

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**November 4, 2019**

Chairperson Dick Weingart called the meeting to order at 7:06 PM. Present were Board members Link Diwan (7:18), Cesar Beltran, Doug Dubitsky, Jean Lambert, Alternate Linda Caron and Alternate Matt Foster. Unable to attend were Board member Marc Johnson and Alternate Bill Jenkins.

**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:** None

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

Add to agenda as Item #11d, Review and approve FY 2020-21 Budget Development Policies and Budget Request Letter to Town Agencies.

**7. REPORTS:**

**a. Board Member Reports:**

**1) Selectmen's Monthly Meeting:**

For the October meeting – see minutes. The November meeting is scheduled for 11/7.

**2) Financial Procedures Working Group:**

The Town procedures are nearly finished. The Board of Education procedures are ready for review by the auditors.

**3) Annual Report for FY 2018-19:**

Most of the Annual Reports have been received to date except the following: Rec Commission, Treasurer, Fire Department, Public Works, Board of Finance (waiting for audit figures) and Board of Assessment Appeals. The Tree Warden provided a report on the damage to trees from gypsy moths and ash borers that will be included with the Annual Report.

**4) Audit for FY 2018-19**

The audit for FY 2018-19 is well under way and going well. A draft audit report will be done after receipt of the fixed asset schedule.

**b. Staff Reports:**

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

Revenues – Tax Collections are coming in a little more than half of what is budgeted.

CIP – the Playscape and HVAC are over budget.

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

**2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up:** No Report

**3) Assessor & Treasurer:** No Report

**8. APPROVAL OF MINUTES:**

**a. Regular Meeting – September 9, 2019:**

*Motion to approve the regular meeting minutes of September 9, 2019, was made by Link Diwan, seconded by Cesar Beltran and carried with two abstentions by Jean Lambert and Linda Caron.*

**9. CORRESPONDENCE:** None

**10. OLD BUSINESS:**

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

The final status for the CES Board of Education for FY 2018-19 was presented at the September meeting with a \$24,524 budget surplus (including \$30,000 additional town appropriation).

**b. Review Board of Education (BOE/CES) FY 2019-20 budget status:**

The Board was presented with information on the CES Board of Education FY 2019-20 budget sent to the First Selectmen from Superintendent Henrici. More information will be presented at the next meeting.

**c. Review draft BOF Annual Activity Calendar, continue to identify requirements for policies/procedures and calendar:**

The Board reviewed the Annual Activity Calendar for November and December which are on track. Items identified to date for policies and procedures 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,

**d. Review draft BOF Bylaws:**

The Board was asked to review the draft BOF ByLaws for discussion at the next meeting.

**e. Review summary of NECCOG EMS Study Committee Report:**

Linda Caron and Jean Lambert were thanked for their work on summary of the NECCOG EMS Study Committee Report. There will be no further review due to the Ambulance Service stopping their service on April 1, 2020.

**11. NEW BUSINESS:**

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

**b. Review draft BOF Town Agency Budget Management Policy:**

The Board was presented with draft BOF Town Agency Budget Management Policy for review and will be discussed at the next meeting.

**c. Other urgent business:**

Town elections will be held tomorrow. Dick Weingart commended Cesar Beltran for his many years of service to the Board.

**d. Review and approve FY 2020-21 Budget Development Policies and Budget Request Letter to Town Agencies:**

The Board reviewed Budget Development Policies and Budget Request Letter to Town Agencies.

***Motion to approve FY 2020-21 Budget Development Policies and Budget Request Letter to Town Agencies as written subject to final editing, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**12. CONTINUING BUSINESS:**

**a. Review Board goals and policies for FY 2019-20**

**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:**

Cesar Beltran commended Mr. Stone, the town crew and contractors for the great job in cleaning up the roads after the recent wind storm.

**14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

**a. Standard regular meeting agenda**

**b. Election of Officers**

**c. FY 2020 Meeting Schedule**

**d. Board of Finance ByLaws**

**e. Budget Management Policy**

**f. Approve the Audit**

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

**a. Monday, December 9, 2019: Regular Meeting @ 7pm (Town Hall)**

**b. Monday, January 13, 2020: Regular Meeting @7pm (Town Hall)**

**c. Monday, February 10, 2020: Regular Meeting @ 7pm (Town Hall)**

**16. Adjourn:**

***Motion to adjourn (9:07 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

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