

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Meeting Minutes
January 11, 2021

Chairperson Dick Weingart called the remote meeting to order at 7:03 PM and read the procedures. Present were Board members Jean Lambert, Linda Caron, Doug Dubitsky and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Link Diwan; Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Peter Haines was seated for Board member Link Diwan 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:

Dick Weingart reported on the following from the Selectmen's meeting:

- The BOS regular meeting was cancelled. A special meeting was held to take care of housekeeping business. There was a brief discussion of items on the CIP Plan and schedule changes.

2) FY 2019-20 Audit:

The audit is under a 1-month extension as reported at last month's meeting. Dick Weingart reported that he and the 1st Selectman were contacted by the Auditor regarding outstanding items mainly for Chaplin Elementary that have been passed on to the Superintendent and Business Manager. ***Dick Weingart was contacted by the Auditor today about 2 items and will follow up with the Business Manager.*** An additional 1-month extension may be needed.

3) FY 2019-20 Annual Report:

Peter Haines reported that agencies with outstanding Annual Reports includes: The Board of Finance, Fire Department, Fire Marshal, Board of Assessment Appeals, Chaplin Elementary and the Treasurer. Linda Caron will follow up with the CES Principal. Completion of an Annual Report from the Treasurer is waiting for the audit to be done, similar to the Board of Finance. Peter Haines will follow up with an email to the outstanding agencies.

4) FY 2021-22 CIP Committee scheduled meetings and review:

The start of the CIP process has been delayed due to Covid and other things going on. A CIP meeting will be held on Thursday, January 14th at 4pm in the Town Hall.

b. Staff Reports:

- 1) Accountant: Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up:**

Outstanding items and positing errors presented at last month's meeting have been cleaned up and reposted. ***Dick Weingart will follow up with the Accountant to redo the posting for #20230 Town Insurance related to Liability and Auto & Property to make less confusing.*** The posting error in the CIP for FY 2020-21 for \$25,000 in funding for the first installment to redo the parking lot at the Library/Senior Center has been fixed.

Motion to accept the December 2020 Financial Statements, was made by Jean Lambert, seconded by Victor Boomer and carried unanimously.

2) Tax Collector: Review and accept monthly Tax Collections Report (FY 20-21); identify questions for follow up:

As in the first installment, the Board of Selectmen has approved a 60-day extension of interest-free payment for property taxes to April 1st.

3) Assessor & Treasurer:

The October 2020 Grand List is expected for review at the February meeting.

8. APPROVAL OF MINUTES:

a. Regular meeting – December 14, 2020:

Motion to approve the meeting minutes from December 14, 2020, was made by Victor Boomer with the following corrections:

Item #7a1) should read – reviewing CIP requests for next year.

Item #7a2) should read – A photo for the cover of the Annual Report was received from Angie Hill.

The motion was seconded by Jean Lambert and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review Board of Education (BOE/CES) FY 2020-21 Budget Report (s) (December 2020 not yet reviewed by BOE):

The updated December report will be reviewed at the February meeting.

b. Review BOF budget calendar for FY 2021-22:

The BOF budget calendar was reviewed. Meetings for Budget Input will be held on January 13th for the CES/BOE and January 19th for RD11. The Governor is expected to address the budget on February 3rd that impacts State Grants and Revenues that are essential for the budget process. The Executive Director from COST is expecting to do a virtual Zoom meeting to review the Governor's budget. Chaplin Town Budget requests are due on February 4th.

c. Review draft BOF – BOE Non-Lapsing Carryover Account policy & procedures: second review:

The BOE Non-Lapsing Carryover Account was reviewed. A section on approving disbursement of funds needs to be added. Dick Weingart suggested adding "as determined by the Board of Finance" to #5 under Policies and will follow up with OPM regarding the impact to the MBR. Doug Dubitsky suggested leaving the language regarding the MBR the same.

d. Discuss BOF needs for FY 2021-22 online budget book development project (organized by First Selectman, Assistant and Finance Office):

Dick Weingart reported that Sue Krodel is working with the IT Support Technician from Windham to determine the best mechanism to access information online for multiple users. They are testing Google Doc and a Microsoft product that is tied to Outlook. The Board of Finance needs the ability to review and print documents and was asked to think about how the hard copy budget books are used for making edits. It is important for all Board members to be informed of changes and documentation that is posted and was asked to bring input for discussion at the next meeting. Victor Boomer suggested color coding on the index. Peter Haines expressed concerns with Google that can be complicated and Microsoft that doesn't work well with Apple. Victor Boomer suggested getting everyone Chromebooks. Dick Weingart spoke with the 1st Selectman about multiple users and Chromebooks or other devices are being considered.

11. NEW BUSINESS:

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

b. Consider and act on fund transfer request from General Fund to CIP Fund for STEAP Grant match (electronic sign at CVFD): None

c. Consider and act on proposed BOF budget request for FY 2021-22:

The BOF budget request was reviewed.

Clerical Hire – no change (salaries are approved by the Board of Selectmen)

Accounting Services – (used for additional support if needed with new regulations) - no change

Auditor – increase to keep track of Fixed Assets that were previously done by a third party

Fixed Assets – reduced to zero and funds moved to the Auditor

Legal Notices – increased to amount spent for last year

Office, Postage, Technical Assistance, Training – no change

The total proposed budget is lower than budget for the current year.

Motion to approve proposed BOF Budget for FY 2021-22 in the amount of \$26,422, was made by Jean Lambert, seconded by Peter Haines and carried unanimously.

d. Set tentative BOF Special Meeting date (01/25/21) to review and approve FY 2019-20 Audit:

The tentative BOF Special Meeting of January 25, 2021 cannot be held due to a conflict with the Library Board of Trustees meeting.

e. Review COST Annual Town Meeting agenda and attendees:

Dick Weingart and Peter Haines will attend the COST Annual Town Meeting on January 13th at 9am.

The event features Governor Ned Lamont, Legislators and a budget follow up.

f. Other urgent business: None

12. CONTINUING BUSINESS:

a. Review Board goals and policies for FY 2020-21:

1) Board Policies and Board Member Handbook

- a) **Revise BOF Agency Budget Management policy**
- b) **General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors**
- c) **CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)**
- d) **Revise BOE Non-Lapsing Carryover Account: Review procedures to reflect change of Bank and G/F accounts**
- e) **Policy for dissemination of Personal Information of Board Members**

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Special meeting: Review and approve FY 2019-20 audit
- b. Regular meeting: Standard meeting agenda
- c. Continue discussion of FY 2021-22 online budget book development project
- d. Continue review of draft BOF – Town Agency Budget Management policy & procedure
- e. Continue review of draft BOF – BOE Non-Lapsing Carryover Account policy and procedures
- f. Review of Municipal Aid in the Governor’s Budget

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

- a. Monday, February 8, 2021: Regular Meeting @ 7pm (Remote Dial In)
- b. February 2021 (tentative): Special Meeting to begin review of FY 2021-22 budget requests

16. Adjourn:

Motion to adjourn (8:37 PM) was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.

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