

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
May 24, 2016

Chairperson Dick Weingart called the meeting to order at 7:31 PM. Present were Board members Bruce Raymond, Jean Lambert and Alternate Matt Foster. Others present were 1st Selectman Matt Cunningham, Assessor Chandler Rose and Tax Collector Gay St. Louis. Unable to attend were Board members Cesar Beltran, Doug Dubitsky and Marc Johnson.

3. SEATING OF ALTERNATES:

Alternate Matt Foster was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS OR CHANGES TO AGENDA: None Permitted

6. GUESTS:

Chandler Rose, Assessor – Motor Vehicle mill rate cap & Algonquin pipeline compressor station:

The motor vehicle mill rate was originally proposed with a 32 mill rate cap with the state setting up a fund to reimburse towns the difference if their mill rate was over 32. The cap has changed to 37 for next year and 32 for the following year. Chaplin documents were adjusted to reflect the 35.05 mill rate.

An inspection for the Algonquin station has been setup for next week to tour the plant which should be up and running before October 1st. There is a similar project in Willimantic.

Gay St. Louis, Tax Collector – Tax collections through April & Tax Suspense List recommendations

• **Consider and act on Tax Suspense List recommendations:**

The Board was presented with Tax Suspense List recommendations (with applicable listed statutes and tax summary with attachments) for the following:

- Motor Vehicle for 2008-2013/returned mail	\$ 7,870.45
- 5 Motor Vehicle accounts for 2010-2013/declared bankruptcy	\$ 465.32
- Motor Vehicle Supplement 2010-2013/returned mail	\$ 1,397.46
- Personal Property 2008-2013/returned mail	\$ 1,525.21
- Real Estate/did not sell at tax sale	\$ 69.28
- 2 parcels of land/sold (now has current taxpayers)	\$ 5,986.93
	<u>\$ 2,589.12</u>

Total \$19,903.77

Motion to approve amount of \$19,903.77 be moved to Tax Suspense List as recommended by the Tax Collector, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

The Board was also presented with a summary of other reports with the following: online collections to date (\$109,074.82), credit card payments (\$21,428.45), open suspense accounts to date (\$85,569.34), open current levy to date (\$95,494.39), September 2015 tax sale collection (\$17,973.97), April 2016 tax sale for 2 unsellable properties (sold for \$1,500 with \$19,473.97 collected for back taxes) and a year to date financial report. The collection rate to date is 98.2%. Flyers are going out with all tax bills with information on hours, contacts and methods of payment.

7. REPORTS:

a. Board Member Reports:

• **FY 2015-16 Board of Education MBR: R. Weingart**

The town appropriated the necessary funds for the Chaplin Board of Education MBR shortfall. Documentation was submitted to the State Department of Education.

• **Other reports:**

Dick Weingart emailed the Board regarding a report from OPM for town by town aid with a link to all eligible grant funds including the MBR requirement.

8. APPROVAL OF MINUTES: Special Meeting – 04/18/2016

Motion to approve the special meeting minutes of 04/18/2016, was made by Bruce Raymond with the following corrections: Item #8 should read – There is a projected \$52,000 deficit for FY 2015-16 for back taxes and interest, liens and fees. Item #10a, Page 2 should read – The Chaplin Elementary budget was approved as recommended by the Chaplin Board of Education. ***The motion was seconded by Jean Lambert and carried unanimously.***

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review FY 2015-16 BOE/CES budget and projected deficit:

The Chaplin Board of Education Chair and Superintendent have been contacted for monthly update on projected deficit. The deficit was projected at \$40,000 in March.

b. Review total FY 2015-16 budget for projected surplus/deficit:

The Financial Reports and back tax collections were reviewed for projected surplus/deficit.

11. NEW BUSINESS:

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

Motion to reduce assignment of funds for loss of state funding from \$75,000 to 0, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

b. Consider and act on FY 2016-17 Revenue budget:

The Board was presented with the Revenue Budget with changes that include the following: motor vehicle property tax adjusted to 35.05 mill rate (cap for next year is 32 mills), decreases in state reimbursement (sales tax, Pequot Mohegan Grant, Federal Property in lieu of taxes), slight change to Educational Cost Sharing, Transportation cut to zero. Municipal Projects and Town Aid for Roads stayed the same. The net loss revenues is \$21,000. The Fund Balance is \$607,665 (7.76% of expenses). ***Motion to approve the Revenue Budget in the amount of \$8,051,861 dated May 24, 2016 for FY 2016-17, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.***

c. Consider and act on FY 2016-17 Mill Rate:

Motion to set the Mill Rate at 35.05 for FY 2016-17, was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

d. Appoint Auditors for FY 2015-16:

Motion to appoint MAWC LLC as auditors for FY 2015-16, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

- **Add BOE Grant Fund to list of audited funds**
Motion to add BOE Grant Fund to list of audited funds, was made by Bruce Raymond, seconded by Jean Lambert and carried unanimously.

e. **Review BOF Agency Budget Management policy:** None

f. **Other issues for consideration:** None

12. CONTINUING BUSINESS: None

13. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Review CES FY 2015-16 budget deficit projections
- b. Review total FY 2015-16 budget for projected surplus/deficit
- c. Approve revised BOF Agency Budget Management policy
- d. Review BOE Non-Lapsing Carryover Fund account procedures
- e. Stand Regular meeting agenda

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

- a. Monday, June 13, 2016 – Regular Meeting @ 7pm (Town Hall)
- b. Monday, July 11, 2016 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (8:58 PM) was made by Jean Lambert, seconded by Bruce Raymond and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Clerk***