

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
June 11, 2018

Chairperson Dick Weingart called the meeting to order at 7:06 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 and Alternates Matt Foster and Bill Jenkins. Others present was Selectman Bill Rose.

3. SEATING OF ALTERNATES:

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

4. AUDIENCE FOR CITIZENS:

Cesar Beltran expressed concerns with broken windows in the back of the William Ross Library. Selectman Bill Rose reported that the glazing is falling out causing the glass to fall out. Public Works is repairing as needed and there are funds in the budget to cover the repairs.

5. GUESTS: None

6. ADDITONS OR CHANGES TO AGENDA:

Add to the agenda Audit RFP as Item #11e. Add to the agenda Salary Study Committee as Item #11f. Other current business will become Item #11g. Add to agenda Parish Hill vote – Budget Referendum under Item #7a.

7. REPORTS:

a. Board Member reports:

• **Selectmen's monthly meeting:**

Selectman Bill Rose reported on the Board of Selectmen monthly meeting.

- A proposal will be presented regarding a longevity bonus for the Senior Center Director (started in 2004) and the Financial Advisor (started in 2002) who go above and beyond their hourly duties; and increased hours for the Administrative Assistant who has an increase in responsibilities. A policy will be drafted for a longevity bonus and included in the handbook which is being revised. A Salary Study Committee was formed to gather information. Cesar Beltran volunteered to serve on this Committee.
- Overruns on chip sealing will be curtailed. Singleton Road may be included when funding is verified.

• **Annual Report for FY 2016-17:**

No additional reports were received since last month. The final draft of the Annual Report will be presented at the next meeting for approval.

• **Parish Hill vote – Budget Referendum:**

The budget vote passed with a total of 338 votes for yes and 200 votes for no. There was an active group of Parish Hill supporters that used Facebook to encourage voters to vote. There was a lower turnout from Scotland compared to the previous referendum that failed.

b. Staff Reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**
There is an error in the amount received for Pequot State Property. \$31,818 was received for Special Education. Webster Bank is used to maintain online tax payments resulting in service charges. The Board of Selectman authorized one day of overtime (there are funds in the budget to cover) for Public Works to work on a security gate at the Senior Center.
Motion to accept the May 2018 Financial Statements subject to correction of line item #15120 – Pequot State Property, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

- **Tax Collector: Review and accept monthly Tax Collections Report; identify questions for follow up:**
Tax Collection was 98% with 97.75% budgeted.
Motion to accept the Tax Collector Report for May 2018, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- **Assessor & Treasurer: No Report**

8. APPROVAL OF MINUTES: Special Meeting – May 29, 2018

Motion to approve the special meeting minutes of May 29, 2018, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review CES FY 2017-18 budget deficit projections:

An updated projection was not received from the Superintendent. Dick Weingart will follow up at the CES Board meeting on Wednesday, June 13th.

b. Review total FY 2017-18 budget for projected surplus/deficit:

Based on the review of the Financial Statements, there definitely will be a surplus.

11. NEW BUSINESS:

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

b. Determine Annual Report Coordinator and schedule for FY 2017-18:

Link Diwan volunteered to be the Annual Report Calendar for FY 2017-18. The request letter will be sent out in July with a deadline to return by Halloween (October 31, 2018). The Annual Report will be published on the town website.

c. Review draft job description for BOF administrative support position:

The Board was presented with a draft job description for the BOF administrative support for review. Cesar Beltran suggested a dedicated time for each function. Any feedback is to be emailed to Dick Weingart.

d. Begin identifying key events and dates for BOF annual calendar:

Linda Caron will develop a BOF annual calendar that will include Board meetings and the following monthly events:

July – approve and send out request for Annual Reports, Audit planning, approve year-end closing entries.

August – continue Audit coordination, approve year-end closing entries.

September – approve the BOF Annual Report

October – distribute initial CIP requests, plan CIP Committee meetings, CCM Annual Conference, Finance Supervisor prepares excel budget template for following year, draft of budget policies and budget requests for the next fiscal year, establish deadline for submission of Annual Reports.

November – approve budget policies and request letters and distribute to all agencies, review draft Audit Report and Financial Statements, approve Budget Calendar.

December – approve town Annual Report, 1st CIP Committee meeting, approve Audit.

January – 2nd CIP Committee meeting, BOE (CES & RD11) begin budget processes, Town Agency Budget submissions due.

February – COST Annual Meeting, Town Agency Budget presentations, final CIP Committee meeting, review draft revenue projections for the following fiscal year.

March – BOS budget presentation, BOE budget presentation, schedule budget workshops, approve Legal Notice.

April – budget workshops, approve draft budget, approve final budget, Budget Public Hearing (publish Legal Notice prior to hearing).

May – Town Budget meeting, appoint auditors, set mill rate, approve Revenue Budget.

June – appoint Annual Report Coordinator, determine schedule for Annual Report.

e. Audit RFP:

The Board was presented with a copy of a notice on the GFOACT message board regarding audit firms. A subcommittee will need to be formed to get the process going by September.

f. Salary Study Committee:

Motion to appoint Cesar Beltran to serve on the Salary Study Committee, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

g. Other current 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 MEETING:

- a. Regular meeting agenda
- b. Salary Study Committee Update
- c. Annual Report and Request Letter
- d. Job Duties for Administrative Support
- e. Year-end Budget Transfers
- f. Audit RFP

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

- a. Monday, July 9, 2018 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, August 13, 2018 – Regular Meeting @7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:35 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Minutes will be approved at the next regular meeting.

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