

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**January 9, 2016**

Chairperson Dick Weingart called the meeting to order at 7:03 PM. Present were Board members Linkesh Diwan, Jean Lambert, Cesar Beltran and Doug Dubitsky. Unable to attend was Board member Marc Johnson and Alternate Matt Foster.

**3. SEATING OF ALTERNATES:** None

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

**5. GUESTS:** None

**6. ADDITIONS OR CHANGES TO AGENDA:**

Add to agenda under Board Member Reports, CCM Budget Workshop Summary and Midyear State Aid to Cities & Towns Update.

**7. REPORTS:**

**a. First Selectman monthly report:** No Report

**b. Staff Reports:**

- **Accountant:** Review and accept Financial Statements; identify questions for follow up *Motion to accept Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried with one abstention by Link Diwan.*
- **Tax Collector:** Review and accept Tax Collection report; identify questions for follow up: No Report
- **Treasurer: Reports as needed:** No Report
- **Assessor: Reports as needed:** No Report
- **Other Staff Reports:** None

**c. Board Members Reports:**

- **Selectmen's monthly meeting: R. Weingart**  
Dick Weingart presented highlights from the Board of Selectmen meeting:
  - Agendas and minutes are posted on the town website.
  - The audit is complete.
  - CIP requests need to be submitted to the Board of Selectmen.
  - The COST annual town meeting will be held on January 11<sup>th</sup>.
  - There are funding cuts with ECS and LOCIP for the current year.
- **Annual Report: C. Beltran:** No Update

- **RSD11 Study Committee Meetings – M. Foster & C. Beltran:**  
The 1<sup>st</sup> meeting for the Dissolution Committee was held on January 4<sup>th</sup> with a meeting schedule and minutes to follow.
  
- **Legislative Report: D. Dubitsky:**  
The Governor cut 20 million dollars from the 2016 budget year. It will be worse for 2017 with an estimated 1.3 – 2.1 billion dollar deficit. The Governor’s goal is to establish a new municipal funding formula that includes ECS and LOCIP and will heavily tax small towns.
  
- **CCM Budget Workshop Summary:**  
Link Diwan presented summary of CCM Budget Workshop.
  - Bristol and Avon are recognized for their Budget Reports that focus on fraud and internal controls. They recommend reading the book “Art of the Steal”.
  - The emphasis is to not take funds from the fund balance.
  - The budget is used as a policy document, financial plan, operations guide and communications device.
  - Formulate and review revenues, determine how to meet expenditures.
  - There is an upcoming municipal spending cap of 2.5% for 2017.
  - Bid out services and renegotiate with vendors.
  - Information is available from the Government Finance Association.
  
- **Midyear State Aid to Cities and Towns Update:**  
State aid cuts to ECS can be passed onto the schools. Need to check to see if it would be added to the MBR.

**8. APPROVAL OF MINUTES:**

**a. Regular Meeting December 12, 2016:**

*Motion to approve regular meeting minutes of December 12, 2016, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.*

**9. CORRESPONDENCE:**

A notice was received from Superintendent Henrici regarding a problem with flooding in the well station at Chaplin Elementary that cost approximately \$65,000 to fix. An insurance claim has been filed.

**10. OLD BUSINESS:**

**1) Consider and act on FY 2017-18 budget documents: Board of Education/CES budget request letter:**

The Board was presented with a draft budget request letter for review.

**11. NEW BUSINESS:**

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

None

- b. Review FY 2016-17 State budget cuts for ECS and LOCIP and their impact on Chaplin:**  
Due to state budget cuts, there will be reduced funding for ECS and LOCIP. The impact to Chaplin will be a reduction of \$11,818 for ECS and a reduction of \$27,254 for LOCIP.
  
- c. Consider and act on funding for BOF members to attend COST Annual Town Meeting on Jan. 11, 2017 (\$80 per):**  
The COST Annual Town Meeting will be held in Rocky Hill at the Sheridan on January 11<sup>th</sup>. Dick Weingart, Doug Dubitsky and Cesar Beltran (tentatively) will attend.  
***Motion to approve up to \$240 for Board of Finance members to attend COST Annual Town Meeting on January 11, 2017, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***
  
- d. Review BOF FY 2017-18 budget calendar:** Tabled
  
- e. Review draft BOF policies: General Fund policies and Capital Projects Fund (CIP) policies:**  
Tabled

**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:**  
Table above listed items.

**13. Second Audience for Citizens:**

Jim Randall commented on the Discretionary Fund to help out those in need and expressed concerns with the control panel in the pump station being so close to the floor at Chaplin Elementary.

**14. Agenda suggestions for next meeting:**

- a. Discuss and act on G/F and CIP Fund policies
- b. Standard Regular meeting agenda

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

- a. Monday, February 6, 2017: Regular Meeting @ 7:00pm (Town Hall)
- b. Monday, February 27, 2017 Special Meeting @ 7:00pm (Town Hall) (FY 17-18 budget review)

**16. Adjourn:**

***Motion to adjourn (8:47 PM) was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

Minutes will be approved at the next regular meeting.

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