

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**December 8, 2014**

Chairperson Dick Weingart called the meeting to order at 7:02 PM. Present were Board members, Bruce Raymond, Diana Fiasconaro, Jean Lambert and Marc Johnson. Unable to attend was Board member Doug Dubitsky.

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

4. **GUESTS:** None Anticipated

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

*Motion to add to agenda Tax Collector Review and Accept October and November Reports as Item #6b; Discussion of BOF Budget for 2015-16 as Item #10e, was made by Bruce Raymond, seconded by Diana Fiasconaro and carried unanimously.*

6. **REPORTS:**

a. **First Selectman monthly report:** None

b. **Staff reports:**

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

Bruce Raymond addressed items from last month's Financial Statements.

- There is no revised budget for the Recreation Commission to date.
- The cost for Trooper Overtime was used for salary and benefits that is covered by a grant.
- The Zoning Enforcement Officer Salary increase was for extra enforcement with a subdivision on RT 198. The Board of Selectmen was notified.
- The Fire Department needs to rely on fundraising for Family Night and clothing purchases.

The Board reviewed the current Financial Statements. The following items need follow up that will be done by Bruce Raymond:

- Airline Trail improvements
- Public Works Equipment Maintenance

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

• **Treasurer: Monthly report:**

Yields on investments are still dropping.

• **Tax Collector: Review and accept October and November reports**

Tax Collection for October was 58.1% for current, 58.6% for prior years and 32% for interest, liens and fees. Tax Collection for November was 59.1% for current, 66.2% for prior years and 39.8% for interest, liens and fees.

*Motion to accept the October and November Tax Collector reports, was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.*

• **Assessor: Ad hoc reports on significant activities:** No Report

• **Other Staff reports:** None

c. **Board Members' reports:**

- **Selectmen’s Meeting: December 4, 2014: R. Weingart**  
Dick Weingart reported the highlights of the Selectmen’s meeting:
  - At the NECCOG meeting, a representative from OPM spoke about the Uniform Chart of Accounts.
  - The design is complete for the North Bear Hill Bridge and will go out to bid early next year.
  - The Recreation Commission Director has been hired and working to implement new structure and activities.
  - The Airline Trail is completed and the \$3,500 surplus funds may be used for benches along the trail.
  - There is an article in the Chronicle regarding the status of the school study. The 1<sup>st</sup> public meeting will be held in January. The towns have applied for and received funds from the Regional Performance Incentive Grant that will be used for the next phase.
  
- **Other Board reports:**
  - **FY 2013-14 Annual Report: D. Fiasconaro**  
An email reminder will be sent to town agencies for the Annual Report. The deadline is December 21<sup>st</sup>.

## 7. APPROVAL OF MINUTES

- **11/10/2014 – Regular meeting:**  
*Motion to approve the minutes of 11/10/2014, was made by Jean Lambert with the following correction: correct the spelling of NECCOG. The motion was seconded by Diana Fiasconaro and carried unanimously.*

## 8. CORRESPONDENCE:

- An update was received from Sandra Frizell on the Chaplin CREW who works with the school on early childhood education and other activities.
- A letter was received from the Department of Education regarding 2014-15 revenues for selected education grants including ECS, Transportation and Adult Education.

## 9. OLD BUSINESS:

- a. **Consider and act on appointment of Alternate BOF members:**  
There has been no interest to date for any alternate BOF members.
  
- b. **Review FY 2013-14 Audit progress:**  
The auditors will do an audit briefing with the Selectmen, Accountant and BOF Chair on December 22<sup>nd</sup> at 9:30am. A formal presentation will be made to the Board of Finance in January.
  
- c. **Complete tasks to initiate FY 2015-16 budget process:**
  - 1) **Consider and act on BOF budget correspondence to Board of Education:**  
The Board was presented with budget correspondence to Board of Education.  
*Motion to accept FY 2015-16 BOF Budget correspondence to Board of Education, was made by Diana Fiasconaro, seconded by Marc Johnson and carried unanimously.*
  
  - 2) **Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies:**  
None
  
  - 3) **Review FY 2015-16 Budget calendar:** Will be presented in January

**10. NEW BUSINESS:**

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None
- b. **Consider and act on funding request for BOF members to attend C.O.S.T. 2015 Town Meeting (January 15):**  
Dick Weingart would like to attend C.O.S.T. Town Meeting in Cromwell at a cost of \$90 per person. *Motion to send a maximum of two Board of Finance members to the C.O.S.T. Town Meeting, was made by Marc Johnson, seconded by Diana Fiasconaro and carried unanimously.*
- c. **Review Chaplin/Hampton Ambulance Corps contract:**  
The Board was presented with the Hampton/Chaplin Ambulance Corps contract for FY 2011-12 and FY 2014-15 that was recently approved by the Chaplin Board of Selectmen. The Board expressed concerns with the amount of the increase and workers compensation payment in the current contract. Diana Fiasconaro will follow up with the First Selectman.
- d. **Other urgent business:** None
- e. **Discuss Board of Finance Budget for 2015-16:** None

**11. CONTINUING BUSINESS:**

- a. **Monitor FY 14-15 BOE/CES budget for Special Education costs:**  
It has been determined that the needs of a Chaplin Special Education student will be better served as an outplacement for a cost of approximately \$175,000. 45-50% will be reimbursed to the town through the excess cost grant. A future adjustment will be made since the costs are paid for out of the Board of Education budget. Another potential student for outplacement has moved out of town.
- b. **Review Board initiatives and goals for 2014-15:**
  - 1) **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)**  
No Report
  - 2) **Board bylaws**  
Dick Weingart has collected bylaws internally from the Zoning Board of Appeals, Library, Board of Education and Planning & Zoning for review.
  - 3) **Board member handbook:** No Report
- c. **BOE Non-Lapsing Carryover Fund Account Procedures:** No Report
- d. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections:**
  - **NECCOG Paramedic Study Committee:**  
No Report

**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. Review FY 2013-14 Audit with MAWC
- b. Review FY 2015-16 budget process – timeline, tasks and procedures
- c. Review progress on Board goals and initiatives for FY 2014-15
- d. Guests: MAWC Auditors

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

- a. Monday, January 12, 2015 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, February 9, 2015 – Regular Meeting @ 7pm (Town Hall)

**15. ADJOURN:**

*Motion to adjourn (8:55 PM) was made by Jean Lambert, seconded by Diana Fiasconaro and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*