

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
October 14, 2014

Chairperson Dick Weingart called the meeting to order at 7:15 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro and Jean Lambert. Others present were First Selectman Bill Rose, Treasurer Andrew Daniels and Tax Collector Gay St. Louis. Unable to attend was Board members Marc Johnson and Doug Dubitsky.

3. FIRST AUDIENCE FOR CITIZENS: None

4. GUESTS: Ms. Gay St. Louis, Windham/Chaplin Tax Collector re: Monthly Reports
Tax Collector Gay St. Louis reviewed the monthly tax reports that include the Suspense Report and Active Levy Report. There was no request for suspense for 2012-13. Dick Weingart will check on what was approved.

5. ADDITIONS OR CHANGES TO AGENDA: None permitted

6. REPORTS:

a. First Selectman monthly report:

- North Bear Hill is at the end of permitting and final design. The project will go out to bid in the spring.
- Contract has been signed with the state for Bedlam Road.
- The second STEAP Grant was not awarded and will reapply.
- The Airline Trail is awaiting approval from the DEEP.
- Road work is being finished around town.

b. Staff reports:

- **Accountant: Review and accept monthly Financial Statements**
Motion to approve the September 30, 2014 Financial Statement as presented, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.
- **Treasurer: Monthly report**
There will be no banking fees from Webster Bank this year. The holding account is working great.
- **Tax Collector: Review most recent report**
Covered already
- **Assessor: Monthly report on significant activities**
No Report
- **Other Staff reports:** None

c. Board Members' reports:

- **Selectmen's Meeting: October 2, 2014: R. Weingart**
Dick Weingart reported the highlights of the Selectmen's meeting:
 - Discussion was held regarding the Recreation Commission with a job description and approved stipend of \$3,000 per year for a Recreation Director.
- **Other Board reports:**

➤ **FY 2013-14 Annual Report: D. Fiasconaro**

The Annual Report request letter will be sent out with a due date of November 21st.

7. APPROVAL OF MINUTES

● **09/22/2014 – Special meeting:**

Motion to approve the special meeting minutes of 09/22/14, was made by Jean Lambert with the following correction: Item #11b should read – Dick Weingart asked the Board to consider two options: setting funds aside annually in anticipation of ambulance costs or take request to the town for approval when funds are needed for a new ambulance. *The motion was seconded by Bruce Raymond and carried unanimously.*

8. CORRESPONDENCE: Will be covered later on the agenda

9. OLD BUSINESS:

a. Review FY 2013-2014 Audit progress:

The auditors will complete field work the end of October. Management discussion and analysis letter will be available in November. The audit will be presented to the full Board in December.

b. Review appointment of Alternate BOF members:

No alternate BOF members have been presented to date.

10. NEW BUSINESS:

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

Motion to approve funds from the Social Security line item #31520 to cover taxes on the hourly rate for work to be done with Historic Document Preservation, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Motion to increase line item #43105 - Historic Document Preservation Grant-Expense and line item #17110 Historic Document Preservation Grant-Income by \$1,000, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

New line items need to be established for miscellaneous revenue in the Financial Report that includes: surplus equipment sold in July and sale of the grange.

Motion to approve new line item #11175 - Surplus Equipment and new line item #11178 - Found Real Estate, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

b. Consider and act on Chaplin BOE request to use Non-Lapsing Carryover Fund for school security upgrades:

The Chaplin BOE requested using Non-Lapsing Carryover Fund for security enhancements.

Motion for the BOF to approve reimbursement to the BOE for Chaplin Elementary School Security Enhancements from the BOE Non-Lapsing Fund in accordance with established policy dated 02/11/2013, was made by Jean Lambert. The reimbursement sum shall not exceed an amount that will maintain a minimum \$100.00 balance in the Non-Lapsing Carryover Fund. The BOF wished to maintain the \$100.00 account balance to keep the bank account open for potential future use. The motion was seconded by Bruce Raymond and carried unanimously.

Dick Weingart suggested establishing procedures on reimbursement for any future funding.

c. Initiate FY 2015-16 budget process:

1) Review policies:

2) Review BOF correspondence to Town agencies:

Dick Weingart presented draft budget policies and guidelines for review. The Board of Finance needs to be involved with the Board of Selectmen regarding any extraordinary salary increases.

3) Review budget calendar: will review at the next meeting.

4) Discuss procedures for handling documents pertaining to budget requests:

Discussion was held regarding budget books versus electronic spreadsheets. The budget books include documentation. Bruce Raymond suggested using both for the first year to see how they work.

d. Other urgent business: None

11. CONTINUING BUSINESS:

a. Review Board initiatives and goals for 2014-15:

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)

2) Board bylaws:

Needs to be developed

3) Board member handbook:

Will have Doug Dubitsky check with surrounding towns for sample handbook.

b. BOE Non-Lapsing Carryover Fund Account Procedures: Covered already

c. Review Chaplin/Hampton Ambulance Corps contract and future cost projections

• NECOG Paramedic Study Committee:

Dick Weingart reported that group of towns from NECOG approved a Paramedic Intercept Study and hired a firm that is more oriented to Day Kimball. First Selectmen Bill Rose was asked to keep Diana Fiasconaro updated with any new information.

12. SECOND AUDIENCE FOR CITIZENS: Note-Comments are limited to agenda items and subject to Chair discretion

None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

a. Review FY 2013-14 Audit progress

b. Critique FY 2015-16 budget process – timeline and review procedures

c. Review progress on Board goals and initiatives for 2014-15

d. Guests: Chaplin/Hampton Ambulance Corps

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

a. Monday, November 10, 2014 – Regular Meeting @ 7:00pm (Town Hall)

b. Monday, December 8, 2014 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (9:35 PM) was made by Diana Fiasconaro, seconded by Bruce Raymond and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*