

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
December 9, 2019

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

3. SEATING OF ALTERNATES:

Peter Haines was seated for Board member Doug Dubitsky who could not attend tonight's meeting.

4. CONDUCT BOF OFFICER ELECTIONS (CHAIR, VICE-CHAIR, SECRETARY):

Dick Weingart would like to continue as Chaplin Board of Finance Chair and recommended Link Diwan as Board Vice-Chair and Linda Caron as Board Secretary.

Motion to approve the following Officers for the Chaplin Board of Finance: Dick Weingart for Board Chair, Link Diwan for Board Vice-Chair and Linda Caron for Board Secretary, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.

5. FIRST AUDIENCE FOR CITIZENS:

Jim Randall suggested adding to the Public Works budget to hire someone to chip up the limbs and brush on area roads that could make it difficult for mowing in the spring. Dick Weingart recommended bringing the issue to the Board of Selectmen who oversees Public Works.

6. GUESTS: None

7. ADDITIONS OR CHANGES TO AGENDA: None

8. REPORTS:

a. Board Member Reports:

1) Selectmen's Monthly Meeting:

The big drainage project is complete with some minor landscaping to be done in the spring. An engineering firm was hired to monitor the construction that came within budget.

Funding has been requested for the England Road Bridge and surveys are done. The Bedlam Road Bridge needs similar review and funds were set aside in the CIP for preliminary work and studies.

2) Financial Procedures Working Group:

Dick Weingart presented the background of the Financial Procedures Working Group for the new Board members. The current audit exception should be removed with the development of the new financial procedures.

3) Annual Report for FY 2018-19:

Link Diwan found awards for the Chaplin Annual Report dated in the 1970s.

4) Audit for FY 2018-19:

The FY 2018-19 Audit is on hold with an extension due to a report on fixed assets that the town owns or is responsible for. A draft Audit Report is expected in January.

b. Staff Reports:

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

The Board reviewed the monthly Financial Statements.

Motion to accept the monthly Financial Statements, was made by Link Diwan, seconded by Linda Caron and carried with one abstention by Victor Boomer.

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

3) Assessor & Treasurer: No Report

9. APPROVAL OF MINUTES:

a. Regular Meeting – November 4, 2019:

Motion to approve the regular meeting minutes of November 4, 2019, was made by Linda Caron, seconded by Link Diwan and carried with one abstention by Victor Boomer.

10. CORRESPONDENCE: None

11. OLD BUSINESS:

a. Review Board of Education (BOE/CES) FY 2019-20 budget report:

The Board reviewed the Chaplin Elementary School Budget vs. Actual, Food Service Balance Sheet and Food Service Profit and Loss. The Cafeteria does not generate enough income to cover the expenses and is loaned funds from the General Fund. The issue will be addressed when it comes up in the budget. Link Diwan suggested adding the Cafeteria program to the CES budget.

b. Review draft BOF Annual Activity Calendar, continue to identify requirements for calendar and BOF policies:

The Board reviewed the BOF Annual Activity Calendar for December and January. Review of the ByLaws was added to January.

Items identified for the calendar and BOF policies to date include the following:

Annual Report procedures, Board Annual Activity Calendar, templates for forms (such as transfer requests), Audit RFP, Budget Workshops, Board Policies, Fund Balance and ByLaws with statutory references for elections and resources.

c. Consider and act on BOF Bylaws:

The Board was asked to review the BOF Bylaws and be prepared for approval at the next meeting.

12. NEW BUSINESS:

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

b. **Consider and act on Board of Finance meeting dates for CY 2020:**

The Chaplin Board of Finance meets on the 2nd Wednesday of the month at 7pm at the Town Hall unless noted below.

January 13

July 13

February 10

August 10

March 9

September 14

April 13 – Public Budget Hearing

October 5 - (note change due to Oct. 12 holiday)

May 11 – Annual Town Meeting

November 9

June 8

December 14

Motion to approve above listed 2020 Board of Finance meeting dates, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

Victor Boomer suggested the Board use a one page calendar similar to what the Chaplin Library uses to show holidays and meeting dates.

c. **Consider and act on BOF budget letter to Board of Education for Chaplin Elementary School FY 2020-21 budget:**

The Board reviewed the BOF budget letter to the Board of Education for Chaplin Elementary School. The following item was added to request for information: Request budget status pertaining to the Cafeteria and PreK program.

Motion to approve BOF budget letter to Board of Education for Chaplin Elementary School FY 2020-21 Budget as amended, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

d. **Review draft BOF Town Agency Budget Management Policy:**

The Board was asked to review the draft BOF Town Agency Budget Management Policy and bring any feedback to the next meeting. Link Diwan suggested adding to policies that town agencies be required to show how their budget was spent for the Annual Report.

e. **Other urgent business:** None

13. CONTINUING BUSINESS:

a. **Review Board goals and policies for FY 2019-20**

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**

14. SECOND AUDIENCE FOR CITIZENS:

Jim Randall presented information on food from the SNAP program that can be used during emergencies.

15. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Review and approval of FY 2018-19 Audit
- b. COST Budget Conference – February 19th
- c. Consider and act on BOF ByLaws
- d. Review Draft BOF Town Agency Budget Management Policy
- e. Meeting Calendar
- f. Standard Regular meeting agenda

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

- a. Monday, January 13, 2020: Regular Meeting @7pm (Town Hall)
- b. Monday, February 10, 2020: Regular Meeting @ 7pm (Town Hall)
- c. Monday, March 9, 2020: Regular Meeting @ 7pm (Town Hall)

17. Adjourn:

Motion to adjourn (9:29 PM) was made by Linda Caron, seconded by Link Diwan and carried unanimously.

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