

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**September 28, 2016**

Chairperson Dick Weingart called the meeting to order at 7:10 PM. Present were Board members Jean Lambert, Cesar Beltran and Doug Dubitsky. Unable to attend were Board members Bruce Raymond, Marc Johnson and Alternate Matt Foster.

3. **SEATING OF ALTERNATES:** None

4. **FIRST AUDIENCE FOR CITIZENS:** None

5. **GUESTS:** None expected

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

7. **REPORTS:**

a. **First Selectman monthly report:** None

b. **Staff Reports:** None

c. **Board Member Reports:**

1) **RSD11 Study Committee Meetings – M. Foster & C. Beltran:**

The Dissolution Study Committee has not met yet. The Addition/Withdrawal Study Committee has met a few times.

8. **APPROVAL OF MINUTES:**

a. **Regular Meeting – July 11, 2016**

*Motion to approve the regular meeting minutes of July 11, 2016 was made by Jean Lambert with the following correction: Item #16 – correct the name of Doug Dubitsky. The motion was seconded by Cesar Beltran and carried unanimously.*

9. **CORRESPONDENCE:** None

10. **OLD BUSINESS:**

a. **Review FY 2015-16 Audit Schedule:**

The Auditors will begin field work the week of October 10<sup>th</sup>.

b. **Update/review of BOE/CES FY 2015-16 budget:**

The FY2015-16 BOE/CES budget is expected to have approximately \$7,000 in unexpended funds.

11. **NEW BUSINESS:**

a. **Consider and act on funds transfers and budget line additions/adjustments as requested (FY 16-17):**

The Historic Commission has requested \$150 to provide for a Recording Secretary.

*Motion to approve \$150 for the Historic Commission and create new line item #33050 for Recording Secretary, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.*

**1) CCM Membership per August 4, 2016 BOS Meeting Approval:**

The Board of Selectmen has requested \$1,482.00 for membership in CCM.

***Motion to approve \$1,482.00 for CCM Membership in #44100 Town Memberships, was made by Jean Lambert, seconded by Cesar Beltran and carried with the following vote:***

***YES: C. Beltran, J. Lambert.***

***NO: D. Dubitsky.***

**b. Consider and act on authorization for First Selectman to apply for, and administer, an OPM Neglected Cemeteries Grant:**

***Motion to authorize the First Selectman to apply for, and administer, an OPM Neglected Cemeteries Grant, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**c. Consider and act on end-of-year budget transfers (FY 15-16):**

The Board was presented with the following end-of-year budget transfers for FY 15-16:

Transfer from Employee Benefits to the following:

- \$14,911.33 to CIP and Debt Service (due to lighting at the Fire Department through CONSERV)
  - \$779.64 to Board of Selectmen (due to Legal Notices)
  - \$152.15 to Emergency Preparedness (due to equipment, office supplies and training)
  - \$3,504.00 to Grants – Airline Trails (covered by payments from DEEP)
  - \$6,642.98 to Planning & Zoning (due to zoning enforcement)
  - \$1,516.44 to Recreation (due to special activities and sports equipment)
  - \$147.41 to Registrars
  - \$2,641.06 to Senior Center (due to heating/cooling system)
  - \$4,893.08 to Transfer Station (due to bulky waste disposal and hauling)
- \*Dick Weingart will follow up on this item***
- \$298.88 to Treasurer (due to mileage)

Transfer from Public Works Department to the following:

- \$21,708.56 to Police Protection (reimbursement of grant funds from the state)
- \$19,037.14 to Volunteer Department (due to repairs of vehicles hitting objects)

***Motion to approve the above listed end-of-year FY 15-16 budget transfers in the amount of \$76,232.67 as presented, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**d. Appoint BOF representative for BOE/CES teacher negotiations: None**

**e. Appoint BOF Annual Report Coordinator: None**

**f. Consider revised BOF/BOE Non-Lapsing Carryover Account procedures:**

The Board was presented with a draft of the revised BOE Non-Lapsing Account procedures for review for the next meeting. Changes include changing fund to account.

**g. Other Urgent Business: None**

**12. Continuing Business:**

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

**1) Board policies**

- a) **Revise BOF Agency Budget Management policy**
  - b) **General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors**
  - c) **CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)**
  - d) **BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts**
- 2) **Board bylaws**
  - 3) **Board member handbook**
- b. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee**

**13. Second Audience for Citizens:** None

**14. Agenda suggestions for next meeting:**

- a. Review/Approve BOF/BOE Non-Lapsing Carryover Account procedures
- b. Status of FY 2015-16 Audit
- c. Standard Regular meeting agenda

**15. Time and place of next Regular/Special Meetings:**

- a. **Tuesday, October 11, 2016:** Regular Meeting @ 7:00 pm (Town Hall)
- b. **Monday, November 14, 2016:** Regular Meeting @ 7:00 pm (Town Hall)

**16. Adjourn:**

***Motion to adjourn (7:58 PM) was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott  
Recording Clerk***