

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
July 8, 2019

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

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. ADDITIONS OR CHANGES TO AGENDA: None

7. REPORTS:

a. Board Member Reports:

1) Selectmen's Monthly Meeting: Scheduled for July 11th due to July 4th holiday
The July 11th Selectmen's meeting is cancelled.

2) Financial Procedures Working Group:

There are draft procedures for the Town of Chaplin and the Board of Education. The Working Group started review of the Board of Education procedures and hopes to wrap up at the next meeting scheduled for tomorrow morning. Link Diwan suggested adding Exception Management to the procedures.

3) Annual Report for FY 2018-19:

a. Approve Annual Report letter to Town Agencies:

Link Diwan presented the Town of Chaplin Annual Report 2018-19 Request Memo with new template to be used by all boards and agencies. The Board of Finance also welcomes any photographs to be used for the cover of the Annual Report. Every agency which uses town funds must submit an Annual Report that will be considered when preparing for the Town Budget.

Motion to approve the Town of Chaplin Annual Report 2018-19 Request as edited, was made by Cesar Beltran, seconded by Jean Lambert and carried unanimously.

b. Staff Reports:

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

Revenues: Miscellaneous Revenues – collected more than twice what budgeted for (mostly through investments and fuel), Building Permits - \$2,000 over budget, Conveyance Tax – extra \$5,735 (real estate), Dog Licenses – will be less due to funds that are sent to the state, Planning & Zoning – extra revenue due to Zoning Ordinance Fines, Transfer Station Fees – healthy

surplus, Fire House Hall Rental – has fallen off drastically (there is a change in policy regarding insurance), Town Clerk – Recording Fees in good shape, *Pequot State Property – all revenues not yet collected from the casino through the state; Special Education – received approximately \$44,000 from the state for Excess Cost Sharing Grant (helps to offset \$30,000 appropriation approved at Town Meeting), Tax Collection Revenue – almost \$34,000 received over what was budgeted.

****Dick Weingart will check on #15120 Pequot State Property why all funds not yet received.***

Expenses: Employee Fringe Benefits & Costs – under budget approximately \$51,000 (due to health insurance), *Public Works - \$24, 590 over budget due to Equipment Maintenance and Tree Removal, *Sanitation – over budget approximately \$9,200 due to Single Stream credits and MSW, CES Board of Education - \$78,000 under budget (was projected to be \$30,000 over budget), RD11 Board of Education - \$27,000 under budget.

****Dick Weingart will check with the First Selectmen regarding justifications for the overages in Public Works and Sanitation.***

*The North Bear Hill Bridge project is about done.

****Dick Weingart will check on explanation of funding for the North Bear Hill Bridge project and how the project will be closed.***

The Board of Finance should be notified with justification for any items over budget.

Motion to accept the monthly Financial Statements, was made by Jean Lambert, seconded by Cesar Beltran and carried unanimously.

2) **Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up:** No Report

3) **Assessor & Treasurer:** No Report

8. APPROVAL OF MINUTES:

a. Regular Meeting – June 10, 2019:

Motion to approve regular meeting minutes of June 10, 2019, was made by Jean Lambert with the following corrections:

Item #8a should read – The motion was seconded by Link Diwan and was approved with two abstentions by Cesar Beltran and Matt Foster.

Item #11c1) should read – Link Diwan suggested considering the Annual Report request with the Budget request.

Item #11d move the following from Item #11e to Item #11d with additions – Discussion was held regarding The Board of Finance Member Handbook that will include the following: Annual Report procedures, Board Annual Activity Calendar, templates for forms (such as transfer requests), templates for letters (such as Annual Report requests), Audit RFP, Budget Workshops, Board Policies, Fund Balance, ByLaws with statutory references and the State Grant Disbursement Schedule.

Item #13 should read - Dick Weingart reported that the last meeting for the Ambulance Corps with the Hampton and Chaplin Selectmen was cancelled and will be rescheduled.

The motion was seconded by Cesar Beltran and carried unanimously.

9. CORRESPONDENCE:

A letter was received regarding monthly payments made to RD11 for assessments.

10. OLD BUSINESS:

a. Review Board of Education (BOE/CES) FY 2018-19 budget status:

A budget status update from the CES Board of Education was not requested or received for July. A final estimate will be requested for the August meeting.

b. Review draft BOF Annual Activity Calendar:

The Board was presented with two versions of the BOF Annual Activity Calendar (one sorted by Project Name and one sorted by Date) for review. The Board prefers a Calendar sorted by date.

c. Review of policy for dissemination of Personal Information of Board Members:

Dick Weingart discussed the Dissemination of Personal Information of Board Members Policy with the First Selectman who would like to input as a town wide policy.

d. Continue to identify requirements for Board of Finance policies/procedures; consider responsibilities for development:

Dick Weingart presented the following to the Board for review: Board of Finance Budget Management Policies and Procedures for Town Agency; Unreserved/Undesignated Fund Balance Policy and Capital & Non-Recurring Projects Fund from the Town of Lebanon; and Board of Finance ByLaws from the Town of Colchester. Dick Weingart will work on the Board of Finance ByLaws.

e. Continue to identify requirements for Board of Finance Member Handbook; consider responsibilities for development:

Cesar Beltran will contact surrounding towns (Hampton, Columbia, Ashford, Putnam, Willimantic and Windham) for Board of Finance Handbooks and Policies & Procedures.

11. NEW BUSINESS:

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

b. Reschedule BOF OCT 2019 regular meeting; propose Monday, October 21, 2019:

Motion to change the BOF October 2019 meeting to Monday, October 21, 2019 due to the Columbus Day holiday, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

c. Review NECCOG EMS Study Committee Report:

Jean Lambert and Linda Caron will review the NECCOG EMS Study Committee Report and present summary of highlights at the next meeting.

d. **Other urgent business:** None

12. CONTINUING BUSINESS:

a. **Review Board goals and policies for FY 2018-19**

1) **Board Bylaws**

2) **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: Review procedures to reflect change of Bank and G/F accounts**

3) **Board Member Handbook**

b. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections: NECCOG Paramedic Study Comm.**

Several of the above listed items were discussed elsewhere on the agenda.

13. SECOND AUDIENCE FOR CITIZENS:

Jim Randall presented information on Cyber Security from DEMAS and information on the Incident Management Team for large fires and disasters.

14. AGENDA SUGGESTIONS FOR NEXT MEETING:

a. Standard Regular meeting agenda

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

a. Monday, August 12, 2019: Regular Meeting @ 7pm (Town Hall)

b. Monday, September 9, 2019: Regular Meeting @ 7pm (Town Hall)

c. Monday, October 21, 2019: Regular Meeting @7pm (Town Hall)

16. Adjourn:

Motion to adjourn (9:20 PM) was made by Jean Lambert, seconded by Link Diwan and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*