

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
June 23, 2014

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Diana Fiasconaro, Jean Lambert, Marc Johnson and Doug Dubitsky. Unable to attend was Board member Bruce Raymond.

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

4. **GUESTS:** None Expected

5. **ADDITIONS OR CHANGES TO AGENDA:** None allowed

6. **REPORTS:**

a. **First Selectman monthly report:** No Report

b. **Staff reports:**

- **Accountant: Review and accept monthly Financial Statements**

The Financial Statements were reviewed in preparation for the meeting to set the mill rate. The town budget is in good shape with revenues tracking well.

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

- **Treasurer: Monthly report**
No Report

- **Tax Collector: Reports are provided quarterly**
The Board was presented with an update from Gay St. Louis. Collections are a little under what was budgeted. Ms. St. Louis will be invited to the next meeting to discuss reports.

- **Assessor: Monthly report on significant activities**
No Report

- **Other Staff reports:** None

c. **Board Member reports:**

- **Selectmen's Meeting: June 5, 2014**

Dick Weingart presented the following highlights from the Board of Selectmen meeting:

- The Board of Selectmen approved going forward with the energy project for the Library/Senior Center. John Smith worked on the project with CL&P and Stafford Mechanical that includes lighting upgrades, HVAC EMS controls, reconfiguring the HVAC returns and insulation. Financing will be at 0% for 48 months with a payback of 3.8 years.
- Work on the Tower Hill Bridge is underway.
- The North Bear Hill Bridge is in the final design and permitting stage.
- The Darling Pond costs came in higher than expected and have exceeded the STEAP Grant. Another STEAP Grant will be applied to for the difference.
- The backhoe has arrived.

- **Other Board reports:**
 - **FY 2013-14 Annual Report: assign coordinator**
Diana Fiasconaro will be the Annual Report Coordinator.
 - **WINCOG Committee on EMS services**
WINCOG is dissolving.

The Board was presented with budget deficit for CES in the amount of approximately \$40,000 to \$50,000 due to Magnet School tuition, Legal Services (contract negotiations and First Student issue) and SPED costs (3 special education students entered Chaplin). Diana Fiasconaro expressed concerns with CES being responsible for Legal Services when First Student was at fault.

7. APPROVAL OF MINUTES 04/14/2014 – Public Hearing; 04/14/2014 – Special Meeting; 04/21/2014 – Special Meeting; 04/28/2014 – Special Meeting; 06/02/2014 – Special Meeting

The April 14, 2914 Public Hearing minutes and April 14, 2014 special meeting minutes were approved at the April 28, 2014 meeting.

Motion to approve the special meeting minutes of April 21, 2014, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

Motion to approve the special meeting minutes of April 28, 2014, was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

Motion to approve the special meeting minutes of June 2, 2014, was made by Marc Johnson, seconded by Jean Lambert and carried with one abstention by Doug Dubitsky.

8. CORRESPONDENCE:

- Required forms to appoint the auditor have been submitted with copies available upon request.
- An engagement letter was received from auditor MAWC.

9. OLD BUSINESS:

- a. FY 2013-14 budget issues:**
Close-out entries will be presented at the next meeting.

10. NEW BUSINESS:

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

A request was made to approve a separate line item that would be funded by income from cemetery plots to deal with monuments and corner posts.

b. Approve FY 2013-14 Revenue budget:

The Revenue budget was established at the final budget meeting on April 28, 2014.

Motion to approve FY 2013-2014 Revenue budget in the amount of \$7,717,229 as presented at the town meeting, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.

c. Review FY 2013-14 Audit conference with MAWC:

The auditor was at the town hall on June 9th and 10th. An update will be presented at the next meeting.

d. Critique FY 2013-14 budget process-timeline and review procedures:

Diana Fiasconaro suggested starting the budget process earlier to allow more time for review. She also suggested an earlier deadline for annual reports since the fiscal year ends June 30th.

e. Identify Board goals for 2014:

Dick Weingart suggested the following for Board goals:

- Propose to the Board of Selectmen to have Board of Finance alternate members
- Develop policies including a Fund Balance Policy, CIP Policies and Procedures and Bylaws
- Outline of Board roles and responsibilities

Marc Johnson suggested looking at handbooks from neighboring towns.

Marc Johnson left the meeting at 8:20 PM.

f. Other urgent business:

Dick Weingart presented FY 2013-2014 Capital Improvement Fund Close-outs.

Motion to approve FY 2013-2014 Capital Improvement Fund Close-outs as presented was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.

11. CONTINUING BUSINESS:

a. BOE Non-Lapsing Carryover Fund Account Procedures: Tabled until the next meeting.

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

Members of the Ambulance Corps will be invited to a meeting to discuss their contract and costs.

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

None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Approve funds transfers and budget line item adjustment to close out FY 2013-2014
- b. Review FY 2013-14 Audit implementation
- c. Critique FY 2014-15 budget process – timeline and review procedures
- d. Identify Board goals for 2014

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

- a. Monday, July 14, 2014 – Regular Meeting @ 7:00pm (Town Hall)
- b. Monday, August 11, 2014 – Regular Meeting @ 7:00pm (Town Hall)

15. ADJOURN:

Motion to adjourn (8:41 PM) was made by Diana Fiasconaro, seconded by Jean Lambert and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*