

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
June 12, 2017

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Linkesh Diwan, Jean Lambert and Cesar Beltran. Unable to attend were 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 Close Completed CIP Accounts as Item #11f.

7. **REPORTS:**

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

b. **Staff reports:**

- **Accountant - Review and accept monthly Financial Statements; identity questions for follow up:**

Bank Service Charges are over budget. Link Diwan suggested checking to see if fees would be waived with a minimum balance. Public Works Equipment Repair is over budget.

Motion to accept the Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- **Tax Collector - Review and accept monthly Collections report; identify questions for follow up:**

Collections are good at 98.7% overall with 97.5% budgeted.

Motion to accept the Tax Collector's Report, was made by Jean Lambert, seconded by Cesare Beltran and carried unanimously.

- **Assessor - Reports as needed:** No Report

- **Treasurer - Reports as needed:** No Report

- **Other Staff reports:** None

c. **Board Members' Reports:**

- **Selectmen's monthly meeting - R. Weingart:**

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

- A truck dealership used by Public Works notified the Selectmen about a 2001 Dump Truck turned in from the town of Groton that is n good shape with low hours.

- A public service announcement regarding places in town with motor vehicle vandalism.

- **Legislative budget report - D. Dubitsky:** No Report

- **Annual Report for FY 2015-6: L. Diwan; Consider and act on FY 2015-16 Board of Finance annual report:**

The Table of Contents for the Annual Report was reviewed. To date, there are no Annual Reports from the Board of Selectmen, Conservation Commission and Recreation Commission. Animal Control has been replaced with NECOGG and on file. Eastern Highlands Health District is on file. Independent Auditors is on file. RD11 won't be prepared until August.

The Board of Finance Annual Report was reviewed with revisions.

Motion to approve the Board of Finance Annual Report, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

- **Auditors for FY 16-17; Mr. Darin Offerdahl, MAWC LLC - R. Weingart:**

The Auditor's appointment document will be finalized with OPM.

- **Meeting to consider shared services between Board of Education and town - R. Weingart:**

The Board was presented with minutes from meeting to discuss shared services. There was considerable pushback on Legal Services that needs specialized services. Cesar Beltran will represent the Board of Finance on the Shared Services Committee.

- **Other Board Reports:** None

8. APPROVAL OF MINUTES:

- a. **Special meeting – June 5, 2017:**

Motion to approve the special meeting minutes of June 5, 2017, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

- a. **Review CES FY 2016-17 budget deficit projections:**

The CES FY 2016-17 budget is projected with an \$189,000 deficit.

- b. **Review town FY 2016-17 budget for projected surplus/deficit:**

The town budget is in good shape.

- c. **Review BOF budget calendar for FY 2017-18:**

The budget calendar was reviewed.

11. NEW BUSINESS:

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

Payments for the energy project needs to be added to the budget.

Motion to appropriate \$1,201.80 for Item #20080.2 Energy Project for the Town Hall, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

b. Consider and act on FY 2017-18 town revenue budget pending State budget passage:

Deferred since the state budget has not passed.

c. Consider and act on suggestions for changing manner of recording amendments/corrections to BOF minutes: Tabled

d. Review draft BOE CIP Fund policy: Tabled

e. Other urgent business: None

f. Close Completed CIP accounts:

The Board was presented with closeouts for the following completed CIP projects:

- Parish Hill Road Drainage
- Tower Hill Road Bridge
- Darling Pond
- Refurbish Tanker ET209
- Thermal Imaging Camera
- Transport Trailer

Motion to approve closeouts for completed CIP projects as presented, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

12. CONTINUING BUSINESS:

a. 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) Revise BOF Agency Budget Management Policy
- 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. Consider partial funding for BOF member attendance at 2-Day QuickBooks Level 1 (Basic) training session

c. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECOGG Paramedic Study Committee

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA ITEMS FOR NEXT MEETING:

- a. Review CES FY 2016-17 budget deficit projections
- b. Review town FY 2016-17 budget for projected surplus/deficit
- c. Standard Regular meeting agenda
- d. Consider and act on suggestions for changing manner of recording amendments/corrections to BOF minutes
- e. Shared Services Report
- f. Approve Annual Report
- g. Minimum Balance for Webster Bank

15. TIME AND PLACE OF REGULAR/SPECIAL MEETINGS:

- a. Monday , July 10, 2017: Regular Meeting @ 7pm (Town Hall)
- b. Monday, August 14, 2017: Regular Meeting @ 7pm (Town Hall)

16. ADJOURN:

Motion to adjourn (9:00 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

Minutes will be approved at the next regular meeting.

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