

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**February 23, 2015**

**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. Others present were First Selectman Bill Rose, Selectman John Smith, Accountant Val Garrison, Treasurer Andrew Daniels, Town Clerk Shari Smith, Assessor Chandler Rose and Recreation Chair Matt Foster.**

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

**4. GUESTS:** **Chandler Rose, Assessor**

**a. Report on October 2014 Grand List and answer Board questions:**

The Board was presented with the 2014 Grand List totals. It equates to an overall 5.7% increase from the 2013 Grand List. Personal property had a significant increase with new vehicle purchases and updates on Route 6 by CL&P/Eversource. There are 5 appeals with the Board of Assessments (5 residents and 12 personal property).

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

**6. REPORTS:**

**a. First Selectman monthly report:**

- Snow removal salaries are over budget. Equipment maintenance is over budget with brake issues from DOT inspections. Sand and salt is over budget with more funds needed if the weather patterns continue.
- STEAP update: 70% of design and permitting is complete for North Bear Hill Bridge with plans for a 2016 groundbreaking. Senator Guglielmo has been contacted regarding transferring funds from Bedlam Road Bridge (due to delays) to North Bear Hill Bridge.
- The Airline Trail is complete with the remaining \$3,500 to be used for benches or signage.
- Pilot funds are payment in lieu of taxes from the state. The majority is for Natchaug Forest, open spaces, parcels owned by the state and percentage of slots from the Mohegan Pequot Fund.
- There is pending legislation for 100% funding of the State Trooper program.

**b. Staff reports:**

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

The Board reviewed the Financial Statements. Report is needed from auditor regarding journal entries. Dick Weingart will follow up on Zoning Agent Salary with additional enforcement.

*Motion to accept Financial Statement, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.*

- **Treasurer: Monthly report; Discussion/Action re: moving Non-Lapsing BOE Fund into General Fund Restricted Line Item**

The Savings Institute has requested changing the Non-Lapsing BOE account to a Restricted Account. Dick Weingart reported that the policy needs to be changed before approving. He also recommended Mr. Daniels research the statute that addresses Treasurer salary.

- **Tax Collector: Review and accept monthly reports; identify questions for follow up**  
The Board was presented with a summary of the Tax Collection Report for July 2014 to January 2015 which is 93.3%. There were 604 demand notices (\$328,000) for payment of delinquent taxes sent out (last year there 56 demand notices \$160,000).

*Motion to accept Tax Collector's Report, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.*

- **Assessor: Report on October 2014 Grand List**  
See Item #4

- **Other Staff reports:**

Town Clerk Shari Smith presented request for increase in salary that is endorsed by the Board of Selectmen for Indexing of records and software infrastructure that needs to be brought up to date. Dick Weingart asked for job description and documentation with the budget.

**c. Board Members' reports:**

- **Selectmen's Meeting: February 5, 2015: R. Weingart**

- There was a lengthy discussion on the status of the school study.
- The Board of Selectmen appointed Jason Chilly as a Board of Finance alternate member.

- **Other Board reports:**

- **FY 2013-14 Annual Report; Chaplin/Hampton Ambulance Corps contract update: D. Fiasconaro**  
The Board of Finance Annual Report will be presented at the next meeting for approval.

- **GFOA-CT Quarterly Meeting: R. Weingart**

The Governor did not attend the meeting as planned. The Comptroller was there promoting high speed internet system that committee is working on as an economic development tool. The meeting included a motivational speaker and presentations on OPED (Post Employment Benefits) and Uniform Chart of Accounts.

**7. APPROVAL OF MINUTES**

- **01/12/15 – Regular meeting:**

*Motion to approve the regular meeting minutes of 01/12/15, was made by Jean Lambert with the following corrections:* Item #4 should read – The 2<sup>nd</sup> draft of the financial statements was reviewed and the Board was advised to monitor the fund balance. Item #6c should read – The siding on the Fire Department building is deteriorating rapidly due to poor installation and will need to be repaired. Some sections will require replacement. Item #11e –correct spelling of NECCOG. *The motion was seconded by Bruce Raymond and carried unanimously.*

**8. CORRESPONDENCE:**

A letter was received from the Public Safety Commission regarding funding for the State Trooper Program. Dick Weingart will follow up on overtime for the State Trooper.

**9. OLD BUSINESS:**

- a. **Continue with tasks related to FY 2015-16 budget process:**

**1) Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies:**

Tabled until the next meeting

**2) Review draft FY 2015-16 Budget calendar:**

The Board was presented with draft budget calendar for review.

**10. NEW BUSINESS:**

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

None

**b. Appointment of Alternate BOF member- Jason Chilly:**

Jason Chilly was appointed as an alternate BOF member. There are two more openings for BOF alternates.

**c. Review FY 2015-Budget data and procedures:**

**1) Agency requests; BOS recommendation re: Town Clerk salary:**

- The Energy Enhancement project is added to long term debt. A similar project will be initiated at the town garage.
- The following town agencies are requested to attend budget presentation meeting on February 9<sup>th</sup>: Assessor, Emergency Preparedness, Inland/Wetlands, Library, Planning & Zoning, Public Works, Recreation, Registrar, Senior Center, Town Clerk, Treasurer and Fire Department.

Discussion was held regarding the Town Clerk salary request.

**2) CIP Committee recommendations; BOE request to use Non-Lapsing funds for equipment purchase:**

The BOE has requested using the Non-Lapsing funds for roof repair and to replace some or all of the classroom blinds (required protocol for security).

**3) Administrative Assistant help with Budget workbook:**

The Administrative Assistant will help with the budget workbook.

Marc Johnson left the meeting at 9:23 PM.

**a. Governor's Budget funding implications for Chaplin:**

Chaplin will lose approximately \$8,000 with the ECS formula and Resident Trooper program.

**b. Other urgent business: None**

**11. CONTINUING BUSINESS:**

**a. Consider and act on appointment of Alternate BOF members:**

**b. Monitor FY 14-15 BOE/CES budget for Special Education costs:**

**c. 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)**

- 2) **Board bylaws**
- 3) **Board member handbook**
- d. **BOE Non-Lapsing Carryover Fund Account Procedures:**
- e. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections:**
  - **NECCOG Paramedic Study Committee:**  
No report on above items

**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. Agency budget presentations
- b. Review FY 2015-16 budget process – timeline, tasks and procedures
- c. Continue review of Agency budget requests
- d. Review progress on Board goals and initiatives for FY 2014-15

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

- a. Monday, March 9, 2015 – Regular Meeting @ 7pm (Town Hall); Town Agency budget presentation
- b. Monday, March 16, 2015 – Special Meeting @ 7pm (Town Hall); Chaplin BOE budget presentation
- c. Monday, March 23, 2015 – Special Meeting @ 7pm (Town Hall); Complete budget for Public Hearing

**15. ADJOURN:**

*Motion to adjourn (9:56 PM) was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*