

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**June 8, 2020**

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

**3. SEATING OF ALTERNATES:**

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

**4. FIRST AUDIENCE FOR CITIZENS:** None

**5. GUESTS:** None

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

*Motion to add to the agenda as Item #11e, Special Meeting to Review BOF ByLaws, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.*

**7. REPORTS:**

**a. Board Member Reports:**

**1) Selectmen's Monthly Meeting:**

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

- The application for the cost sharing local bridge program for the Bedlam Road Bridge has been completed and submitted.

**b. Staff Reports:**

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

The expense budget is in good shape. Tax Collections are coming in very well.

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

**2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up:**

Windham Tax Collector Gay St. Luis has retired. The acting Windham Tax Collector is Deputy Tax Collector Zayne Ring.

**3) Assessor: Review October 2018 & 2019 Grand Lists for Motor Vehicles & MV Supplemental Lists:**

Will be covered under Item #11c.

**8. APPROVAL OF MINUTES:**

**a. Special Meeting – May 26, 2020:**

*Motion to approve the special meeting minutes from May 26, 2020, was made by Jean Lambert with the following correction:*

Item #9b should read – It was also discovered that the October 2018 Standard Motor Vehicle Assessment was approximately \$175,000 less than received from the Assessor.

*The motion was seconded by Link Diwan and carried unanimously.*

**9. CORRESPONDENCE:** None

**10. OLD BUSINESS:**

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

An updated report will not be available until after the BOE/CES meeting this Wednesday.

**b. Consider and act on transfer of \$150,000 from the General Fund to the CIP Fund for CIP Project:  
Replace Fire Department SBAC System:**

*Victor motioned to authorize the transfer of \$150,000 from the General Fund to the CIP Fund for the purpose of replacing the Fire Department's self-contained breathing apparatus (SBAC) system. This action is taken in accordance with Governor Lamont's Executive Orders #7B, #7S and #7CC.*

*Furthermore, the BOF finds this action is necessary to permit the orderly operation of the Town of Chaplin and that it is otherwise necessary for the protection of persons and property within the town. The motion was seconded by Jean Lambert and carried unanimously.*

**c. Review completed CIP Projects for potential closure:**

The completed CIP Projects for potential closure are related to the Board of Education.

*Motion to close the following Capital Projects: #3300.5 Repair Damaged Curbs, #3300.10 Replace Cafeteria Tables, and #3300.11 Replace Smoke Detectors, was made by Jean Lambert, seconded by Peter Haines and carried unanimously.*

**d. Review BOF Annual Activity Calendar, continue to identify requirements for policies/procedures and calendar:**

Items identified 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,

**e. Continue review of proposed BOF Bylaws:**

Will be reviewed at a special meeting to be established later on the agenda.

**11. NEW BUSINESS:**

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

**b. Determine Annual Report Coordinator and schedule for FY 2019-20:**

Link Diwan will be the Annual Report Coordinator for FY 2019-20 with the assistance of Peter Haines.

**1) Establish requirement for "Procedures" document as part of Annual Report process:**

Dick Weingart will present list of procedures for the Annual Report process at the next meeting.

**c. Consider and act on Revenue budget adjustments:**

**1) Revised Tax Collection budget for MV/MVS for FY 2019-20:**

The Board reviewed Motor Vehicle & MV Supplemental Assessments for Grand Lists 2014-19.

***Motion to revise the FY 2019-20 tax collection budget for Motor Vehicles and Motor Vehicles Supplemental from \$657,764 to \$630,302, was made by Peter Haines, seconded by Linda Caron and carried unanimously.***

**2) Revised Tax Collection budget for MV/MVS for FY 2020-21: Tabled**

**3) Revised total Revenue budget for FY 2020-21: Tabled**

**d. Other urgent business: None**

**e. Special Meeting to Review BOF ByLaws:**

***Motion to approve a special meeting on Monday, June 29<sup>th</sup> at 7pm to review the BOF Bylaws, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.***

**12. CONTINUING BUSINESS:**

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

**1) Board Bylaws**

**2) Board Policies**

**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) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts**

**e) Policy for dissemination of Personal Information of Board members**

**3) Board Member Handbook**

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

**14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

**a. Continue review of proposed BOF Bylaws**

**b. Consider and act on FY 2019-20 final budget adjustments**

**c. Standard regular meeting agenda**

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

**a. Monday, July 13, 2020: Regular meeting @ 7pm (Remote Dial In)**

**b. Monday, August 10, 2020: Regular meeting @ 7pm (Remote Dial In)**

**16. ADJOURN:**

***Motion to adjourn (7:54 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.***

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