

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
September 14, 2015

Chairperson Dick Weingart called the meeting to order at 7:06 PM. Present were Board members, Bruce Raymond, Jean Lambert and Doug Dubitsky. Others present were Superintendent Ken Henrici, Principal Patricia King, Chaplin Board of Education Chair Alycia Sanders and Tax Collector Andrew Daniels. Unable to attend was Board member Marc Johnson and Diana Fiasconaro.

3. FIRST AUDIENCE FOR CITIZENS: None

4. GUESTS: Board of Education and CES Administration

a. Review details of CES FY 14-15 final budget deficit and answer BOF questions:

Superintendent Henrici read statement to the Board regarding budget deficit of \$190,193. There were unanticipated expenses due to two special needs students, shifting of staff, magnet school tuition (already exceeded what budgeted), building grounds (roof leakage, mold issues, serious plumbing issue, boiler issue), electricity, heating oil and legal issues (grievances, negotiations, request to unionize, staff overpayment, new insurance company, bus issue, insurance waivers and severance payout). Discussion was held regarding the budget process. The Board asked for more comprehensive reporting of expenditures. Superintendent Henrici asked the Board to consider a contingency fund for unanticipated expenditures.

b. Administration recommended course of action re: FY 15-16 Minimum Budget Requirement:

A report was filed with the state with documentation that will reduce the MBR.

c. BOF: Consider and act on recommendation that the sum of \$190,193 be transferred from the General Fund to the FY 14-15 Board of Education budget subject to final approval at a Town Meeting:

Motion to transfer \$25,190.32 to account 34002-Assigned Fund Balance Education from account 10702-Unrestricted General Fund, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

Motion to recommend to a Special Town Meeting an appropriation for fiscal year 2014-2015 in the amount of \$190,190.32 to account 25100-Elementary Education from account 34002-Assigned Fund Balance Education, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

5. ADDITIONS OR CHANGES TO AGENDA:

Motion to add to agenda FY 2015-16 Salary & Wage Schedule as Item #10f, was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.

6. REPORTS:

a. First Selectman monthly report:

- The Darling Pond Dam project is within budget and waiting on additional STEAP Grant funding. The project was awarded to Mattern Construction and will break ground next week weather permitting.
- Road work is done.
- Hampton is interested in sharing the Resident Trooper to offset the increased cost. The issue will be presented at the town meeting.
- North Bear Bridge needs draining improvements.

b. Staff Reports:

- **Accountant: Review and accept June and August Financial Statements; identify questions for follow up**

The final report for June Financial Statement will be available at the next meeting. The Board reviewed the August Financial Statements.

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

Andrew Daniels asked the Board to consider adding \$5,000 to this year's Fire Department budget due an insurance check received this fiscal year for work that was done in the last fiscal year. Dick Weingart asked that the request be submitted on the standard request form.

- **Treasurer: Monthly report**
Everything is going well and reports are being done on schedule. Interest rates are low at .014%. Dick Weingart asked for a summary of the real cost of banking for the next meeting.
- **Tax Collector: Review and accept June monthly reports; identify questions for follow up; Review result of tax sales**
Tax Sales resulted with one property sold and one property receiving no bids. The Tax Collector will attend the October meeting.
- **Assessor: No report scheduled**
- **Other Staff Reports: None**

c. Board Member reports:

- **Selectmen's Meeting** – September meeting cancelled
- **FY 2014-15 Annual Report: D. Fiasconaro**
No Report
- **Other Board reports: None**

7. APPROVAL OF MINUTES:

a. 08/24/2015 – Special Meeting:

Motion to approve the special meeting minutes of 08/24/2015, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

8. CORRESPONDENCE:

a. Letter from Superintendent Henrici regarding RSD11 Teacher Negotiations

The Board of Selectmen and Board of Finance Chair are invited to attend and concur with RSD11 teacher negotiations at the meeting on September 15th at Parish Hill.

9. OLD BUSINESS:

- a. 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:

Doug Dubitsky expressed concerns with request for additional turnout gear. He suggested the Fire Department determine gear needed and include in the CIP.

Motion to transfer \$12,808.00 to account 47103-New Equipment from Account 50000-Town Contingency Fund, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.

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

Motion to transfer \$5,382.22 to account 36000-Planning & Zoning from Account 31500-Employee Fringe Benefits, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Motion to recommend to a Special Town Meeting an appropriation for fiscal year 2014-2015, in the amount of \$72,403.75 to account 32500-Chaplin Airline Trail Improvements from account 10702-Unrestricted General Fund, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

c. Review status of FY 2014-15 Audit:

Field work has been delayed until the week of October 12th.

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

Reviewed at the August meeting

e. Other urgent business: None

f. FY 2015-16 Salary & Wage Schedule:

The Board was presented with the FY 2015-16 Salary & Wage Schedule for town employees.

11. CONTINUING BUSINESS:

a. Review status of BOF member assignments to draft policies and procedures per 05/21/2015

Special meeting

b. Monitor BOE/CES 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 First Selectman and Tax Collector to provide pertinent activity update

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. Tuesday, October 13, 2015 – Regular Meeting @ 7:15 pm (Town Hall)
- b. Monday, November 9, 2015 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (9:26 PM) was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*