

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
October 11, 2016

Chairperson Dick Weingart called the meeting to order at 7:25 PM. Present were Board members Bruce Raymond, Jean Lambert and Cesar Beltran. Unable to attend was Board members Doug Dubitsky, 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:**

Add to agenda under Item #11a, Ambulance Corps Budget and under Item #11e, FY 16-17 Schedule of Salaries for Town Employees.

7. **REPORTS:**

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

b. **Staff Reports:**

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**
The Capital Improvement Fund is over spent \$29,000 for the Darling Pond Dam project for additional expenses not budgeted for.

**Dick Weingart will check with the First Selectman on this issue.*

Motion to accept Financial Statements, was made by Bruce Raymond, seconded by Cesar Beltran and carried unanimously.

- **Tax Collector: Review and accept monthly Tax Collection report; identify questions for follow up:**
Tax Collection was at 56.9% through 09/30/16 and about the same as last year at this time (56.1%).
- **Treasurer: Reports as needed:** None
- **Assessor: Reports as needed:** None
- **Other Staff Reports:** None

c. **Board Member Reports:**

- **Selectmen's monthly meeting:** Meeting was postponed until October 12th.
- **Other Board reports: RSD11 Study Committee Meetings – M. Foster & C. Beltran:**
The Dissolution Study Committee has not met to date.

8. **APPROVAL OF MINUTES:**

a. **Special Meeting – September 28, 2016**

Motion to approve special meeting minutes of September 28, 2016, was made by Jean Lambert, seconded by Cesar and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review FY 2015-16 Audit Schedule:

The audit is under way.

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

Unexpended funds for the BOE/CES FY 2015-16 budget is approximately \$7,000.

11. NEW BUSINESS:

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

• **Ambulance Corps Budget:**

The Board was presented with budget from the Chaplin/Hampton Ambulance Corps with a request for a 10% increase (\$26,000 to \$26,400). Cesar Beltran expressed concerns with the lack of communication, unfunded mandates and rising costs and will draft a letter to state legislators. He also suggested doing an audit of the finances for the Ambulance Corps.

****Dick Weingart will contact the auditors regarding financials for the Chaplin/Hampton Ambulance Corps.***

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

Two items have changed from the end-of-year budget transfers approved at the last meeting. Planning & Zoning was reduced to \$6,342.98 (decreased \$300.00) and Volunteer Fire Dept was increased to \$19,232.14 (increased \$195.81 for medical). Total transfers were in the amount of \$76,127.67.

Motion to approve end-of-year budget transfers for FY15-16 in the amount of \$76,127.67 with above changes, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

c. Appoint BOF Annual Report Coordinator:

Bruce Raymond and Cesar Beltran will start the process for the Annual Report.

d. Consider and act on revised BOF/BOE Non-Lapsing Carryover Account procedures:

The Non-Lapsing Carryover Fund was changed to Non-Lapsing Carryover Account.

Motion to approve revised BOF/BOE Non-Lapsing Carryover Account Procedures, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

e. Other Urgent Business:

• **FY 16-17 Schedule of Salaries for Town Employees:**

The Board was presented with FY 16-17 Schedule of Salaries for Town Employees with a 2.5% increase across the board.

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. **Audit exceptions for FY 14-15 and prior: MW-08-01 – Entity Level Controls**
- c. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee**

**Dick Weingart will address Item #12b (Audit Exceptions) at the Board of Selectmen meeting.*

13. Second Audience for Citizens: None

14. Agenda suggestions for next meeting:

- a. Review/Approve BOF – Agency budget request letters for FY 2017-18
- b. Status of FY 2015-16 Audit
- c. Standard Regular meeting agenda

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

- a. Monday, November 14, 2016: Regular Meeting @ 7:00pm (Town Hall)
- b. Monday, December 12, 2016: Regular Meeting @ 7:00pm (Town Hall)

16. Adjourn:

Motion to adjourn (8:18 PM) was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*