

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**August 14, 2017**

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members Linkesh Diwan, Jean Lambert and Cesar Beltran. Unable to attend were Board members Doug Dubitsky, Marc Johnson and Alternate Matt Foster.

**3. SEATING OF ALTERNATES:** None

**4. FIRST AUDIENCE FOR CITIZENS:**

Jim Randall asked the Board to consider hiring two full-time fireman/EMT and share with other towns due to the lack of daytime response. Cesar Beltran suggested bringing to the Board of Selectmen.

**5. GUESTS:** None Expected

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

Add to agenda as Item #11i, Date for Sending out Motor Vehicle Tax Bills.

**7. REPORTS:**

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

**b. Staff reports:**

- **Accountant: Review and accept June 30, 2017 Financial Statements; identity questions for follow up:**

The Chaplin Elementary budget has a significant deficit which is considerably more than previously anticipated. Public Works is over budget due to equipment maintenance.

***Motion to accept the June 30, 2017 Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried with one abstention by Link Diwan.***

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

Tax Revenue projections totaled \$5,677,147 with \$5,693,849.82 taken in.

- **Assessor: Reports as needed:** No Report

- **Treasurer: Reports as needed:** No Report

**c. Board Members' Reports:**

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

The Governor is working with Executive Orders due to no state budget being passed. Chaplin will lose 50% of revenue for aid to cities and towns.

- **Legislative budget report: D. Dubitsky:** No Report

- **Annual Report for FY 2015-6: L. Diwan**

The BOF Annual Report is finished. Cesar Beltran suggested including an explanation of the difference between revenues and the budget. The Annual Report will be wrapped up and published soon.

- **Auditors for FY 16-17: MAWC LLC: R. Weingart**

The state has been notified of the appointed auditor. An engagement letter will be signed and includes the fees for the audit (\$18,600). Field work will begin October 2<sup>nd</sup> and is expected to be finished by the end of the calendar year.

- **Other Board Reports:**

Link Diwan reported that according to state statutes, minutes cannot be corrected and filed unless the Board meets within five days to approve.

**8. APPROVAL OF MINUTES:**

**a. Regular meeting – June 12, 2017**

***Motion to approve the regular meeting minutes of June 12, 2017, was made by Jean Lambert with the following corrections:*** Item #7b - correct spelling of Cesar Beltran. Item #7c should read – A truck dealership used by Public Works notified the Selectmen about a 2001 Dump Truck turned from the town of Groton that is in good shape with low hours. Item #11d should read – Review draft BOF CIP Fund Policy. ***The motion was seconded by Cesar Beltran and carried unanimously.***

**9. CORRESPONDENCE:**

**a. Letter from Chaplin Board of Education Chairperson, Jaclyn Chancey:**

A letter was received from Chaplin Board of Education Chairperson, Jaclyn Chancey regarding concerns about comments made at the town meeting.

A request was received from Secretary Barnes from OPM to obtain fund balances for the town. The estimated fund balance for 2017 is 10.4% of the total budget. The estimated fund balance for 2018 is projected at 11.5% of the total budget. Dick Weingart will follow up on projections.

An email was received from Superintendent Henrici regarding statutory requirement for starting collective bargaining. The Board of Finance is invited to attend a special meeting on August 22<sup>nd</sup>.

**10. OLD BUSINESS:**

**a. Review CES FY 2016-17 budget deficit projection:**

The CES budget for FY 2016-17 has a deficit of \$221,000. Discussion was held regarding concerns with CES not following their budget. Dick Weingart suggested recommending to a town meeting separating the town and education budget for approval. Cesar Beltran suggested asking the CES for quarterly budget reports and sharing Legal Services with the town.

**11. NEW BUSINESS:**

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

The Board was presented with budget transfers for FY 2016-2017 totaling \$26,845.54 that will be transferred from Employee Benefits to the following:

CIP Debt Service	\$ 553.30
Planning & Zoning	\$ 899.30
Police Protection	\$ 6,134.26
Public Works	\$14,855.20
Senior Center	\$ 2,048.30
Tax Collector	\$ 1,881.57
Treasurer	\$ 258.00
Volunteer Fire Department	\$ 215.61

***Motion to approve year-end budget transfers for FY 2016-2017 as presented, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

**b. Consider and act on Board of Education request for Town to pay CES insurance costs for FY 2017-18:**

Discussion was held regarding request from CES to pay insurance costs. There is nothing in the Shared Services minutes regarding insurance. The Shared Service Committee needs to meet to discuss the intent (a service for a service) for potential shared services including:

landscaping/mowing, snow plowing, HVAC, painting, plumbing, roofing, sidewalk/paving/curb repair, boiler, pest control, boiler repair and legal services.

***Motion for the Board of Finance to notify the Chaplin Board of Education not to accept their request to pay insurance costs and request a meeting to discuss shared services concept and costs, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.***

**c. Assign coordinator for FY 2016-17 annual report:**

Link Diwan will be the coordinator for the FY 2016-17 report.

**d. Consider changes to BOF budget calendar for FY 2018-19:**

Dick Weingart suggested starting the budget process earlier by sending out budget packets in October/November and asking for return by the January meeting. He will check with Val to see if possible to move up a month assembling budget packets.

**e. Consider creation of a Contingency Plan for town funding in the event of State budget approval delay beyond October 1<sup>st</sup>:**

Under Executive Orders, the Governor cannot increase revenues and must reduce spending. Ideas for a Contingency Plan for town funding include the following:

- Budget cuts
- Investigate reduction in state aid under Governor's Executive order
- Check schedule of state aid payments
- Review COC budget
- Look at payments that can be delayed
- Look at CIP funds allocated but not to be spent this year
- Consolidate internet services

- f. Consider and act on suggestion for changing manner of recording amendments/corrections to BOF minutes:**  
Covered already
- g. Review draft BOF General and CIP Fund policies:** None
- h. Other urgent business:** None
- i. Date for sending out Motor Vehicle Tax Bills:**  
Discussion was held regarding options for sending out motor vehicle tax bills. They could be sent out September 1<sup>st</sup> with 30 days to pay (with a potential loss of revenue at current mill rate of 32) or delay sending out the bills. Board consensus is to delay sending out the motor vehicle tax bills.

Cesar Beltran left the meeting at 9:15 PM.

## **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) Revise BOF Agency Budget Management policy
    - d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts
- b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee**

## **13. SECOND AUDIENCE FOR CITIZENS:**

Jim Randall commented on ongoing cost of \$143,000 for special education student according to Superintendent Henrici at the town meeting. He also expressed concerns with the amount of raises for town employees compared to Social Security.

## **14. AGENDA SUGGESTIONS FOR NEXT MEETING:**

- a. Review CES FY 2016-17 budget deficit projections**
- b. Review Contingency Plan for town funding; State budget delay**
- c. Review draft BOF General and CIP Fund policies**
- d. Standard Regular meeting agenda**
- e. Motor Vehicle Tax Bills**
- f. Mill Rate**

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

- a. Monday , September 11, 2017 – Regular meeting @ 7pm (Town Hall)**
- b. Monday, October 2, 2017 – Regular meeting @ 7pm (Town Hall) - \*Note change to 1<sup>st</sup> Monday**

**16. Adjourn:**

***Motion to adjourn (9:43 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

Minutes will be approved at the next regular meeting.

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