

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**February 10, 2013**

Vice-Chair Bruce Raymond called the meeting to order at 7:08 PM. Present were Board members, Diana Fiasconaro, Jean Lambert and Marc Johnson. Others present were Treasurer Andrew Daniels and Emergency Director Jim Randall. Unable to attend was Board members Dick Weingart and Doug Dubitsky.

3. **GUESTS:** None Invited

4. **FIRST AUDIENCE FOR CITIZENS:** None

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

*Motion to add to agenda Library Budget Transfer as Item #10D, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.*

6. **REPORTS:**

a. **First Selectman Monthly Report:**

The Board was presented with a report from the First Selectman with the following highlights:

- Discussion was held regarding funding for two-year budget projections.
- The final engineering plan is complete for the Darling Pond Dam.
- The Tower Hill Bridge will be funded with CIP funds.
- The colder than usual temperatures have driven up heating costs. The storms have eroded the overtime budget and sand/salt reserves.

b. **Staff – Monthly reports:**

▪ **Accountant: Review and accept Monthly Financial Statements.**

*Motion to accept the Financial Statements, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.*

▪ **Treasurer: Monthly Report**

The MBIA account will be closed after transfer of funds per Treasurer request. The Board was presented with proposed revenues from the state. The TRB payment has been streamlined.

▪ **Tax Collector:** Reports are provided quarterly-next report in April 2014

▪ **Assessor: October 2013 Grand List and Motor Vehicle Supplemental List assessment:**

There is a 13% drop in the Grand List.

▪ **Other staff reports:** None

c. **Board Members Reports:**

▪ **Selectmen's Meeting – February 6, 2014**

No Report

▪ **Other Board Reports: FY 2012-13 Annual Report**

No Report

**7. APPROVAL OF MINUTES:**

▪ **Regular Meeting: 01/13/2014**

*Motion to approve the regular meeting minutes of 01/13/14, was made by Jean Lambert with the following correction: Correct the spelling of Diana Fiasconaro throughout the minutes. The motion was seconded by Marc Johnson and carried unanimously.*

**8. CORRESPONDENCE:** None

**9. OLD BUSINESS:**

**a. FY 2014-15 budget procedures and pertinent documents:**

- 1) **BOF Budget & CIP Policies, Budget calendar, other related documents**
- 2) **Approve BOF 2014-15 budget request**

*Motion to approve the BOF 2014-15 Budget in the amount of \$25,861.27, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.*

**b. Chaplin/Hampton Ambulance Corps contract and future cost projections**

- **Meeting with Ambulance Corps is proposed for week of 02/17: Chaplin and Hampton BOS & BOF chairs invited**  
Dick Weingart, Diana Fiasconaro and Bruce Raymond will attend a meeting with the Ambulance Corps on February 18<sup>th</sup>.

**10. NEW BUSINESS:**

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

- **Close MBIA accounts per Treasurer request**

*Motion to transfer \$13,187.79 from #10104.1 MBIA General Investment Account to #10050 Savings Institute General Fund, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously.*

*Motion to transfer \$5,694.94 from MBIA Investment Account to #10701.7 Restricted Fund-Cemetery MTNC Fund, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.*

*Motion to transfer \$5,305.18 from #10104.6 Discovery Day to #10701.8 Restricted Funds-Discovery Day, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously.*

**b. Consider and act on MAWC proposal for two-year budget forecast:**

The Board of Selectmen voted at their meeting not to approve MAWC proposal for two-year budget forecast. The projections can be done in-house with the help of Treasurer Andrew Daniels.

*Motion to table MAWC proposal for two-year budget forecast, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.*

**c. Review draft CIP budget for FY 14-15 (recently distributed):**

The CIP budget will have consistency between the years holding the project to the year designated.

**d. Library Budget Transfer:**

*Motion to transfer \$927.20 from Library budget #35102 to #35100 (coverage for assistant resignation), was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.*

**11. CONTINUING BUSINESS:**

- a. **Update on CVFD plans for fire truck and vehicle replacement/repair progress:**  
The new rescue pumper will be ready in a week.
  
- b. **Review of FY 2011-12 Audit response as requested by OPM-Municipal Finance Services:**
  - **Determine action plan in coordination with BOS and MAWC, Auditors:**
- c. **BOE Non-Lapsing Carryover Fund Account Procedures:**
- d. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections:**
- e. **Review CES Teacher contract settlement:**
- f. **Uniform Chart of Accounts (UCOA) for Municipal revenues and expenditures:**  
Discuss items b-f at next meeting.

**12. SECOND AUDIENCE FOR CITIZENS: Note: Comments are limited to agenda items and subject to Chair discretion**

Jim Randall asked for clarification on the Assistant Librarian position. Bruce Raymond reported that extra work is being done by the Library Director that was previously done by the Library Assistant who resigned.

**13. AGENDA SUGGESTIONS FOR NEXT MEETING:**

- a. Continue FY 2014-15 budget process
  - Budget and CIP policies, Budget calendar, etc.
  - Review Agency budget requests submitted to date
- b. All Items in Item #11 Continuing Business

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

- a. Monday, Feb. 24, 2014-Special Meeting @ 7:00 pm (Town Hall)-Review FY 2014-15 Budget requests
- b. Monday, March 10, 2014-Regular Meeting @ 7:00pm (Town Hall)-Town Agency Budget presentations
- c. Monday, March 17, 2014-Special Meeting @ 7:00pm (Town Hall)-Board of Education Budget presentation

**15. ADJOURN:**

*Motion to adjourn (8:04 PM) was made by Diana Fiasconaro, seconded by Marc Johnson and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*