

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

October 13, 2015

Chairperson Dick Weingart called the meeting to order at 7:15 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: MS. GAY ST. LOUIS, WINDHAM/CHAPLIN TAX COLLECTOR RE:**

Gay St. Louis could not attend tonight's meeting.

a. **June 30 Collection Reports; FY 14-15 Collection Review; overall status of delinquent taxes:**

The Board was presented with Tax Collection Report. Collections are on target.

Motion to accept Tax Collection Report for FY 2014-15 as presented, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

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

Motion to add to agenda as Item #10e, Special Town Meeting, was made by Doug Dubitsky, seconded by Bruce Raymond and carried unanimously.

6. **REPORTS:**

a. **First Selectman monthly report:** No Report

b. **Staff Reports:**

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

The Financial Statements are in good shape.

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

➤ **Treasurer:** Monthly report

The Board was presented with a report on the banking fees. There are four accounts in Webster Bank that are used for tax collections. Annual fees are \$3,900 that is offset with interest by keeping approximately \$350,000 in this account. Last year's fees were \$6,800 with Bank of America. Most of the funds are in the Savings Institute with a verbal agreement to never charge a fee (there have been none to date). There is a line item in the budget for banking fees.

Doug Dubitsky commended Andrew Daniels for his fabulous work as Treasurer. The Board also commended him for his great work and he will be sadly missed.

➤ **Tax Collector:** See Item #4

➤ **Assessor:** No report scheduled

➤ **Other Staff Reports:** None

c. **Board Member reports:**

• **Selectmen's Meeting - October – R. Weingart:**

Dick Weingart presented the following highlights from the Selectmen's Meeting:

- The Mansfield Boundary Survey resulted in one property in Chaplin and another property with the boundary line going through the middle of a house. Research is being done to resolve the issue.
- A gas pipeline crosses Bujak Road and Tower Hill Extension. There are huge ruts that will be fixed by the gas company.
- Discussion was held regarding reorganization of Public Works due to the July 2016 retirement of Steve Guay. Dick Weingart will check with the First Selectman regarding the potential cost of benefits pay out.

- **FY 2014-15 Annual Report: D. Fiasconaro**

Four Annual Reports have been received to date. The remaining agencies will be sent a reminder notice.

- **Other Board reports:** None

7. APPROVAL OF MINUTES:

a. 09/14/2015 –Meeting:

Motion to approve the 09/14/15 minutes, was made by Jean Lambert with the following corrections: Item #4a should read – magnet school tuition (already exceeded what is budgeted for FY 15-16). Item #4b should read – A report was filed with the state with documentation that may reduce the MBR. Item #6a should read – North Bear Hill Road needs drainage improvements. Item #8a should read – The Board of Selectmen and Board of Finance Chair are invited to attend and confer with RSD11 Board of Education at the meeting on September 15th at Parish Hill. Item #10a should read – He suggested that going forward, the Fire Department determine gear needed and include in the CIP. *The motion was seconded by Doug Dubitsky and carried with one abstention by Diane Fiasconaro.*

8. CORRESPONDENCE:

a. E-mail from COST re: State reduction in municipal funding:

Chaplin lost \$9,630 in Pilot Funding.

b. E-mail from First Selectman re: Darling Pond STEAP Grant:

A STEAP Grant in the amount of \$200,000 was approved for the Darling Pond.

c. E-mail from Supt. Henrici re: CES Special Education costs:

A special needs student has enrolled at Chaplin Elementary and will impact this year's budget by approximately \$10,000.

d. E-mail from OPM staff re: STEAP grant omission from State Single Audit for FY 13-14:

The OPM staff found the omission of a STEAP Grant payment. The auditor will follow up and resolve this issue.

9. OLD BUSINESS:

a. Review status of FY 2014-15 Audit:

The auditors commenced field work today.

b. Review draft of revised BOF Agency Budget Management policy: No action

10. NEW BUSINESS:

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

A FY 2014-15 budget transfer is needed to close out the fiscal year. This expenditure was completely reimbursed in fiscal year 2014-15 by CIRMA Insurance for a damaged plow hitch.

Motion to transfer \$5,186 to account 38000-Public Works from Account 31500-Employee Fringe Benefits, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

- b. Consider and act on recommendation that the sum of \$28,275 be transferred from the General Fund to line 37100 – Resident Trooper Salary for the remainder of FY 2015-16, subject to final approval at a Town Meeting:**
Motion to recommend to a Special Town Meeting an appropriation for fiscal year 2015-16 in the amount of \$28,275.00 to account 37100-Resident Trooper Salary from account 10702-Unrestricted General Fund, was made by Diane Fiasconaro, seconded by Jean Lambert and carried unanimously.
- c. Consider and act on recommendation that the sum of \$450,000 in previously awarded STEAP Grant funds be transferred from the Bedlam Road Bridge project to the North Bear Hill Road Bridge project, subject to final approval at a Town Meeting:**
Motion to recommend to a Special Town Meeting a transfer within the CIP Fund in the amount of \$450,000 to account 3315.1.b STEAP-North Bear Hill Bridge from account 3315.6-Bedlam Road Bridge, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.
- d. Other urgent business:**
Motion to transfer \$726.67 to account 44103-Dial-a-Ride/WRTD from Account 50000-Town Contingency Fund, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.
- e. Special Town Meeting:**
The Board was presented with a copy of the Legal Notice for a Special Town Meeting to be held on October 19, 2015.

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):**
Dick Weingart will monitor.
- 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**
Dick Weingart suggested the Board meet with the Ambulance Corps to discuss setting aside funds for a new ambulance.

12. SECOND AUDIENCE FOR CITIZENS:

Dick Weingart thanked the Board for all their and effort and support on the Board with the budget, upgrading the town, educating students and public safety. He also asked the Board to think about electing officers in December.

Diane Fiasconaro will have to resign from the Board of Finance if not elected as Town Treasurer due to schedule conflicts.

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Approve FY 2016-17 budget request letters for Town agencies and Board of Education
- 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, November 9, 2015 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, December 14, 2015 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (8:20 PM) was made by Diane Fiasconaro, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*