

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
November 26, 2018

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Link Diwan, Cesar Beltran, Doug Dubitsky and Alternate Linda Caron. Unable to attend were Board members Jean Lambert and Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins. Others present were First Selectman Bill Rose and Selectman Joe Pinto.

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. GUESTS: Chaplin Board of Selectmen re: Employee Compensation

The Board of Selectmen (Bill Rose and Joe Pinto) presented the following:

- Board of Selectmen special meeting minutes from November 13, 2018 - contains motions for additional compensation and longevity bonus
- Proposal for Administrative Assistant compensation - currently does 30 hours of work for pay that is based on a 26 hour work week, increase to 38 hours a week due to increased responsibilities and request from the Board of Finance for administrative assistance, impact to the FY 18-19 budget would be approximately \$18,033
- Proposal for Finance Manager Compensation - \$2 per hour increase to compensate for additional responsibilities completed within 30-hour work week, impact to the remainder of the FY 2018-19 budget would be approximately \$1,680
- Longevity Pay Policy – to retain long term, experienced non-union employees that bring a great deal of experience to the job
 - 5 to 10 years of service, proposed amount would be 1% of employee's gross annual pay
 - 10 to 15 years of service, proposed amount would be 5% of employee's gross annual pay
 - 15 years plus years of service, proposed amount would be 10% of employee's gross annual pay
 - Annual performance evaluations will be part of the process

Dick Weingart requested revised job description for the Administrative Assistant based on 38 hours, an impact of the above to this year's budget and signatures with dates on the documents presented by the Board of Selectmen. He also suggested the Board of Selectmen consider another long term employee, the Senior Center Director.

Bill Rose commented on a resource officer and cited an article in the paper regarding an armed resource office hired by the Town of Lebanon that would be a good approach to bond with the students. The issue is being discussed by the RD11 Board of Education and the cost (approximately \$40,000) could be split between the three towns.

Doug Dubitsky reported that he is working on the School Safety Working Group at the Legislative Office to develop school safety plans and various methods to keep schools safe.

6. ADDITONS OR CHANGES TO AGENDA: None permitted

7. REPORTS:

a. First Selectman monthly report: Covered already

b. Board Member reports:

• **Selectmen’s monthly meeting:**

There were no significant financial items presented at the Selectmen’s monthly meeting. Minutes are available on the website.

• **Annual Report for FY 2017-18:**

Annual Reports for FY 2017-18 not received to date include: Board of Assessment Appeals, Rec Commission, Senior Center, Tree Warden and Treasurer. A reminder will be sent out to the above agencies.

• **Financial Audit RFP:**

The Sub-Committee decided on the language for the draft Audit RFP. The schedule will be adjusted accordingly and the draft will be submitted to the 1st Selectman.

• **Salary Study Committee:** Covered by the Board of Selectmen’s Employee Compensation Report.

• **Financial Procedures Working Group:**

The next meeting will be held tomorrow, November 27th at 8:30am with work on three items pertaining to the audit.

• **FY 2017-18 Audit:**

The auditor is waiting for other post-employment benefits from the Board of Education and is asking for an audit extension until January 30th.

c. Staff Reports:

• **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**

Tabled until next month

• **Tax Collector: Review and accept monthly Tax Collections Report; identify questions for follow up:**

The Board was presented with a Tax Report from July 2018 – October 2018 with tax revenue collections received at 55.3%.

• **Assessor & Treasurer:** Reports as requested

8. APPROVAL OF MINUTES:

a. Regular Meeting – 10/01/2018; Special mtg 10/15/18; Audit RFP Sub-Committee Special mtg 10/23/2018:

Motion to approve the regular meeting minutes of 10/01/2018, was made by Link Diwan with the following corrections: Item #10a should read – The packet includes information from inquires to other towns (Newtown and Milford) and the final budget versus actual for July 2017 to June 2018 with a final surplus of \$81,292 (includes \$76,000 supplemental appropriation). Item #10a should read – He also contacted Marcia Marien from the town of Ridgefield (former auditor for Chaplin) who suggested moving the account to the CIP Fund as a separate account and follow up with the current auditor. Item #10d should read – Doug Dubitsky nominated Link Diwan as Chair for the Sub-Committee. Linda Caron and Cesar Beltran will serve on this Sub-Committee. ***The motion was seconded by Cesar Beltran and carried with one abstention by Link Diwan.***

Motion to approve the special meeting minutes of 10/15/2018, was made by Link Diwan, seconded by Cesar Beltran and carried with one abstention by Link Diwan.

Clarification is needed for the Audit RFP Sub-Committee special meeting minutes.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review draft BOF Annual Activity Calendar:

Linda Caron presented revised BOF Annual Activity Calendar that will be reviewed every month for a full year. Revisions to November include: Approve/distribute budget request letters for next FY, Request for Proposal Auditing services.

b. Review BOF Budget Development Calendar for FY 2019-20:

The Board reviewed the BOF Budget Development Calendar for FY 2019-20 for October and November.

c. Consider and act on final BOF FY 2019-20 Budget Development Policies:

The Board was presented with the final BOF FY 2019-20 Budget Development Policies.

Motion to approve the final BOF FY 2019-20 Budget Development Policies, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

d. Review draft #2 of BOF Town Agency Budget Management Policy:

The Board was presented with draft #2 of the BOF Town Agency Budget Management Policy for review. Any feedback or changes should be directed to Dick Weingart.

11. NEW BUSINESS:

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

- 1. Transfer of \$3,000 for FY 2018-19 from account 50050 Contingency Fund to Account 26102 Auditor. A Federal Audit is required when the Town expends more than \$750,000 in Federal Funds, e.g. North Bear Hill Road Bridge:**

Motion to transfer \$3,000 for FY 2018-19 from account 50050 Contingency Fund to Account 26102 Auditor, was made by Cesar Beltran, seconded by Linda Caron and carried unanimously.

b. Consider and act on BOF budget letter to Town Agencies for FY 2019-20:

The Board was presented with BOF budget letter to Town Agencies for FY 2019-20 for review.

Motion to approve BOF budget letter to Town Agencies for FY 2019-20, was made by Cesar Beltran, seconded by Linda Caron and carried unanimously.

c. Review Board of Education (BOE/CES) FY 2018-19 budget status:

1) BOE meeting on 11/14/18: Business Manager reported approx. \$85,000 in unanticipated expenses for FY 2018-19:

There is approximately \$85,000 in unanticipated expenses in the BOE/CES FY 2018-19 budget for Special Education and STEM Special Education. There may be some other areas in the budget to offset these expenses.

2) Use of BOE Non-Lapsing Contingency Account:

Discussion was held regarding use of the BOE Non-Lapsing Contingency Account.

d. Consider and act on BOF member attendance at COST CT Town meeting, Wed. January 16, 2019 – Aqua Turf:

Motion to approve all Board of Finance Board members and Alternates to attend the COST CT Town Meeting on Wednesday, January 16, 2019 at the Aqua Turf in Plantsville, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

e. Review draft BOF General and CIP Fund policies: None presented

f. Consider other urgent current business: None

12. CONTINUING BUSINESS:

a. Review Board goals and policies for FY 2018-19

1) Board Bylaws

2) 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

3) Board Member Handbook

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

13. SECOND AUDIENCE FOR CITIZENS:

Link Diwan suggested using social media (Facebook, Twitter) as a way to reach out to constituents and raise awareness.

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Regular meeting agenda
- b. Approve BOF meeting dates for 2019
- c. Consider and act on BOF budget letter to BOE/CES for FY 2019-20 budget
- d. Employee Compensation/Longevity Policy
- e. Treasurer Position

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

- a. Monday, December 10, 2018 – Regular Meeting @7pm (Town Hall)
- b. Monday, January 14, 2018 – Regular Meeting @7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:41 PM) was made by Link Diwan, seconded by Linda Caron and carried unanimously.

Minutes will be approved at the next regular meeting.

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