

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
February 6, 2017

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Linkesh Diwan, Jean Lambert, Cesar Beltran, Doug Dubitsky and Alternate Matt Foster. Board member Marc Johnson was unable to attend.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None expected

6. ADDITIONS OR CHANGES TO AGENDA: None

7. REPORTS:

a. First Selectman monthly report: No Report

b. Staff Reports:

- **Accountant: Review and accept Financial Statements; identify questions for follow up**
Webster Bank is used by the Tax Collector with charges greater than the income due to service charges (part of arrangement with town of Windham to collect taxes). The Treasurer will be invited to a meeting to discuss this issue. Link Diwan asked for clarification on the State Pequot Property and was asked to develop a disbursement schedule.
Motion to accept 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**
The Board was presented with the Tax Collector Report through January 31, 2016. Tax Collection is at 94.3%.
- **Treasurer: Reports as needed:** No Report
- **Assessor: October 2016 Grand List**
The 2016 Grand List increased 16.6% from the 2015 Grand List. The bulk of the increase is from personal property (the new Algonquin Facility on Tower Hill Road).
Motion to accept the Assessor's Report with the October 2016 Grand List, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.
- **Other Staff Reports:** None

c. Board Members Reports:

- **Board of Selectmen monthly meeting:** R. Weingart

Dick Weingart presented highlights from the Board of Selectmen meeting:

- Membership was approved on the Economic & Community Development Commission.
- The Board of Finance is in the early stages of the budget process.
- The 1st meeting date of the CIP is scheduled for February 20th.
- STEAP Grant funding is being reviewed for reallocation.
- The Governor's budget presentation includes a 2-1/2% municipal budget cap.

- **COST Annual Town Meeting: C. Beltran**

The highlight of the meeting was that small towns manage their budgets better than the state. Many vendors were represented for goods and services. The Governor was not responsive to any questions.

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

Cesar Beltran reported that two Dissolution Studies done previously were not approved by the towns. Jennifer Nelson is the Chairperson for the present Dissolution Study Committee. There was a 12% response rate to the survey which is considered high. Conclusions drawn from the survey include: important for school to prepare students for college with a wide variety of classes, reduce long bus rides and not dissolve the elementary schools.

Matt Foster who is the Chairperson of the Addition/Withdrawal Study Committee reported that discussion was held regarding working together with the Dissolution Committee in setting operational subcommittees.

- **Legislative Report: D. Dubitsky**

The Governor's budget presentation is scheduled for Wednesday, February 8th. Proposals include having towns pick up retirement costs for teachers, moving more money from towns to cities and a new ECS formula that is heavily weighted on changes to population. ECS funding is impacted with less money to the towns. Discussion on the MBR will allow certain things to be exempt. The Governor's proposals are not expected to be approved.

8. APPROVAL OF MINUTES:

a. Regular Meeting January 9, 2017:

Motion to approve the regular meeting minutes of January 9, 2017, was made by Jean Lambert with the following correction: Page 1 correct the date in the heading to January 9, 2017. The motion was seconded by Cesar Beltran and carried unanimously.

9. CORRESPONDENCE:

- Letter from the State Department regarding projected Trooper Costs for police protection (town pays 85% of salary and fringe benefits). Doug Dubitsky reported that there is talk of sharing services with other towns.
- Email from CCM regarding preliminary information and prepared estimates after the Governor's budget presentation.

10. OLD BUSINESS:

a. Review Status of BOF FY 2015-16 annual report:

Cesar Beltran will check on the BOF Annual Report.

b. Review BOF FY 2017-18 budget calendar:

Dick Weingart presented a budget calendar for review.

11. NEW BUSINESS:

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

None

b. Consider and act on BOF FY 2017-18 budget request:

Technical Assistance was reduced to \$500, office and postage were reduced. Increases were for the Auditor, Legal Notices, Management Letter and Training (Conferences & Dues).

Motion to approve the FY 2017-18 BOF Budget Request in the amount of \$22,919.05, was made by Jean Lambert, seconded by Matt Foster and carried unanimously.

****Dick Weingart will obtain proposed charges from the auditor.***

c. Establish date for BOF Special Meeting on Budget (Feb. 27 is suggested):

A special meeting will be held on Monday, February 27th to review the budget.

d. Review status of CIP projects & extended CIP Plan as of July 1, 2016:

CIP projects were reviewed. Projects that need to be closed include: Polaris Ranger (tractor for the school), North Bear Hill Road drainage, Tower Hill Road Bridge, refurbish tanker and Thermal Image Camera. Projects that need funds transferred include: deficit for roads, Parish Hill Road Drainage, deficit for equipment replacement, funds set aside by town for bridge, deficit for Darling Pond, funds set aside for revaluation and museum project.

Motion to table the remainder of the agenda, was made by Doug Dubitsky, seconded by Link Diwan and carried unanimously.

e. Review draft BOF policies: General Fund policies and Capital Projects Fund (CIP) policies:

12. Continuing Business:

a. Review milestones and dates from BOF FY 2017-18 budget timeline:

b. 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

c. Audit exceptions for FY 14-15 and prior: MW-08-01 – Entity Level Controls

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

13. Second Audience for Citizens: None

14. Agenda Suggestions for next meeting:

- a. Discuss and act on BOF General and CIP Fund policies
- b. Review budgets submitted to date; determine follow-up required and assign responsibilities

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

- a. Monday, February 27, 2017: TBD – Special Meeting @ 7pm (Town Hall)
- b. Monday, March 13, 2017: Regular Meeting for Town Agency budget presentation @ 7pm (Town Hall)
- c. Monday, March 20, 2017: Special Meeting for BOE/CES budget presentation @ 7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:55 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***