

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
August 25, 2020

Chairperson Dick Weingart called the remote meeting to order at 7:01 PM and read the procedures. Present were Board members, Linda Caron, Jean Lambert, Doug Dubitsky and Victor Boomer; Alternate Peter Haines and Alternate Matt Foster. Unable to attend was Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Peter Haines was seated for Board member Link Diwan.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. ADDITIONS OR CHANGES TO AGENDA: None permitted

7. REPORTS:

a. Board Member Reports:

1) FY 2019-20 Audit:

A pre-audit conference was held remotely on August 20th with Auditor Darin Offerdahl. Discussion was held regarding a schedule for significant events and identified processes that were held up last year. The field audit is tentatively scheduled for the week of September 28th. All financials are requested by September 18th along with a PBC (provided by client) list with items required and who is responsible for providing them. Discussion was held regarding accommodations needed for Covid 19 protocols. The office used by the Assessor will be available for use by the auditors.

2) FY 2019-20 Annual Report:

Peter Haines reported that the request memo for the Annual Report will have an attached report template to make it easier to comply. He will follow up with Link Diwan on the status of sending out the request.

3) Accountant: Review and accept monthly (June amended) Financial Statements; identify questions for follow up:

As of June 30th, purchases and services rendered are done for the end of the year with some invoices that will be coming in later. The final set of FY 2020 Financial Statements through June 30th will be presented at the September meeting. Most agencies are under budget. Agencies that are over budget are listed on the Year End Transfers document posted on the website. #28000 Building, Grounds and Maintenance changed from a deficit of \$7,151 to a deficit of \$3,853 due to an invoice correction from the kitchen renovation at the Town Hall.

Motion to accept the June 30th Financial Statements dated August 10th, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.

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

5) Assessor: None

8. APPROVAL OF MINUTES:

a. Regular meeting – July 13, 2020:

Motion to approve the regular meeting minutes from July 13, 2020, was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

Dick Weingart addressed items to be followed up on from the last meeting:

Item #7b – Building/Grounds/Maintenance is due to the kitchen renovation at the Town Hall.

Item #9 – Correspondence regarding North Bear Hill Road Drainage project. A request will need to come before the Board of Finance for a supplemental appropriation for expenditures over budget and will include an explanation.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

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

The BOE/CES budget for FY 2019-20 has a projected surplus of \$95,000 in the monthly financials that requires end-of-year reconciliation by the Finance Manager and should be available for the September meeting. RD11 has a projected surplus of \$29,000. The total Chaplin Town Budget as of August 10th has a projected surplus of \$975,000.

11. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested – FY 2019-20 closeouts:

The Chaplin Year End Transfers Report for FY 2019-20 is posted on the website with five required transfers. #20000 is for CIP and Debt Service and pertains to #20090 Copier Leases with the overage due to the number of copies exceeded per contract. The Treasurer overage is for Travel Expenses and the Inland/Wetland overage is for Office Expenses.

Motion to approve the Chaplin Year End Transfers for FY 2019-20 for items listed on report from the Accountant, dated August 18, 2020 in the amount of \$5,500.56, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.

b. Review BOF Town Agency Budget Management Policy - Introduction and first review:

Dick Weingart presented the draft BOF Town Agency Budget Management Policy for review that is posted on the website. The Policy uses a global format and complies with statutory or ordinance procedures. It includes examples for guidance to illustrate actions and the consequences of not responding to statutory requirements. A copy of this document will be forwarded to agencies with more complex budget concerns including: Public Works, Building/Grounds and Maintenance, the Library and Senior Center to see if it helps or hinders their budget process. Peter Haines suggested a minor change to budget adjustments under procedures. Doug Dubitsky suggested waiting to meet in person for final discussion and approval of the Policy. Any concerns or questions should be directed to Dick Weingart.

Link Diwan arrived at the meeting at 7:41 PM and reported that the Annual Report had not been sent out and asked to postpone the due date until October 31st. In addition, he also asked that the Emergency Preparedness Director resubmit his Annual Report following the recommended template

along with a synopsis of his activities. Peter Haines volunteered his services to work with any agency that needs help with their report. Dick Weingart suggested contacting Administrative Assistant Sue Krodel for help as well. Link Diwan will send out the Annual Report Request Memo with a new due date of October 31st and a note to contact Peter Haines for any assistance needed with the report.

c. **Other urgent business:** None

12. SECOND AUDIENCE FOR CITIZENS: None

13. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Standard regular meeting agenda
- b. Continue review of draft BOF – Town Agency Budget Management policy and procedure
- c. Begin review of draft BOF – BOE Non-Lapsing Carryover Account policy and procedure

Link Diwan and Peter Haines were asked to draft procedures for the Annual Report.

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

- a. Monday, September 14, 2020: Regular Meeting @ 7pm (Remote Dial In)
- b. Monday, October 5 2020: Regular Meeting @ 7pm (Remote Dial In)
(Note change due to Oct 12 holiday)

15. Adjourn:

Motion to adjourn (8:10 PM) was made by Jean Lambert, seconded by Linda Caron and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*