

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
June 13, 2016

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Jean Lambert, Cesar Beltran and Doug Dubitsky. Unable to attend were Board members Bruce Raymond, Marc Johnson and Alternate Matt Foster.

3. **SEATING OF ALTERNATES:** None

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

5. **GUESTS:** None expected

6. **ADDITIONS OR CHANGES TO AGENDA:** None

7. **REPORTS:**

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

b. **Staff Reports:**

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

Doug Dubitsky asked about Planning & Zoning being over budget \$6,000. Dick Weingart recommended contacting the Accountant to request additional appropriations for each line item. The Senior Center and Library are over budget with heating and air conditioning due to problems with the HVAC system. Cesar expressed concerns about projected deficit that is due to over budgeting for collection of back taxes. He suggested not funding the museum relocation and playscape due to the potential deficit.

Motion to accept the monthly Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

- **Tax Collector: Review and accept monthly report; identify questions for follow up**

The Board was presented with Tax Collector report. Outstanding taxes were lower than previous. Delinquent motor vehicle and personal property taxes are recommended by the Tax Collector to be moved to the Suspense List (approved at the last meeting) when nothing else can be done. Liens or a tax sale can be put on delinquent real estate. A collection agency will be used later this year. Tax Collection is at 98.2% of Grand List Levy (98% was budgeted).

Motion to accept the Tax Collector Report, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

- **Treasurer: Monthly Report:** No Report

- **Assessor: Report of October 2015 Grand List for Motor Vehicles and MV Supplement**

The Grand List for Motor Vehicles is based on October 1st of the previous year. The Motor Vehicle Supplement is for vehicles purchased after October 1st and billed in January. The Assessor toured the Algonquin Pumping Station and was given necessary information to

determine assessment. The project is about to go online with the equipment alone having a positive impact on the Grand List.

- **Other Staff Reports:** No Report

c. Board Member Reports:

- **Selectmen's monthly meeting: R. Weingart**

Dick Weingart reported the following from the Selectmen meeting:

- There is a meeting tomorrow night regarding an update on the status of the Chaplin/Mansfield border dispute.
- A Special Town Meeting will be held on June 15th for a proposed Dissolution Study for RD11.
- The present owners of the Museum do not recommend relocation and are willing to take over maintenance of the building.

- **Confirmation of Compliance with FY 2015-16 Education MBR from State Department of Education: R. Weingart**

A letter was received from the State Department of Education regarding Chaplin CES meeting requirements of MBR for FY 2015-16.

- **Other Board reports:**

Doug Dubitsky reported the Governor cut 20 million dollars from Municipal Aid. The legislators met today with the Democratic House voting yes and the Democratic Senate voting no to override the Governor. The reductions will remain.

8. APPROVAL OF MINUTES:

a. Special Meeting – May 24, 2016

Motion to approve the special meeting minutes of May 24, 2016, was made by Jean Lambert, seconded by Dick Weingart and carried with the following vote:

Dick Weingart reported incorrectly that the BOE Grant Fund was not included in the 2015-16 Audit.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Approve revised FY 2016-17 Town revenue budget:

The town revenue budget was revised with a \$231,000 reduction to BAA Adjustments.

Motion to approve Revised FY 2016-17 Town Revenue Budget in the amount of \$8,043,966, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

b. Update/review of BOE/CES FY 2015-16 budget:

At the March meeting, the projected deficit for CES BOE 2015-16 Budget was approximately \$40,000. The Principal was meeting with the Finance office to determine if any items could be covered by grants.

****Dick Weingart will follow up with an update for the next meeting.***

11. NEW BUSINESS:

a. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None

b. **Review BOF representation requirements for potential RSD11 study committee(s); Special Town Meeting – 06-15-16:**

A request was sent to RD11 BOE from the Hampton Board of Education Chair and the Scotland Board of Education Chair to establish an Addition/Withdrawal Study. A BOF member is need for this Committee. A Special Town Meeting is scheduled for June 15th for a proposed Dissolution Study for RD11. If approved, a BOF member will be needed for this Committee as well.

c. **Consider revised BOF Agency Budget Management Policy:**

The Board was presented with the BOF Agency Budget Management Policy for review. Revisions made at the May 2015 meeting included the following:

- 1) Agencies must notify the Board of Finance as soon as they are over budget.
- 2) Line items exceeding \$500 require prior written approval by the Board of Finance.
- 3) Creation of new expenditure line items and revenue line items require prior written approval by the Board of Finance.
- 4) Mid-Year Budget Adjustment forms need review.

Marc Johnson suggested using a percentage for non-fixed costs such as utilities.

The Contingency Fund can be used for an emergency.

The Policy will be reviewed at the next meeting.

d. **Review BOF member assignments to draft policies and procedures per 05-21-2015 Special Meeting:**

Tabled until the next meeting.

e. **Other Urgent Business:** None

12. Continuing Business:

a. **Review Board goals and policies for FY 2016-17**

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)**

c) **BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts**

2) **Board bylaws**

3) **Board member handbook**

d. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee**

No update on the above listed items

13. Second Audience for Citizens: None

14. Agenda suggestions for next meeting.

a. Review BOF/BOE Non-Lapsing Carryover Fund account procedures

- b. Status of FY 2015-16 audit
- c. BOF Agency Budget Management Policy
- d. Standard Regular meeting agenda

15. Time and place of next Regular/Special Meetings.

- a. Monday, July 11, 2016: Regular Meeting @ 7:00 pm (Town Hall)
- b. Monday, August 8, 2016: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn:

Motion to adjourn (8:28 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 Clerk***