

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
March 29, 2021

Chairperson Dick Weingart called the remote meeting to order at 7:08 PM and read the procedures. Present were Board members Link Diwan, Jean Lambert, Linda Caron, Doug Dubitsky and Victor Boomer; Alternate Peter Haines. Unable to attend were Alternate Matt Foster and Alternate Bill Jenkins.

3. **SEATING OF ALTERNATES:** None

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

5. **GUESTS:** None

6. **ADDITIONS OR CHANGES TO AGENDA:** None

7. **REPORTS:**

a. **Board Member Reports:**

1) **FY2019-20 Annual Report – Approval of Annual Report**

The Annual Report is not totally complete due to some technical challenges and posted on the website. Link Diwan commended Sue Krodel and Peter Haines for their work and diligence in pushing forward with the report. Peter Haines suggested making the headings with the Town Logo consistent throughout the report if possible. Dick Weingart received feedback on how to make the process more streamlined for next year and would like to have a discussion in the future on lessons learned.

Doug Dubitsky presented legislative report on proposed bills that deal with zoning. Many bills are being pushed forward by Desegregate CT (group from New Haven) to force towns to do certain things regarding Zoning Regulations with very severe penalties (up to a 2 mill increase) for non-compliance by any town. If these bills are passed, the state will be taking over Zoning Regulations. Senator Martin Looney proposed a bill that requires towns to take a portion of property taxes to buy open space. The purpose of the bills is to create diversified housing options that towns must comply with including: allow as of right 4-unit apartment building on every residential lot with no minimum lot acreage (Chaplin has 2 acre minimum), allow as of right cluster housing with 15 units per acre with no parking requirements, must have share of low-income housing (deed restricted), would eliminate statements of purpose for zoning including: maintaining the character of the town and preserving local land values. Zoning Regulations would need to be changed to comply or they would become null and void. A copy of the bills will be emailed to Dick Weingart for distribution to the Board.

8. **APPROVAL OF MINUTES**

a. **Special meeting(s): March 22, 2021**

Motion to approve the special meeting minutes from March 22, 2021, was made by Link Diwan with the following corrections:

Item #5a under CES Budget should read – substantial increase for Technology Coordinator (salary was renegotiated). Add – Link Diwan expressed concerns regarding imbalance with salary increases between the teaching staff and other staff at the school. Delete the last sentence regarding compiling the spreadsheet.

Item #5a under Central Office should read – Link Diwan and Jean Lambert expressed concerns that CES budgeted amounts for Central Office do not match the same numbers presented within the corresponding Central Office budget.

Item #10c under Review of Board of Education CES Budget should read – presentation of salary increase for the Technology Coordinator (salary was renegotiated). Delete the last sentence regarding compiling the spreadsheet.

The motion was seconded by Jean Lambert and carried with one abstention by Doug Dubitsky.

9. CORRESPONDENCE:

a. BOF Representative to Steering Committee for Chaplin Housing Plan:

The 1st Selectman is soliciting a BOF volunteer to serve on the Steering Committee for Chaplin Housing Plan. Doug Dubitsky will represent the Planning & Zoning Commission on this Committee that will help develop a plan to promote affordable housing with assistance from NECCOG in drafting the plan.

10. BUDGET WORKSHOP FOR FY 2021-22:

a. Review first draft of total Chaplin FY 2021-22 anticipated revenues:

The first draft of the total Chaplin anticipated revenues was reviewed. The numbers for FY 21-22 and FY 22-23 are about the same with most items tracked very closely with the Financial Reports. State Funding is level funded for the next two years. Property taxes for this year and next year are based on 32.5 mills. A similar rate for FY 22-23 would be approximately \$100,000 less revenue due to the depreciation of Algonquin equipment. A mill rate of 33.5 mills would stabilize revenues at the same level. The difference in revenue totals is based on the change in property tax. Link Diwan suggested including the General Fund Balance and work to keep the mill rate constant (might not be good to raise taxes during recovery from the pandemic). Dick Weingart reported he is working on the Fund Balance and asked for suggestions on how to review electronic documents that need to be approved to go to town meeting while working remotely. Link Diwan suggested screen sharing Excel spreadsheets for everyone to review.

The remainder of the agenda except Item # 10d1) was tabled until the next meeting.

b. Review Town agency budget requests; identify individual budgets for examination/additional information/adjustment

c. Review Board of Education/CES budget for FY 2021-22 and identify questions/comments for Board of Education

d. Review Capital Projects Plan:

1) FY 2022-2026 CIP Plan as proposed by CIP Committee:

The FY 2022-2026 CIP Plan was reviewed. Proposed projects for FY 2021-22 include the following: **General Government** - Playscape at Garrison Park (Phase II equipment installation); Chaplin 2022 Bicentennial Celebration (target is \$50,000 with a plan for monthly events starting spring of 2022 culminating with a full day event at Garrison Park that will include Fireworks and Music).

Public Safety - Firefighter Gear Replacement (yearly); Fire Hose (yearly); Vehicle Replacement (replace firetruck with new or slightly used); Generator Replacement (replace old unit at the Fire Department that is an Emergency Command Center). Doug Dubitsky expressed concerns with the amount of additional funding for a fire truck and asked why it is needed since the town has been

setting aside funds yearly based on vehicle replacement plan reviewed previously with the Fire Department (every vehicle was reviewed and another review is needed). Dick Weingart recommended bringing concerns to the BOS and getting a copy of the vehicle replacement plan from the Fire Department. The Board of Finance will not approve expenditure for vehicle replacement until documentation is received including: expected lifetime of major equipment and expected year of replacement.

Public Works - Road Maintenance (ongoing); **Equipment Replacement** (used road sweeper); **Vehicle Replacement** (new plow truck based on replacement schedule – replaced at 15 years); **HVAC System: Library/Senior Center** (heating system is 25 years old); **Drainage Infrastructure Rehabilitation** (old systems); **Tree Removal** (continuing need); **Senior Center Parking Lot Paving** (2nd installment of funding); **Sander Roof Rack** (protect sanding equipment from the weather).

Education - Chaplin Board of Education – Replace carpets with tile - halls, classroom, office; HVAC- Replace building electrical controls (original system controls require replacement); **Building Wing Air Conditioning** (classrooms).

The Net CIP funding from the General Fund Budget is \$360,532 with \$900,000 transfer from the General Fund Unassigned Fund Balance. Link Diwan suggested looking at grant funding through Green Bank or other energy sustainability systems.

2) Review completed CIP projects for potential closure: #3300.13, #3305.22, #3320.1, 3320.12

- e. **Review BOF Budget Development Calendar for FY 2021-22; establish dates for Board of Finance special budget workshops and budget Public Hearing**
- f. **Other budget issues for consideration**

11. OLD/NEW BUSINESS:

- a. **Review FY 2021-22 online budget book materials and presentation**
- b. **Consider and act on funds transfers and budget line additions/adjustments as requested**

12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting: Standard meeting agenda & FY 2021-22 Budget Workshop
- b. Special meeting(s): FY 2021-22 Budget Workshops

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

- a. Monday, April 5, 2021: Special Meeting & Budget Workshop @7pm (Remote Dial In)
- b. Monday, April 12, 2021: Regular Meeting and Budget Workshop @ 7pm (Remote Dial In)
- c. Monday, April 26, 2021: Budget Public Hearing and Special Meeting Budget Workshop @ 7pm (In Person and Remote Dial In)
- d. Monday, May 10, 2021: Annual Town Budget Meeting@7pm (In Person/Remote Dial In Tentative)
- e. Monday, May 24, 2021: Special Meeting to Set Mill Rate & Approve Revenue Budget for FY 21-22

14. ADJOURN:

Motion to adjourn (9:30 PM) was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.

***Respectfully submitted by Kathleen Scott
Recording Secretary***