

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
November 10, 2014

Chairperson Dick Weingart called the meeting to order at 7:01 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert and Doug Dubitsky. Others present was Treasurer Andrew Daniels. Unable to attend was Board member Marc Johnson.

3. **FIRST AUDIENCE FOR CITIZENS:** None

4. **GUESTS:** None Expected

5. **ADDITIONS OR CHANGES TO AGENDA:**

Motion to add to agenda under Item #6c, Phone Call from Superintendent Henrici regarding Chaplin Elementary School Budget, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

6. **REPORTS:**

a. **First Selectman monthly report:** None

b. **Staff reports:**

• **Accountant: Review and accept monthly Financial Statements**

The Board reviewed the Financial Statements. The following items need follow up:

- Recreation Commission revised budget
- Trooper Overtime
- Zoning Enforcement Officer salary
- Supplies for the Fire Department

Dick Weingart suggested monthly assignments to review and answer questions for the Financial Statements. Bruce Raymond will be the contact person for this month.

Motion to accept the Financial Statements, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

• **Treasurer: Monthly report**

- A meet and greet was held with the new hire Lillian who is doing a great job at Parish Hill.
- There is a job posting for a Business Manager.
- Diana Fiasconaro asked for a copy of the contract for the paramedics.
- The Board was asked to consider funding Family Night at the Fire Department. Diana Fiasconaro suggested more fundraising. Doug Dubitsky suggested checking if the town can pay for an event not open to the public.

• **Tax Collector: Review and accept most recent report:** No Report

• **Assessor: Ad hoc reports on significant activities:** No Report

• **Other Staff reports:** None

c. **Board Members' reports:**

• **Selectmen's Meeting: November 6, 2014: R. Weingart**

Dick Weingart reported the highlights of the Selectmen's meeting:

- Presentation on NECOG Regional Hazard Mitigation Plan.
- The Airline Trail work is completed. Public Works worked with Windham on the project.
- A replacement will be recruited for Mark Miles who submitted his retirement letter.
- There is a part-time position for a driver with a CDL license who will be on call mostly for winter storms.
- Another STEAP Grant has been applied for to move forward with the dam project.
- A special meeting will be held to review parameters and data on the School Study presentation. A tri-town meeting will be held at Parish Hill with a follow up meeting to be held to address any unanswered questions.

- **Other Board reports:**

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

Letters went out for the Annual Report requests via email.

- **CCM Annual Conference - R. Weingart:**

Dick Weingart presented the following highlights from CCM Annual Conference:

- Opening session with gubernatorial candidates who will continue current level of support for municipal reimbursement.
- Forum with state commissioners panel that highlighted programs in the works.
- Statewide Uniform Chart of Accounts.

- **Phone Call from Superintendent Henrici regarding Chaplin Elementary School Budget:**

Superintendent Henrici called regarding the CES budget. He is anticipating substantially higher expenses in Special Education services.

7. APPROVAL OF MINUTES

- **10/14/2014 – Special meeting; 10/27/14 – Special Meeting:**

Motion to approve the special meeting minutes of 10/14/14, was made by Jean Lambert, seconded by Bruce Raymond and carried with one abstention by Doug Dubitsky.

Motion to approve the special meeting minutes of 10/27/14, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

8. CORRESPONDENCE: None

9. OLD BUSINESS:

a. Consider and act on appointment of Alternate BOF members:

There has been no success to date in recruiting any alternate BOF members.

b. Review FY 2013-14 Audit progress:

Additional field work was done in October. Procedures for the student activity fund for CES were reviewed.

c. Review FY 2012-13 Audit revision:

The auditor submitted an updated report with issues resolved to address letter submitted at previous meeting.

d. Complete tasks to initiate FY 2015-16 budget process:

1) Consider and act on BOF budget policies:

Motion to approve BOF FY 2015-16 Budget policies and Guidelines with revisions, was made by Doug Dubitsky, seconded by Diana Fiasconaro and carried unanimously.

- 2) **Consider and act on BOF budget correspondence to Town agencies:**
Motion to approve BOF Budget Correspondence to Town Agencies, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.
- 3) **Review draft budget correspondence to Chaplin BOE:** None
- 4) **Review FY 2015-16 Budget calendar:** None

10. NEW BUSINESS:

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

- b. **Consider and act on BOF meeting dates for calendar year 2015:**

The Board was presented with 2015 regular meeting dates that meets the second Monday of the month unless otherwise noted. Doug Dubitsky suggested including special meeting dates.

January 12	July 13
February 9	August 10
March 9	September 14
April 13	October 13 (Tuesday)
May 11 (Annual Town Meeting)	November 9
June 8	December 14

Motion to approve BOF meeting dates for calendar year 2015, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

- c. **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**

- 3) **Board member handbook**

Needs to be developed

- b. **BOE Non-Lapsing Carryover Fund Account Procedures:**

Dick Weingart will follow up with the Superintendent, Accountant and Financial Consultant on the BOE Non-Lapsing Account.

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

- **NECOG Paramedic Study Committee:**

The Board would like to meet with the Ambulance Corps to review ambulance expenses.

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 2014-15 budget process – timeline, tasks and 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, December 8, 2014 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (9:04 PM) was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*