

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
June 8, 2015

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky (7:38 PM). Unable to attend was Board member Bruce Raymond. Others present was Treasurer Andrew Daniels.

3. FIRST AUDIENCE FOR CITIZENS: None

4. ADDITIONS OR CHANGES TO AGENDA: None

5. GUESTS: MS. GAY ST LOUIS, WINDHAM/CHAPLIN TAX COLLECTOR re:

a. May Collection reports; FY 14-15 Suspense List; Tax Sales:

Ms. Louis could not attend tonight's meeting.

6. REPORTS:

a. First Selectman monthly report: No Report

b. Staff Reports:

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

- Revenues were reviewed and in good shape.
- Public Works snow removal and equipment maintenance is over budget.
- The Fire Department is over budget due to an error on a reimbursement check from the insurance company for a claim.
- Planning & Zoning is over budget. Dick Weingart will attend their June meeting to address.

Motion to accept Financial Statements, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

➤ **Treasurer: Monthly report**

The interest rate is down approximately ¼%. A meeting will be held with a bank advisor to review the possibility of better options. There was a glitch in payroll at the high school. Andrew Daniels suggested looking at other payroll companies to update the system. Val Garrison suggested using QuickBooks for payroll.

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

➤ **Assessor:** No report scheduled

The Assessor will be asked to follow up on the change to the motor vehicle tax that takes effect July 2016.

➤ **Other Staff Reports:** None

c. Board Member reports:

- **Selectmen's Meeting – June 4, 2015: R. Weingart**

The Council of Small Towns provided a summary of budgetary effects on towns. The Resident Trooper program increased funding to 85% for the first two troopers and 100% for more than two troopers.

- **FY 2014-15 Annual Report: D. Fiasconaro**
Diana Fiasconaro is working on Annual Report request letter that will go out on July 1st.
- **Legislative report: D. Dubitsky**
Doug Dubitsky expressed concerns with the Governor's budget that will increase taxes. A special session will be held in a few weeks for legislation to allocate funds and to change the statute for the trooper program. This is also an opportunity to reintroduce failed bills.
- **Other Board reports:** None

7. APPROVAL OF MINUTES:

a. 05/21/2015 – Special Meeting:

Motion to approve the 05/21/2015 special meeting minutes was made by Jean Lambert with the following corrections: Item #6a should read – Dick Weingart suggested the annual report request letter go out with the FY 2015-16 budgets. Item #9a should read – The BOS formally approved the increase to the Administrative Assistant salary to \$35,498 effective July 1st. The Town Clerk's job description was tabled by the Board of Selectmen. Item #9c should read – The Board was presented with a copy of the BOE attorney opinion on the MBR for review. \$165,000 was assigned for the 2014-15 BOE budget deficit and \$100,000 was assigned for the 2015-16 budget. Item #12 – delete the paragraph which is also listed under item #10f. *The motion was seconded by Diana Fiasconaro and carried with one abstention by Doug Dubitsky.*

8. CORRESPONDENCE: None

9. OLD BUSINESS:

a. Review and set salary equity increase requests for Town Clerk and Administrative Assistant:

The Board was presented with salary comparisons for the Town Clerk and Administrative Assistant from the CCM Municipal Salary Survey. The average for each position aligns with the salary request. The funds for the proposed salary increase are in the salary contingency fund. *Motion to approve requested salary increase for the Town Clerk effective July 1, 2015, was made by Marc Johnson, seconded by Diana Fiasconaro and carried unanimously.*

Motion to increase Administrative Assistant salary to \$35,498 effective July 1, 2015, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

Marc Johnson left the meeting at 8:31 PM.

b. Monitor FY 14-15 BOE/CES budget and projected deficit:

- **Review BOE Attorney opinion re: Minimum Budget Requirement (MBR):**
The projected budget deficit for the BOE/CES as of May 21, 2015 is \$160,774. The year to date budget to actuals is at 90%.

- c. **Review and potential approval of revised BOF Agency Budget Management policy:** No Report
- d. **Review status of BOF member assignments to draft policies and procedures per 05/21/2015 Special Meeting:**
The Board is working on their assignments to draft policies and procedures.

10. NEW BUSINESS:

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:**
Motion to transfer \$5,305 from line item #51000 Town Employee Salary Contingency Fund to line item #43100 Town Clerk Salary for FY 2015-16 and transfer \$3,498 from line item #51000 Town Employee Salary Contingency Fund to line item #27103 Administrative Assistant Salary for FY 2015-16, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.
- b. **Review Chaplin/Hampton Ambulance Corps contract received from Hampton:**
Discussion was held regarding the Ambulance Corps contract received from Hampton. Diana Fiasconaro expressed concerns with the contract. The Ambulance Corps will be contacted to setup a meeting to discuss the contract.
- c. **Other urgent business:** None

11. CONTINUING BUSINESS:

- a. Appointment of Alternate BOF members
- b. Monitor FY 2014-15 BOE/CES budget deficit
- c. Review Board initiatives and goals for FY 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
- d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee

12. SECOND AUDIENCE FOR CITIZENS: None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Approve FY 2015-16 Town Revenue budget
- b. Review/approve revised BOE Non-Lapsing Carryover Fund Account Procedures
- c. Review FY 2014-15 Audit kick-off meeting (June 24)
- d. Review progress on Board goals and initiatives for FY 2014-15

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

- a. Monday, July 13, 2015 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, August 10, 2015 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (9:05 PM) was made by Jean Lambert, seconded by Dianna Fiasconaro and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*