

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
June 29, 2020

Chairperson Dick Weingart called the remote meeting to order at 7:02 PM and read the procedures. Present were Board members Link Diwan, Jean Lambert and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Linda Caron and Doug Dubitsky; Alternate Matt Foster 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. AUDIENCE FOR CITIZENS: None

5. ADDITIONS OR CHANGES TO AGENDA: None

6. GUESTS: None

7. APPROVAL OF MINUTES:

a. Regular meeting – June 8, 2020:

Motion to approve regular meeting minutes from June 8, 2020 was made by Jean Lambert with the following correction:

Item #7b2) - correct spelling of Retired Windham Tax Collector Gay St. Louis.

Item #11b1) should read – Dick Weingart will present list of BOF Procedures needed at the next meeting.

The motion was seconded by Peter Haines and carried unanimously.

8. OLD/NEW BUSINESS:

a. Continue Review of proposed BOF Bylaws:

The Board reviewed the revised proposed BOF Bylaws. Any feedback or changes should be sent to Peter Haines or Dick Weingart.

b. Consider and act on Revenue budget adjustments: Revised Tax Collection and Total Revenue budgets for FY 2020-21 (MV/MVS):

There are no Revenue budget adjustments at this time. Dick Weingart will be meeting with the Assessor and Tax Collector to develop a simple consistent standard to project tax revenue.

c. Review BOF Policy & Procedures template:

Dick Weingart presented a BOF Policies & Procedures template for budget management (posted on the website with the agenda) that can be used as a guide for developing policies and procedures for items on the Project List. The template sections include: Purpose, Statutory Requirements, Policies, Procedures, Reporting, Examples, Appendix A - Record of Revisions and Appendix B – Connecticut General Statutes.

d. Review BOF Annual Activity Calendar; continue to identify additional requirements for calendar & BOF policies:

Policies and Procedures are needed for the following major areas from the Project List (posted on the website with the agenda): Annual Report, FY 2019-20 Audit, BOF Administration, Budget Management, Conferences (CCM & COST), CIP Process (including cost estimates), Fiscal Year Closeout, Municipal Spending Cap, Tax Collector (post budget activities), Uniform Chart of Accounts (accounting support item for the Finance Coordinator) and items listed in #9a2) Board Policies.

1) Solicit and/or assign volunteer teams to draft policies and procedures for identified activities or projects:

Dick Weingart asked for volunteers to work on draft policies and procedures for identified activities or projects.

- Link Diwan and Peter Haines will work on the Annual Report and Dissemination of Personal Information of Board members.

9. CONTINUING BUSINESS:

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

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 (for unexpected capital improvement and extraordinary spec education expenditures): Review procedures to reflect change of Bank and G/F accounts
- e) Policy for dissemination of Personal Information of Board Members

3) Board Member Handbook

10. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Consider and act on FY 2019-20 final budget adjustments
- b. Proposed BOF Bylaws
- c. Project List
- d. Standard regular meeting agenda

11. 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)

12. Adjourn:

Motion to adjourn (8:20 PM) was made by Jean Lambert, seconded by Victor Boomer and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*