

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**February 5, 2018**

Chairperson Dick Weingart called the meeting to order at 7:03 PM. Present were Board members Link Diwan, Jean Lambert, Cesar Beltran and Alternate Linda Caron. Unable to attend were Board members Doug Dubitsky and Marc Johnson; Alternates Matt Foster and Alternate Bill Jenkins. Others present was Assessor Chandler Rose.

**3. SEATING OF ALTERNATES:**

Alternate Linda Caron was seated for Board member Marc Johnson who could not attend tonight's meeting.

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

**5. GUEST: Mr. Chandler Rose, Chaplin Assessor:**

**a. October 2017 Grand List Review/Q&A; Chaplin 2018 Revaluation process:**

Assessor Chandler Rose presented the 2017 Grand List with an overall increase of .7% in assessment from the 2016 Grand List for all three areas (real property, motor vehicle and personal property). He also presented a letter for property owners for the Chaplin Revaluation Property Inspection Announcement. All property owners will receive an assessment with 50% receiving a physical inspection now and 50% receiving a physical inspection in five years. The deadline to appeal is February 20<sup>th</sup>. There are currently appeals for four motor vehicles and one property owner. Link Diwan asked about releasing gathered data. The data will be returned to the town from Vision Government Solutions. A motor vehicle supplement is for vehicles registered after October 1<sup>st</sup> and is prorated. Motor vehicles are valued through NADA.

The Veterans Base Camp has discussed becoming tax exempt but has not filed an application to date. The potential financial impact would be \$736,600.

**6. ADDITIONS OR CHANGES TO AGENDA:s**

Add to the agenda under Item #10d, COST Town Meeting

**7. REPORTS:**

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

**b. Board Member reports:**

• **Selectmen's monthly meeting:**

Dick Weingart reported the following at the Selectmen's monthly meeting:

- The audit process is complete.
- Budget requests from town agencies are due February 9<sup>th</sup>. The Board of Finance will hold a meeting on February 26<sup>th</sup> for town budget presentations, March 12<sup>th</sup> for the First Selectmen budget presentation and on March 19<sup>th</sup> for the BOE budget presentation.
- The CIP met and has a firm CIP Plan to present to the town. One more meeting is tentatively scheduled for February 26<sup>th</sup>.
- Members of the Working Group who will address financial procedures are Cesar Beltran from the Board of Finance, Bill Rose from the Board of Selectman and Will Hooper from the Chaplin Board of Education.

Cesar Beltran asked about the William Ross Library that is in need of repair. The building and property are not large enough for a well or septic system. Residents will be asked to consider at the town meeting the possibility of selling the property.

- **Annual report for FY 2016-17:**

Link Diwan reported that an Annual Report was received from Inland/Wetlands. He commended Scott Matthies for sending in the report and the constructive comments regarding the template. Annual Reports are due in March and a reminder will be sent out to town agencies the end of February.

- **CIP Committee meeting – 01/22-18:**

Will be reviewed later on the agenda.

**c. Staff reports:**

- **Accountant: Review and accept monthly Financial Statements; identity questions for follow up**  
No Report for January 2018.

- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up**  
The Board was presented with Tax Collection Report that is on good track with 77% collected as of December 31, 2017.

***Motion to accept Tax Collection report as of December 31, 2017, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

- **Assessor & Treasurer: Reports as needed:**  
Report from Assessor covered under Guests.

***Motion to accept October 2017 Grand List as presented, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

**8. APPROVAL OF MINUTES:**

- a. Special Meeting – October 30, 2017; Regular meeting – January 8, 2018:**

***Motion to approve regular meeting minutes of January 8, 2018, was made by Jean Lambert with the following corrections:*** Item #10b should read – Projected municipal aid for Chaplin for FY 2018 is a total of \$2,008,131. Item #10c should read – Motion to approve the Chaplin Revenue Budget for FY 2017-18 in the amount of \$8,597,627 as presented, was made by Link Diwan, seconded by Jean Lambert and carried unanimously. ***The motion was seconded by Linda Caron and carried unanimously.***

**9. CORRESPONDENCE: None**

**10. OLD BUSINESS:**

- a. Review revised CIP plan for FY 2018-19 per CIP Committee meeting of 01/22-2018:**

The Board reviewed the revised CIP plan that includes the following:

General Government

- Plan of Development not required per P&Z Chair D. Dubitsky
- New project for replacing kitchen floor in the Senior Center

- New project for replacing the bathroom floor in the Community Center  
Link Diwan suggested combining the two flooring projects into one project.

Chaplin Board of Education

- New folding cafeteria tables
- Replace all smoke detectors in school building
- Replace security system control panel
- Items not required per the Superintendent include: roof tower windows reseal and repair, replace safety windows, replace/repair gymnasium floor, exterior tiles/repair and repoint

**b. Review charge to BOF joint Working Group for financial procedures (BOF, BOS, BOE):**

Dick Weingart presented charge to BOF joint Working Group with revisions discussed at the previous meeting.

***Motion to approve Organization and Charge for the Board of Finance Joint Working Group for Financial Procedures as presented, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

**c. Review BOF budget calendar for FY 2018-19:**

The Board reviewed the BOF budget calendar. Town agency budgets are due February 9<sup>th</sup>. A Public Hearing on the budget will be held in April at the Senior Center. Budget notebooks will be provided for each Board member.

**d. COST Town Meeting:**

Dick Weingart presented a flyer on the agenda for the COST Town Meeting.

**11. NEW BUSINESS:**

**a. Consider and act on funds transfers and budget line additions/adjustments as requested: None**

**b. Consider and act on BOF budget for FY 2018-19:**

The BOF budget was reviewed and includes a new line for Administrative Support. The position is needed for the extensive budget process and could be done in-house. There is an increase for the Audit and Training – Conference & Dues.

***Motion to approve the BOF budget for FY 2018-19 in the amount of \$31,400, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

**c. Consider and act on BOF letter to all Town/BOE agencies concerning revised budget management policy:**

Dick Weingart commented on the revised Budget Management Policy. The Joint Working Group will compile procedures to address material weakness addressed in the audit. Previous procedures need to be changed including advanced notice required to the Board of Finance for more funding (spending over budget is unlawful). Link Diwan suggested adding a Contingency Fund to each agency budget and add to the agenda for discussion at the next meeting.

**d. Other urgent business: None**

**12. CONTINUING BUSINESS:**

- a. Review Board goals and policies for FY 2017-18
  - 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. 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 REGULAR/SPECIAL MEETING:**

- a. Special meeting – Town agency budget presentations

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

- a. Monday, February 26, 2018: Special Meeting for Town Agency budget presentations @ 7pm (Town Hall)
- b. Monday, March 12 2018: Regular Meeting – First Selectman budget presentation @ 7pm (Town Hall)
- c. Monday, March 19, 2018: Special Meeting for Board of Education budget presentation @ 7pm (Town Hall)

**16. Adjourn:**

***Motion to adjourn (9:38 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***