

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**September 11, 2017**

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Linkesh Diwan, Jean Lambert and Cesar Beltran. Others present was Emergency Director Jim Randall. Unable to attend was Board members Doug Dubitsky, Marc Johnson and Alternate Matt Foster.

**3. SEATING OF ALTERNATES:** None

**4. FIRST AUDIENCE FOR CITIZENS:**

Jim Randall asked for the cost per student for Chaplin Elementary and RD11. Dick Weingart reported that the cost per student for CES is \$19,000 with 185 students and gross cost per student for RD11 is \$23,094.

**5. GUESTS:** None Expected

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

Add to agenda as Item #10F, C.O.S.T. Membership.

**7. REPORTS:**

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

**b. Staff reports:**

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

A printed copy of the Financial Statements is available for Board members upon request.

***Motion to accept August 31, 2017 Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.***

- **Tax Collector: Review and accept monthly Collections report; identify questions for follow up:**  
No Report
- **Assessor: Reports as needed:** No Report
- **Treasurer: Reports as needed:** No Report

**c. Board Members' Reports:**

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

Dick Weingart presented highlights of the Selectmen's meeting:

- Discussion of dropping C.O.S.T. Membership
- A program with the CT Green Bank will provide solar panels at the Fire Department with substantial savings.
- The North Bear Hill Bridge project is underway and on schedule to be completed by June 2018.

- **Annual report for FY 2015-16: L. Diwan**

The Annual Report for FY 2015-16 is done with no reports received from the Board of Selectmen, Building/Grounds/Maintenance, Burning Official, Public Works Department, Recreation Commission and Tree Warden. They are listed in the Table of Contents as Not Received.

Link Diwan suggested the Annual Report template include request for expenditures, revenues, and whether the agency was over or under budget. Dick Weingart suggested checking with the Accountant for this information.

- **Legislative budget report: D. Dubitsky:**

Dick Weingart reported that there may be a vote on the state budget this Thursday.

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

Documents are being prepared for the auditors with an update to the auditor portal by September 18<sup>th</sup>. Field work will begin on October 2<sup>nd</sup>.

- **RSD11 Addition/Withdrawal & Dissolution Committees: M. Foster & C. Beltran**

The Dissolution Study Committee is tonight. Information is being collected and analyzed.

The Addition/Withdrawal Committee completed their report and submitted it to the state with the recommendation to add PreK – 6 to the RD11 district. Public Hearings will be held followed by a referendum with a proposal to pose the question at the November election.

- **Other Board Reports: None**

## 8. APPROVAL OF MINUTES:

### a. Regular meeting – August 14, 2017

***Motion to approve the regular meeting minutes of August 14, 2017, was made by Link Diwan with the following correction:*** Item #9 should read – A letter was received from Chaplin Board of Education Chairperson, Jaclyn Chancey regarding concerns about comments made at the town meeting by a Board of Finance member. Item #10a should read – Dick Weingart stated that the Board of Finance could recommend separating the town and education budget for approval at the annual town meeting. Item #11b should read – delete (a service for a service). Item #11e should read – Review CIP Plan & Budget. ***The motion was seconded by Cesar Beltran and carried unanimously.***

## 9. CORRESPONDENCE: None

## 10. OLD BUSINESS:

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

This item was on the agenda to reiterate that conversations should be handled in a manner that is respectful to all members.

### b. Review CES FY 2016-17 budget deficit projection:

The CES FY 2016-17 budget deficit is \$236,329.66 and presented to the auditor. The Board of Finance should recommend appropriation from the fund balance at a town meeting to cover these expenses. Link Diwan asked what the impact would be if an appropriation was not approved. Dick Weingart will check with the auditors regarding the significance on the lack of an appropriation. There was an error in the budget amount of \$26,000. Link Diwan requested a copy of the Central Office Committee Budget, the current CES budget and will draft a letter to the Superintendent to verify the current budget figures.

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

**1) Review Chaplin’s projected municipal aid based on Gov. Exec order & House Democratic budget outline:**

Dick Weingart presented Budget, Mill Rate and Fund Balance Summary comparing the town budget with the Governor Executive Order budget and House Democrat budget. If the Governor’s Executive Order budget is approved the Board is asked to consider a budget freeze and increased mill rate.

**d. Set motor vehicle (MV) mill rate for FY 17-18:**

***Motion to set Chaplin’s motor vehicle rate for FY 2017-18 at 35.05 mills if permitted by CGS 12-71e as amended, or else set Chaplin’s motor vehicle rate for FY 2017-18 at 32 mills, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**e. Consider and act on changes to BOF budget calendar for FY 2018-19:**

Budget request letters will be sent out mid-November and due back by the end of January. Dick Weingart suggested the Board of Selectmen send out CIP documents in November with the budget request letters.

***Motion to resolve to distribute FY 2018-19 Budget Request and CIP packets by Mid-November, was made by Jean Lamberts, seconded by Link Diwan and carried unanimously.***

**f. Cost Membership:**

The First Selectman has recommended not renewing COST Membership due to a current membership with CCM and difficult financial times. The membership is very valuable to the Board of Finance who recommends renewing the membership.

***Motion for the town of Chaplin to remain a member of C.O.S.T., was made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

**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 dated August 21, 2017 totaling \$26,845.54 that will be transferred to the following:

Transferred from Year End Transfers to CIP Debt Service	\$ 553.30
Transferred from Year End Transfers to Planning & Zoning	\$ 899.30
Transferred from Year End Transfers to Police Protection	\$ 2,675.72
Transferred from Employee Benefits to Police Protection	\$ 3,458.54
Transferred from Employee Benefits to Public Works	\$14,855.20

Transferred from Year End Transfers to Senior Center	\$ 2,048.30
Transferred from Year End Transfers to Tax Collector	\$ 1,881.57
Transferred from Year End Transfers to Treasurer	\$ 258.00
Transferred from Year End Transfers to Volunteer Fire Department	\$ 215.61

***Motion to rescind Year-End Transfers approved on August 14, 2017 at the last meeting and approve above listed transfers dated August 21, 2017, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.***

**b. Consider agenda items for Shared Services meeting with Chaplin BOE (09/12/2017):**

The Shared Services meeting will focus on CES and town shared services (snow removal, grounds maintenance, legal services and technology), CES budget management and reporting, and CIP budget for this year.

**c. Review draft BOF General and CIP Fund policies:** Tabled

**d. 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) Revise BOF Agency Budget Management policy
- 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. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee**  
Tabled

**13. SECOND AUDIENCE FOR CITIZENS:** None

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

- a. Review Contingency Plan for town funding; State budget delay
- b. Consider and act on BOF budget letter to Town agencies for FY 18-19
- c. Review draft BOF General and CIP Fund policies
- d. Standard Regular meeting agenda
- e. Report on Shared Services meeting

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

- a. Monday, October 2, 2017 – Regular meeting @ 7pm (Town Hall) - **\*Note change to 1<sup>st</sup> Monday**
- b. Monday, November 13, 2017: Regular meeting @7pm (Town Hall)

**16. Adjourn:**

***Motion to adjourn (9:21 PM) was made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

Minutes will be approved at the next regular meeting.

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