

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**November 30, 2015**

**Vice-Chair Bruce Raymond called the meeting to order at 7:04 PM. Present were Board members, Jean Lambert, Doug Dubitsky and alternate Cesar Beltran seated for absent Board member Marc Johnson.**

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

**4. GUESTS:** None

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

**6. REPORTS:**

**a. Board Members:**

The Board was presented with meeting dates for 2016 that will be presented for approval at the next meeting.

**b. Other reports as appropriate:** None

**7. CORRESPONDENCE:**

- A letter of resignation was received from Board member Diana Fiasconaro.
- A letter of resignation was received from alternate Jaime Vertefeuille.
- A request letter was received for the Board of Finance Annual Report. Bruce Raymond will draft this report.
- An email was received from the auditor, Darin Offerdahl regarding resignation of audit manager Jason Michaud. Katherine Wu will finish the report and MD&A that is 90% complete.

**8. APPROVAL OF MINUTES**

**a. Regular Meeting: October 2015**

*Motion to table approval of the October 2015 meeting minutes until the next meeting, was made by Doug Dubitsky, seconded by Jean Lambert and carried unanimously.*

**9. OLD BUSINESS:** None

**10. NEW BUSINESS:**

**a. Discuss organizational planning for 2016-17 Budget Process given current BOF membership changes and replacement for vacant regular BOF position:**

Chair Dick Weingart is on a leave of absence from the Board of Finance until February. Vice-Chair Bruce Raymond will run the meetings until Dick Weingart returns. He will provide an updated calendar for the next meeting and document procedures for the Procedures Manual. Diana Fiasconaro has resigned from the Board due to new position as Treasurer. Jean Lambert will check with Registrar Gene Boomer regarding seating alternate Cesar Beltran as a regular Board member and a replacement to fill the vacancy.

**b. Review and approve budget request letter and BOF Budget Policy for Boards and Commissions:**

The Board was presented with a draft copy of the budget request letters and Budget Policy for review and will be presented at the next meeting.

*Motion to table approval of the budget request letter and BOF Budget Policy for Boards and Commissions, was made by Doug Dubitsky, seconded by Cesar Beltran and carried unanimously.*

**c. Discuss pending review process of Auditors Report and request for filing extension:**

The auditors normally do a preliminary review of the audit with the First Selectmen with the audit to the state by the end of December. The audit will not be filed with the state in time due to staffing changes with the auditor. A request was made through the First Selectmen's office to file for an extension.

**d. Discuss possible MBR issue with Chaplin Elementary School 2015-2016:**

There is a deficit of approximately \$139,000 with Chaplin Elementary that will impact the MBR. The appeal process includes waiting for a letter from the state that the school is out of compliance.

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

- a. Auditors Report Review
- b. Approval BOF regular meeting dates for 2016
- c. Election of Officers
- d. Approve Budget Request Letters and Policy Statements

Doug Dubitsky suggested First Selectman Matthew Cunningham and Selectman Bill Rose be invited to the next meeting.

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

- a. Monday, December 14, 2015 – Regular Meeting @ 7pm (Town Hall)

**13. ADJOURN:**

*Motion to adjourn (7:50 PM) was made by Jean Lambert, seconded by Doug Dubitsky and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*