

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

November 14, 2016

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members Jean Lambert, Cesar Beltran and Doug Dubitsky. Unable to attend was Board members Bruce Raymond, Marc Johnson and Alternate Matt Foster. Others present were Emergency Preparedness Director Jim Randall and Linkesh Diwan, a potential Board member.

3. **SEATING OF ALTERNATES:** None

4. **FIRST AUDIENCE FOR CITIZENS:**

Jim Randall reported that Hazmat certification was accepted by FEMA and will be used for grants. He also reported that the cost to redo the hydrant on Tower Hill is approximately \$4,000 - \$5,000. Dick Weingart recommended the project be submitted to the CIP.

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: *Motion to accept the Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.*
- **Tax Collector:** Review and accept Tax Collection report; identify questions for follow-up: None
- **Treasurer:** Reports as needed: None
- **Assessor:** Reports as needed: None
- **Other Staff Reports:** None

c. **Board Member Reports:**

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

Dick Weingart presented highlights from the Board of Selectmen meetings for October and November.

- Additional charges were sent out for state reimbursement for the Darling Pond Dam project. The cost overrun was from the engineering company that oversaw the project. Cesar Beltran expressed concerns with the cost overrun and asked for a written summary of the costs. **Dick Weingart will follow-up with the First Selectmen for a summary of the cost overrun.*
- There is a material weakness in the audit that has been cited for the past eight years regarding documentation for policies and procedures. This issue should be resolved by the next audit.

- Bid requests went out for the North Bear Hill Bridge and Mattern Construction was chosen as the contractor. Funds are set aside in the STEAP Grant to cover Chaplin's portion of the project (80% from the federal bridge program/20% from the town).

- **Annual Report: B. Raymond & C. Beltran**

A memo is going out to all agencies asking for a description of activities for the annual report.

- **RSD11 Study Committee Meetings – M. Foster & C. Beltran:**

Cesar has not been contacted to date for the Dissolution Study Committee.

8. APPROVAL OF MINUTES:

a. Regular Meeting October 11, 2016:

Motion to approve the regular meeting minutes of October 11, 2016, was made by Jean Lambert with the following correction: Item #11a should read – The Board was presented with budget from the Chaplin/Hampton Ambulance Corps with a request for a 10% increase (\$24,000 to \$26,400). ***The motion was seconded by Cesar Beltran and carried with one abstention by Doug Dubitsky.***

Discussion was held regarding the Chaplin/Hampton Ambulance Corps not providing an operating budget.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review FY 2015-16 Audit Schedule:

The auditors are wrapping up field work. An audit draft will be available the end of November with a budget presentation to the Board of Finance in December.

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

A small surplus is anticipated for the BOE/CES 2015-2016 budget.

11. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested (FY 16-17):

None

b. Consider and act on end-of-year budget transfer corrections (FY 15-16):

Cesar Beltran asked if funds not spent for projects such as the Museum relocation can be used for other projects. Dick Weingart reported that the project is in the CIP and would need to go to the town for approval.

c. Consider and act on BOF-Agency budget request letters for FY 2017-18:

The Board was presented with a draft of the Agency budget request letters for review and will be approved at the December meeting.

d. Other Urgent Business: None

12. Continuing Business:

- a. **Review Board goals and policies for FY 2016-17**
 - 1) **Board policies.**
 - a) **Revise BOF Agency Budget Management policy**
 - b) **General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors**
 - c) **CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)**
 - d) **BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts**
 - 2) **Board bylaws**
 - 3) **Board member handbook**
- b. **Audit exceptions for FY 14-15 and prior: MW-08-01 – Entity Level Controls**
- c. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee**

13. Second Audience for Citizens:

Jim Randall reported that state permission is needed for two hydrants on Cedar Swamp Pond.

Linkesh Diwan asked for clarification on how the Ambulance Corps is organized and clarification on the audit. The Ambulance Corps is a non-profit, volunteer organization. Cesar Beltran suggested meeting with the Hampton Board of Finance to obtain an operating budget.

****Dick Weingart will follow-up with the Hampton First Selectman.***

14. Agenda suggestions for next meeting:

- a. Review/Approve BOF – Agency budget request letters for FY 2017-18
- b. Presentation of FY 2015-16 Audit by MAWC
- c. BOF meeting dates for CY 2017
- d. Standard Regular meeting agenda

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

- a. Monday, Dec. 12, 2016: Regular Meeting @ 7:00pm (Town Hall)
- b. Monday, January 9, 2016: Regular Meeting @ 7:00pm (Town Hall)

16. Adjourn.

Motion to adjourn (8:18 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***