

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
August 24, 2015

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky.

3. FIRST AUDIENCE FOR CITIZENS: None

4. GUESTS: None expected

5. ADDITIONS OR CHANGES TO AGENDA: None permitted

6. REPORTS:

Motion to move to Item #9 and #10 on the agenda, was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.

a. First Selectman monthly report: No Report

b. Staff Reports:

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

There is no huge deficit except with CES. Unexpected revenue for the sale of the grange was \$46,000.

Motion to accept the July 2014-June 2015 Financial Statements as of August 3, 2015, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

➤ **Treasurer:** **Monthly report:** Everything is running smoothly.

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

➤ **Assessor:** No report scheduled

➤ **Other Staff Reports:** None

c. Board Member reports:

• **Selectmen's Meeting – June 16 & August 6, 2015: R. Weingart**

Dick Weingart presented highlights from the Selectmen's Meeting:

June 16th meeting

- A 2.25% increase was approved across the board for all salaried employees.
- Discussion was held regarding how to pay for the increased cost for the trooper program budget and present at a town meeting. No action was taken at this time.

June 30th special meeting

- The Senior Center Director was granted a 2.25% increase.
- A bid project timeline was developed for the Darling Pond Dam.

August 6th meeting

- Two Chaplin residents inquired about the potential moving of the old museum with the overall concern that public interested parties have input.
- The Mansfield boundary survey is complete. The \$7,000 cost will be shared between Chaplin and Mansfield. A meeting will be held to review the findings.

- **FY 2014-15 Annual Report: D. Fiasconaro**
Letters went out July 1st. A reminder will be sent out September 1st. Dick Weingart reported that external entities NECCOG and Eastern Highlands Health District post their annual report on their website.
- **Legislative report:** No Report
- **Other Board reports:** None

7. APPROVAL OF MINUTES:

a. 06/08/2015 – Regular Meeting:

Motion to approve the minutes of 06/08/2015, was made by Jean Lambert, seconded by Diana Fiasconaro and carried with one abstention by Bruce Raymond.

8. CORRESPONDENCE:

Financial Statements ending June 30, 2014 were received.

9. OLD BUSINESS:

a. Review FY 2014-15 BOE/CES budget deficit and FY 2015-16 Minimum Budget Requirement (MBR):

The Board was presented with the FY 14-15 BOE/CES budget deficit as of August 20, 2015 in the amount of \$189,811.18 per Central Office. The BOF will defer to a town meeting for appropriation to cover the deficit. Dick Weingart expressed concerns with the \$165,000 deficit in Regular Certified Staff. Doug Dubitsky expressed concerns with building/grounds/maintenance and the significant impact on the MBR. He also expressed concerns with the procedure for going over budget without prior approval. Diana Fiasconaro expressed concerns with the legal fees. At the town meeting, \$165,000 was reserved to balance the CES budget and \$100,000 was designated towards the potential MBR shortfall. Officials from the BOE/CES will attend the September meeting to address the above concerns.

Marc Johnson left the meeting at 8:04 PM.

b. Review draft of revised BOF Agency Budget Management policy: None

10. NEW BUSINESS:

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

1) CVFD request for additional firefighter turnout gear:

The Fire Department has requested additional funding for turnout gear (\$3,200 per person) due to not enough adequate gear for the increase in new members. The Fire Department will be asked to obtain quotes from Firematic, a company that offers 50% off list price.

b. Consider and act on FY 2015-16 Town Revenue budget:

Motion to approve the FY 15-16 Town Revenue budget in the amount of \$7,986,591 as presented by the Board of Finance at the Annual Town Meeting on May 11, 2015, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

c. Consider and act on FY 2014-15 budget transfers to close fiscal year:

The Board was presented with year-end budget transfers for Debt Services (Energy Project), Board of Assessment Appeals, Building/Grounds/Maintenance, Police Protection (special speed enforcement),

Public Works (equipment maintenance and salt/sand) and Volunteer Fire Department. This covers all deficits except Planning & Zoning.

Motion to approve the FY 14-15 Year End Budget Adjustments and Transfers in the amounts presented to the Board of Finance on August 24, 2015 for a total of \$31,800.16, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

d. Consider and act on application for Office of Policy and Management (OPM) Neglected Cemetery Grant:

A \$2,000 Neglected Cemetery Grant is available for the reclamation and maintenance of neglected cemeteries.

Motion to authorize the First Selectman of the Town of Chaplin to apply for and administer the Office of Policy and Management of Neglected Cemetery Account Grant as long as funds remain available, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

e. Review status of FY 2014-15 Audit:

The auditors will begin field work on September 14th.

f. Review Chaplin/Hampton Ambulance Corps contract for Chaplin:

The Board Reviewed the Ambulance Corps contract. Diana Fiasconaro expressed concerns regarding the Workers Compensation insurance premium and the cancellation fee which needs clarification.

g. Other urgent business: None

11. CONTINUING BUSINESS:

- a. Review status of BOF member assignments to draft policies and procedures per 05/21/2015 Special meeting
- b. Monitor FY 2014-15 BOE/CES budget deficit and FY 2015-16 Minimum Budget Requirement (MBR)
- c. Review Board goals and policies for FY 2015-16
 - 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)
 - c) BOE Non-Lapsing Carryover Account: Review procedures to reflect change of Bank and G/F accounts
 - 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. Invite BOE and Staff to present final results for FY 2014-15 budget and FY 2015-16 MBR
- b. Review status of FY 2014-15 Audit
- c. Review progress on Board goals and policies
- d. Standard regular meeting agenda

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

- a. Monday, September 14, 2015 – Regular Meeting @ 7pm (Town Hall)

b. Tuesday, October 13, 2015 – Regular Meeting @ 7:15 pm (Town Hall)

15. ADJOURN:

Motion to adjourn (9:30 PM) was made by Doug Dubitsky, seconded by Diana Fiasconaro and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*