

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
December 10, 2018

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members Link Diwan, Cesar Beltran, Doug Dubitsky and Jean Lambert. Unable to attend was Board member Marc Johnson, Alternate Linda Caron, Alternate Matt Foster and Alternate Bill Jenkins. Others present were First Selectman Bill Rose, Selectman Joe Pinto, Finance Manager Val Garrison, Administrative Assistant Sue Gluck and Senior Center Director Roxanne St. Jean.

3. SEATING OF ALTERNATES: None

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. ADDITONS OR CHANGES TO AGENDA:

Move Item #7b and #7c to Item #7 as #7a1 and #7a2.

Motion to drop Item #7b - Salary Study Committee that will be covered by the First Selectmen, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.

7. REPORTS:

a. First Selectman monthly report:

First Selectman Bill Rose presented calculations for salary compensation and longevity compensation with request to transfer funds and a list of approved wages for FY 2018-19. The small staff of employees are very valuable and cross trained to fill in for each other.

Motion to approve salary changes recommended by the Board of Selectmen for the Administrative Assistant, Finance Manager and Senior Center Director, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

1) Consider and act on pending Board of Selectmen Employee Compensation Proposal (Salary):

The request to Transfer Funds for salary is an increase of hours for the Administrative Assistant (includes administrative support to the Board of Finance) and an increase in the hourly wage for the Finance Manager and Senior Center Director. The funds would come from Employee Benefits Health Insurance.

Motion to transfer \$1,440 from #31515.4 Health Insurance to #41100 Senior Center Director Salary to fund recently accepted recommendation from the Board of Selectmen for the Senior Center Director, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

Motion to transfer \$1,800 from #31515.4 Health Insurance to #21050 Finance Manager Salary to fund recently accepted recommendation from the Board of Selectmen for the Finance Manager, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

Motion to transfer \$9,191.52 from #31515.4 Health Insurance to #27103 Administrative Assistant Salary to fund recently accepted recommendation from the Board of Selectmen for the Administrative Assistant, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

Motion to transfer \$7,500 from #26050 Administrative Support to #27103 Administrative Assistant Salary to fund recently accepted recommendation from the Board of Selectmen for Administrative Support for the Board of Finance, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.

Dick Weingart presented draft job description for Administrative Support and will send to the Board of Selectmen.

1) Review pending Board of Selectmen Employee Compensation Proposal (Longevity):

Discussion was held regarding the Longevity Compensation Policy which the Board of Selectmen feel is a good incentive to retain valuable employees. There are other options including: retirement contributions with an employee match. Bill Rose will do more research. Dick Weingart suggested further discussion and suggested bringing the issue to the town meeting with the annual budget.

Motion to table Compensation for Longevity Discussion until the next meeting, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.

b. Board Member Reports:

- **Selectmen's monthly meeting:** No update
- **Annual Report for FY 2017-18:**
Submission of the Board of Finance Annual Report is pending financial statements from the auditor (due the end of December). There is an extension for the audit until January 31st. Bill Rose suggested following up with the Administrative Assistant to include results of the Annual Town Meeting with meeting minutes in the Annual Report.
- **Financial Audit RFP:**
Dick Weingart will verify items that need to be revised in the Audit RFP.
- **Salary Study Committee:** Covered by the First Selectman.
- **Financial Procedures Working Group:**
The last meeting held focused discussion on the audit. The next meeting will be held on December 18th at 8:30am at the Town Hall.
- **FY 2017-18 Audit:**
The auditor has received post-employment benefits data and will present draft financial statements for review at a meeting on January 8th with the Board of Education, Board of Selectmen, Finance Manager, Board of Finance Chair and Board of Finance Vice-Chair.

c. Staff Reports:

- **Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**
 - All revenue items are on track.

- Legal Fees are over budget due to contract negotiations.
- Library Maintenance is over budget for software. ****Dick Weingart will follow up on this item.***
- Public Works Maintenance building maintenance and equipment maintenance are more than 50% expended.

Motion to approve the monthly Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- **Tax Collector: Review and accept monthly Tax Collections Report; identify questions for follow up:** No Report
- **Assessor & Treasurer:**
The 2017 Supplemental Motor Vehicle List has been finalized with a net increase of \$377,595 in assessment over the 2016 Supplemental List (amounts to approximately \$12,000 over what was budgeted).

8. APPROVAL OF MINUTES:

- a. **Regular Meeting – Audit RFP Sub-Committee Special mtg – 10/23/18; Special mtg – 11/26/18:**
Motion to approve the special meeting minutes of 11/26/18, was made by Cesar Beltran with the following correction: Item #8 should read – The packet includes information from inquiries 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). ***The motion was seconded by Link Diwan and carried with one abstention by Jean Lambert.***

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:**
Dick Weingart reviewed items for December on the BOF Annual Activity Calendar. Approve Board of Finance Budget letter to the CES Board of Education was added to the month of December.
- b. **Consider and act on pending Board of Selectmen Employee Compensation Proposal (Salary):**
Moved to Item #7a1.
- c. **Review pending Board of Selectmen Employee Compensation Proposal (Longevity):**
Moved to Item #7a2.
- d. **Review Board of Education (BOE/CES) FY 2018-19 Budget Status:**
There is no change from what was reported at the last meeting. Dick Weingart will ask the CES Board of Education for a written assessment to present at the January meeting.

Motion to accept the BOF budget letter to the Board of Education for Chaplin Elementary School FY 2019-20 Budget with the above revisions, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

d. 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: None

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

a. Regular meeting agenda

b. Auditor presentation of FY 2017-18 Chaplin Audit

c. Longevity Compensation Policy Discussion

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

a. Monday, December 17, 2018 – CIP Committee Meeting @ 5pm (Town Hall)

b. Monday, January 14, 2019 – Regular Meeting @7pm (Town Hall)

c. Monday, February 11, 2019 – Regular Meeting @ 7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:40 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***