

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
June 10, 2019

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Link Diwan, Cesar Beltran and Jean Lambert; Alternates Linda Caron and Matt Foster. Unable to attend were Board members Doug Dubitsky and Marc Johnson and Alternate Bill Jenkins. Others present were Tax Collector Gay St. Louis, Emergency Preparedness Director Jim Randall and resident Chris McKleroy.

3. SEATING OF ALTERNATES:

Alternate Linda Caron was seated for Board member Marc Johnson and Alternate Matt Foster was seated for Doug Dubitsky who could not attend tonight's meeting.

4. AUDIENCE FOR CITIZENS:

Chris McKleroy asked the Board to consider changing allocation of \$35,000 in the CIP Plan for relocating the Museum. He provided minutes from the town meeting that showed no interest from the town in moving the Museum and would like to see the funds used for a current project. Dick Weingart reported that a change of allocation would need to be voted on at a town meeting and suggested Mr. McKleroy make a presentation at the CIP Committee meeting where decisions are made about CIP projects.

5. GUESTS: Ms. Gay St. Louis, Chaplin Tax Collector

a. Consider and act on Suspense List as recommended by Tax Collector:

Tax Collector Gay St. Louis presented information on the Suspense List (motor vehicle/personal property bills – accounts cannot be located or collected). The accounts will go to ANRG Collection Agency who have more resources for collection.

Motion to approve transfer of \$129,704.49 to the Suspense List for items as submitted by the Tax Collector for FY 2018-19, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.

b. Review and accept monthly Tax Collections report:

Total Tax Collections for July 2018 to May 2019 is 98.4%. The Board was presented with brochure of information from the Tax Collector that will be included with tax bills.

Motion to accept the May Tax Collection Report, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

c. Board member questions/issue for Tax Collector: None

6. ADDITIONS OR CHANGES TO AGENDA:

Add to agenda as Item #11g, Discussion of Dissemination of Personal Information of Board Members.

7. REPORTS:

a. Board Member Reports:

1) Selectmen's Monthly Meeting:

Dick Weingart reported the financial highlights from the Selectmen's meeting.

- The North Bear Hill Road Drainage project has gone out to bid with positive interest from contractors.

- There are State Bond Funds to redo local bridges. An application is in the works for the Bedlam Road Bridge.

2) Financial Procedures Working Group:

The last meeting was postponed with the hope to reschedule in June.

3) State Budget:

The impact to Chaplin from the State Budget is approximately \$180,000 in additional revenues for Educational Cost Sharing.

b. Staff Reports:

1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up:

Revenues performed better than expected for the following: School Bus Fuel Reimbursement, Investment Interest, Surplus Equipment, Building Permits, Conveyance Tax, Planning & Zoning Permits (Zoning Ordinance fines), Transfer Station Fees, Recording Fees (Town Clerk), *Educational Cost Sharing, *Tax Collector ANRG Collection Fees.

Bank Service Charges are over budget (mostly Webster Bank to handle Tax Collection) and Legal Fees are over budget (falls within General Expenses).

Motion to accept the May Financial Statements, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

****Dick Weingart will check on Educational Cost Sharing Revenue (possible Excess Cost for Special Education) and Tax Collector ANRG Collection Fees.***

2) Assessor & Treasurer: No Report

8. APPROVAL OF MINUTES:

a. Special Meeting 05/28/2019:

Motion to approve special meeting minutes of 05/28/2019, was made by Jean Lambert with the following corrections: Item #9 correct the spelling of Chris McKleroy. Item #9 should read – An email was received from Administrative Assistant Sue Gluck regarding a request from Chris McKleroy for personal email addresses from the Board of Finance and Alternate Members. ***The motion was seconded by Link Diwan with two abstentions by Cesar Beltran and Matt Foster.***

9. CORRESPONDENCE: None

10. OLD BUSINESS:

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

An email was received from Business Manager David Solan with a budget deficit of \$30,000 to date for the CES Board of Education. Work is still being done on shifting expenditures to grants from the General Fund.

b. Review draft BOF Annual Activity Calendar:

The BOF Annual Activity Calendar was reviewed for the month of June. The following was added to the month of June: Fiscal Year Closeout – 1) Budget Transfers from the Town meeting, 2) Capital Fund Transfer, 3) Setup new Fiscal Year Budgets.

c. Review CCM & COST analysis of municipal aid in approved FY 2019-20 State budget:

The Board reviewed analysis of municipal aid from the approved FY 2019-20 State budget. There was a reduction of \$54,686 for Education Cost Sharing and reduction of \$4,516 for LOCIP.

d. Consider and act on revision to FY 2019-20 Revenue budget per approved State budget:

The Board was presented with summary sheets with revision to the Revenue budget per approved State Budget. There were no changes to the PILOT program, Adult Education, Town Aid Roads and Municipal Projects. The biggest change was to Education Cost Sharing. The Teacher Retirement Contribution was eliminated. The projected budget surplus is \$578,000.

Motion to adopt revised Revenue Budget for FY 2019-20 in the amount of \$9,226,204, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

11. NEW BUSINESS:

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

A request was received for a fund transfer to adjust Collection Fees for the Tax Collector.

Motion to transfer \$5,000 from #50050 Contingency Fund to #42103 Collection Fees for unbudgeted expenses, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

Matt Foster left the meeting at 9:02 PM.

b. Review and discuss Governor's budget as presented on 02/20/2019: None

c. Determine Annual Report Coordinator and schedule for FY 2018-19:

1) Establish requirement for "Procedures" document as part of Annual Report process:

Link Diwan will be the Annual Report Coordinator for FY 2018-19 and will draft procedures for the process. Annual Report requests will be sent out July 31st and are due back by September 30th. The Annual Report will be published by December 31st. Link Diwan suggested including the Annual Report request with the Budget request.

d. Begin to identify requirements for Board of Finance Member Handbook; consider responsibilities for development:

e. Begin to identify requirements for Board of Finance policies/procedures; consider responsibilities for development:

Discussion was held regarding The Board of Finance Member Handbook that will include the following: Annual Report procedures, Board Annual Activity Calendar, templates for forms (such as transfer requests), Audit RFP, Budget Workshops, Board Policies, Fund Balance and ByLaws with statutory references for elections and resources. Cesar Beltran suggested looking at Board of Finance Handbooks from other towns. Jean Lambert suggested looking at COST for more information.

f. Other urgent issues for consideration: None

g. Discussion of Dissemination of Personal Information for Board members:

The Board was presented with a draft policy for Board members Personal Information and Communication with the Board for review. Any feedback should be sent to Link Diwan.

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: Review 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 Comm.

13. SECOND AUDIENCE FOR CITIZENS:

Jim Randall asked for clarification on the ECS funding reductions from Governor's budget and status of Chaplin/Hampton Ambulance Corps. Dick Weingart reported that the last meeting for Chaplin/Hampton Ambulance Corps was cancelled and will be rescheduled.

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

a. Standard Regular meeting agenda

15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:

a. Monday, July 8, 2019: Regular Meeting @ 7pm (Town Hall)

b. Monday, August 12, 2019: Regular Meeting @ 7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:53 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

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