

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
May 28, 2019

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Link Diwan, Jean Lambert and Alternate Linda Caron. Unable to attend were Board members Cesar Beltran, Doug Dubitsky and Marc Johnson; Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

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

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS OR CHANGES TO AGENDA: None permitted

6. GUESTS: None expected

7. REPORTS:

a. Board Member Reports:

1) Financial Procedures Working Group:

The Financial Procedures Working Group is making progress. The next meeting will be held on June 4th at 8:30am at the Chaplin Town Hall with detailed review of the town offices and Board of Education draft financial procedures.

b. Staff Reports:

1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up:

#16105 ECS Grant receipts shows over budget by approximately \$35,000. #42000 Tax Collector has no budget for Collection Fees. ***#Dick Weingart will follow up on both of these items. Motion to accept the April Financial Statements, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.***

8. APPROVAL OF MINUTES:

a. Special Meeting 04/29/2019:

Motion to approve the Special Meeting minutes of 04/29/2019, was made by Jean Lambert with the following corrections: Item #7a should read – The House passed a bill regarding the Non-Lapsing Education Carryover Fund that will no longer be under the control of the Board of Finance. Item #8a should read: Audit Sub-Committee meeting – 04/22/2019. Item #8b should read – Special meeting 04/22/2019. Item #11a1) should read – A proposal was received from the First Selectmen regarding hiring an Assistant Director for the Senior Center budget at a cost of \$3,552. Motion to accept proposal for hiring Assistant Director for the Senior Center at a cost of \$3,552, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously. Item #11a1) should read – Recreation – decrease to zero the salary for the Rec Director, reduce Special Activities by \$2,500 to \$7,500. ***The motion was seconded by Link Diwan and carried unanimously.***

9. CORRESPONDENCE:

An email was received from Administrative Assistant Sue Gluck regarding a request from town resident Chris Macleroy for personal emails from Board of Finance and Alternate members. Mr. Macleroy wishes to contact Board of Finance members regarding funds appropriated to move the old Museum. Link Diwan will draft a response to Mr. Macleroy for the Board to review and will include an invitation to attend the Board of Finance meeting and speak during Audience for Citizens. There is an email link on the town website for the Board of Finance. Link Diwan suggested developing a policy to address personal email addresses and will draft a copy for the Board to review. Dick Weingart suggested developing ByLaws to be included in Board of Finance Handbook. Jean Lambert will help to develop the handbook.

10. OLD/NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested: None

b. Re-open CIP Project #3325.1 – Handicap Access at Library/Senior Center:

Some work needs to be done reinforcing the post that holds the remote control button and repairing the concrete ramp leading to the Library. The First Selectman recommends using the remaining funds (\$3,115) in CIP Project #3325.1 to make the repairs.

Motion to re-open CIP Project #3325.1 – Handicap Access at Library/Senior Center, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

c. Approve funding for BOF members to attend the COST Town Meeting on June 12, 2019:

The COST Town Meeting is a Legislative Wrap-up session with a talk on the state budget. The cost is \$50 per person and will be held on June 12th at St. Clements Castle in Portland. Dick Weingart, Cesar Beltran, Doug Dubitsky and Linda will attend.

Motion to approve \$200 for four Board Members/Alternates to attend the COST Town Meeting on June 12th, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

d. Set the mill rate for FY 2019-20:

Discussion was held regarding the fund balance and potential future transfers to the CIP Fund for infrastructure and proposed FY 2020 State Budget impact to Chaplin for the ECS Grant. The Board will keep the mill rate the same.

Motion to set the Mill Rate for FY 2019-20 at 32.5, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

e. Consider and act on FY 2019-20 Revenue budget:

Motion to approve the FY 2019-20 Chaplin Town Revenue Budget of \$9,036,764 at a Mill Rate of 32.5, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

f. Consider and act on assignment of funds from Unassigned Fund Balance:

No action will be taken based on previous discussion in Item #10d.

g. Review Board of Finance calendar for FY 2018-19; add necessary items/events:

The Board reviewed the Board of Finance calendar for May and June and added the following for May: Statement of State Assistance for Tax Collector.

h. Other urgent issues for consideration: None

11. CONTINUING BUSINESS: None

12. AGENDA SUGGESTIONS FOR NEXT MEETING:

- a. Guest: Gay St. Louis, Tax Collector
 - 1) Review Tax Collections report for FY 2018-19 through May 2019
 - 2) Consider and act on Suspense List
 - 3) Tax Sales Property List
- b. Review CES FY 2018-19 budget deficit projections
- c. Review total Town FY 2018-19 budget for projected surplus/deficit:
- d. Appoint FY 2018-19 Annual Report Coordinator and Set Annual Report Schedule
- e. Standard Regular meeting agenda
- f. Development of Board of Finance Handbook

13. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:

- a. Monday, June 10, 2019: Regular Meeting @ 7pm (Town Hall)
- b. Monday, July 8, 2019: Regular Meeting @ 7pm (Town Hall)

14. Adjourn:

Motion to adjourn (9:12 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

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