FY 2017-2018 totaling \$9,653.54 that will be transferred from Account #50150 to the following:

CIP Debt Service	\$ 0.04
Historic District Commission	\$ 116.19
Library	\$ 2,851.59
Sanitation	\$ 524.64
Tax Collector	\$ 5,786.98
	(Collection Fees for Sherriff, Conferences, Legal Notices)
Town Memberships	\$ 0.25
Treasurer	\$ 284.31
Tree Warden	\$ 89.54

Motion to approve year-end budget transfers for FY 2017-2018 as presented above, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

c. 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

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. Regular meeting agenda

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

- a. Monday, Sept. 10, 2018 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, Oct. 1, 2018 – Regular Meeting @7pm (Town Hall) (change due to Columbus Day holiday)

16. Adjourn:

Motion to adjourn (10:07 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Minutes will be approved at the next regular meeting.

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