

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**January 11, 2016**

**Vice-Chair Bruce Raymond called the meeting to order at 7:05 PM. Present were Board members Dick Weingart, Jean Lambert, Cesar Beltran, Doug Dubitsky and Alternate Matt Foster. Others present were First Selectman Matt Cunningham and Emergency Director Jim Randall. Unable to attend was Board member Marc Johnson.**

**3. FIRST AUDIENCE FOR CITIZENS:**

Jim Randall asked about the request for dry hydrants presented at the last meeting. He was asked to submit a written request with documentation. The proposal could be funded through infrastructure line item in Public Works budget or Equipment line item in Fire Department budget.

**4. GUESTS:** None

**5. ADDITIONS OR CHANGES TO AGENDA:** None

**6. REPORTS:**

**a. First Selectman monthly report:**

- The septic system was pumped and pipes were cleaned at the Senior Center/Library due to a backup. Also, the heating system went down twice. Stafford Mechanical was contacted and found an issue with the smart box system that was due to an installation error.
- A list of equipment costs will be ready soon from Algonquin.
- The MBR shortfall for Chaplin Elementary is \$139,000 The Superintendent is available during tonight's meeting via teleconference if the Board is interested. Dick Weingart will follow up with the Superintendent regarding this issue.
- The Chaplin Board of Selectmen's position on the border dispute after conducting a border survey is to keep the borders the same. Mansfield meets tonight to discuss the issue. A resident with students in Mansfield has concerns that their house was discovered to be in Chaplin. The cost of the border survey will be split with Mansfield.

**b. Staff reports:**

- **Accountant: Review and accept December monthly Financial Statement; identify questions for follow up:**  
Road work in the CIP is over what was allocated and approved at the town meeting. The Zoning Agent salary is almost entirely spent. Dick Weingart will follow up with Planning & Zoning.  
*Motion to accept December Financial Statement, was made by Dick Weingart, seconded by Jean Lambert and carried with one abstention by Doug Dubitsky.*
- **Treasurer: Monthly report:** No Report
- **Tax Collector: Review and accept monthly report; identify questions for follow up. Review result of tax sales**  
Bruce Raymond will follow up with Gay St. Louis to get tax collection reports to the Board.
- **Assessor: No report scheduled**  
Dick Weingart asked about the benefit to the grand list for the upcoming year.

- **Other staff reports:** None

**c. Board Members reports:**

- **Selectmen’s Meeting: January Meeting:** Covered under First Selectman’s Report

- **Other Board reports:**

Dick Weingart requested scheduling a CIP Committee Meeting by the 1<sup>st</sup> week in March. First Selectman Matt Cunningham reported that CIP requests will go out tomorrow.

Dick Weingart will follow up with the Superintendent regarding the MBR issue that has not changed. Doug Dubitsky suggested the BOF contact the Board Attorney regarding the waiver process.

**7. APPROVAL OF MINUTES:**

**a. Regular Meeting December 14, 2015**

*Motion to approve the minutes of December 14, 2015, was made by Jean Lambert with the following corrections:* Item #6a should read – There is \$138,000 left from the 1<sup>st</sup> STEAP Grant for the Darling Pond project. Remove Item #11d from the agenda. *The motion was seconded by Cesar Beltran and carried with one abstention by Doug Dubitsky.*

**8. CORRESPONDENCE:** None

**9. OLD BUSINESS:**

**a. Review status of 2014-15 Auditors Report:**

Dick Weingart will follow up with the auditor regarding a letter that was sent for the status of the audit.

**b. Update and discussion of BOE/CES Minimum Budget Requirement shortfall status:**

Discussed already

**c. Review BOF Annual Report:**

Bruce Raymond will update BOF Annual Report and present to the next meeting for approval.

**10. NEW BUSINESS:**

**a. Review and approve 2016-17 BOF budget request:**

The Board reviewed the 2016-17 BOF Budget request. Dick Weingart will follow up with the Accountant regarding Accounting Services and fixed assets.

**b. Discuss and act on BOF expenditure for COST conference attendance:**

Dick Weingart and Matt Foster are interested in attending COST Conference on February 16<sup>th</sup> at a cost of \$70 per person.

*Motion to approve two \$70 fees for Board members to attend COST Conference, was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.*

**c. Other urgent business:**

Doug Dubitsky requested adding to future agendas the seating of alternates.

**11. CONTINUING BUSINESS:**

**a. Review upcoming milestones and dates for BOF budget timeline for 2016-17:**

Dick Weingart reviewed the budget timeline. Items for February include the following:

- Assessor Report on the Grand List
- Tax Collection Report through December
- Schedule CIP meeting
- Begin revenue projections with the Treasurer
- Special meeting for preliminary review of budget requests (tentatively February 29<sup>th</sup>)
- Determine assessment percentage based on enrollment of Chaplin students at RD11

**b. Monitor BOE/CES FY 2015-16 Minimum Budget Requirement (MBR):**

**c. Review Board goals and policies for FY 2016-17:**

**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: Revise procedures to reflect change of Bank and G/F accounts**

**2) Board bylaws**

**3) Board member handbook**

*Motion to table remainder of Item #11 Continuing Business, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.*

**12. SECOND AUDIENCE FOR CITIZENS: None**

**13. AGENDA SUGGESTIONS FOR NEXT MEETING:**

- a. Review status of FY 2014-15 Audit
- b. Review progress on Board goals and policies
- c. Finalize BOF Budget
- d. Annual Report
- e. Revenue Projections
- f. Seating Alternates

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

- a. Monday, February 8, 2016 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, March 14, 2016 – Regular Meeting @ 7pm (Town Hall)

**15. ADJOURN:**

*Motion to adjourn (8:45 PM) was made by Doug Dubitsky, seconded by Cesar Beltran and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*