

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Meeting Minutes
July 13, 2020

Chairperson Dick Weingart called the remote meeting to order at 7:03 PM and read the procedures. Present were Board members Link Diwan, Linda Caron and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Jean Lambert and Doug Dubitsky; Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. ADDITIONS OR CHANGES TO AGENDA:

Add to the agenda under Item #7a2) Annual Report, Notice to the Board regarding submission of Annual Report.

7. REPORTS:

a. Board Member Reports:

1) Selectmen's monthly meeting:

Dick Weingart did not attend the Selectmen's special meeting. Minutes are pending and will be posted on the website.

2) FY 2019-20 Annual Report:

Link Diwan presented notice to the Board regarding submission of the Annual Report. Changes to the request memo from last year include: change in language that emphasizes the report is a historical record for the town, may include photographs, last report with old Logo (town has a new Logo), change in format to preferred PDF document (asked not to lock document to allow for edits), asks for impact to agency from Covid 19. All reports are to be submitted to Administrative Assistant Sue Krodel. Peter Haines suggested sending memos addressed to the individual in charge of the agency to make more personal and to separate items in the template with bullets or numbers. Dick Weingart suggested using the new Logo, include Accountant Val Garrison as a contact for financial information and suggested change to statement regarding submission of the report. Board consensus was to accept the recommended changes and move forward with the request memo.

b. Staff Reports:

1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up:

- Revenues are doing remarkably well. Tax Collections are nearly \$115,000 in excess of the original budget due to higher collections from back taxes and interest, liens & fees.
- Investment Interest collected was \$30,382 (budgeted at \$16,000).
- Building/Grounds & Maintenance is over budget with \$86,512 spent to date (total budget of \$79,391). Building Maintenance for the Town Hall is budgeted at \$20,000 with \$17,757 spent to date. ****Dick Weingart will follow up on this item.***
- The overall budget is under expended. There are invoices that are received after July 1st that will give a better picture of the budget for next month's Financial Statements.

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

- 2) **Tax Collector: Review and accept monthly Tax Collections Report; identify questions for follow up:**
Tax Collection was 98.8% for May and 99.2% for June (97.75% was budgeted).
Motion to accept the Tax Collector's Report for May and June, was made by Linda Caron, seconded by Peter Haines and carried unanimously.

- 3) **Assessor: No Report**

Victor Boomer joined the meeting at 7:39 PM.

8. APPROVAL OF MINUTES:

- a. **Special meeting – June 29, 2020:**

Motion to approve the special meeting minutes from June 29, 2020, was made by Link Diwan, seconded by Victor Boomer and carried with one abstention by Linda Caron.

9. CORRESPONDENCE:

Information was received from the First Selectmen regarding completion of the North Bear Hill Road Drainage project. Review of the expenditures found approximately \$50,000 in excess of funds in the CIP Plan for the project that is not showing a negative balance in the Financial Statement. A brief explanation will be provided to the Board.

10. OLD/NEW BUSINESS:

- a. **Review Board of Education (BOE/CES) FY 2019-20 Budget Report:**

An email was received from Business Manager David Solin with the budget versus actuals. The General Fund is projected to have a surplus of \$50,000 to \$65,000. The Cafeteria Fund is projected to have a deficit of \$3,000 to \$5,000. The school budget does not typically get closed out completely until the end of August due to state reports that need to be filed.

- b. **Consider and act on proposed BOF Bylaws:**

The draft BOF Bylaws were reviewed with minor changes made to Article 7 - Section 6 and Section 7.

Motion to approve the BOF Bylaws with revisions to Article 7 – Section 6 and Section 7, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

- c. **Consider and act on Revised Tax Collection and total Revenue budget for FY 2020-21:**

The Board was presented with the process to better project tax revenue. The amounts for revised Tax Collection budget is \$6,879,247 and Total Revenue budget is \$9,059,226.

Motion to approve the Revised Tax Collection and total Revenue budget for FY 2020-21, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.

- d. **Review BOF Annual Activity Calendar; continue to identify additional requirements for calendar & BOF policies:**

The Project List is ongoing and will be reviewed at the next meeting.

11. NEW BUSINESS:

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

b. Review draft BOF – BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts:

Dick Weingart presented draft BOF-BOE Non-Lapsing Carryover Account that was originally approved in 2012 and will be conformed to the new policies and procedure template. It allows the BOE to move a portion of a budget surplus into this account towards education in subsequent years. The fund can be used for unanticipated special education costs and unanticipated or emergency capital funds and has a current balance of \$35,893. A transfer might be considered this year since there is a projected surplus.

c. Other urgent business: None

12. CONTINUING BUSINESS:

a. Review Board goals and policies for FY 2020-21

1) Board Bylaws

2) Board Policies

a) Revise BOF Agency Budget Management policy

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

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

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

e) Policy for dissemination of Personal Information of Board Members

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

a. Standard regular meeting agenda

b. Continue review of draft BOF – BOE Non-Lapsing Carryover Account policy and procedure

c. Begin review of draft BOF – Town Agency Budget Management policy and procedure

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

a. Monday, August 10, 2020: Regular Meeting @ 7pm (Remote Dial In)

b. Monday, Sept. 14, 2020: Regular Meeting @ 7pm (Remote Dial In)

16. Adjourn:

Motion to adjourn (8:59 PM) was made by Victor Boomer, seconded by Peter Haines and carried unanimously.

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