

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Meeting Minutes
November 9, 2020

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

3. SEATING OF ALTERNATES:

Alternate Peter Haines was seated for Board member Jean Lambert who could not attend.

4. FIRST AUDIENCE FOR CITIZENS:

Link Diwan speaking as an audience member presented resident's concern regarding the DARE program not available to some children educated at home who are not enrolled at Chaplin Elementary as a result of the pandemic. Linda Caron who runs the DARE drug awareness program reported that the program is available online for students in Distance Learning but not for home-schooled students who are not registered (no longer have a Google Classroom account). She also reported the student has made arrangements with the Trooper for a separate class.

5. GUESTS: None

6. ADDITIONS OR CHANGES TO AGENDA:

Add to agenda as Item #10d, Discuss FY 2021-22 Budget Development Policies.

Add to agenda as Item #10e, FY 2021-22 BOF Budget Calendar.

7. REPORTS:

a. Board Member Reports:

1) Selectmen's Monthly Meeting:

- Dick Weingart reported the following to the Board of Selectmen: Audit is in progress, Annual Report requests were sent out, Budget Letters should be sent out not later than December 1st and CIP requests were distributed.
- The local bridge program will open soon. The First Selectman is working on application for funding the Bedlam Road Bridge (50/50 match). There are no new developments on the England Road Bridge.
- The Library was awarded \$22,000 from the state from the Library Access Grant. Victor Boomer reported that the funds can be used on COVID related items and must be spent by December 18th. The funds will be used for new front doors with automatic openers, air scrubber for the Meeting Room, two Chromebooks and other related items.
- Senior Center Director Roxanne St. Jean will be retiring at the end of the year. It will be sad to see her go and she is wished good luck.

Doug Dubitsky reported that Chaplin has been awarded the STEAP Grant.

2) FY 2019-20 Audit:

The auditors are working and have reviewed information in the online portal. They will visit the Town Hall November 17th – 19th. Items missing that held up the audit previously include: Calculations for OPED (usually done by the Business Manager - ***Dick Weingart will follow up***

with Superintendent Henrici) and the Fixed Asset Schedule for the Town (submitted by the Accountant in September – **Dick Weingart will follow up**).

3) FY 2019-20 Annual Report:

Link Diwan reported that 13 Annual Reports have been received to date including the Ad Hoc Bicentennial Committee. Missing reports include: Board of Selectmen, Board of Assessment Appeals, Board of Finance, Burning Official (Peter Haines is assisting), Registrar of Voters, Volunteer Fire Department, Fire Marshall, Tree Warden, Rec Commission and Emergency Preparedness (Peter Haines is assisting). A reminder email will be sent out for missing reports.

4) FY 2020-21 CIP Committee scheduled meetings and review:

CIP requests and forms were sent out last week asking for projections for the following 4 years. A tentative meeting is scheduled for Thursday, December 10th.

b. Staff Reports:

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

Revenues – Tax Collections are running between \$175,000 and \$200,000 behind last year and was expected due to tax deferment to October 1st approved by the Board of Selectmen. The first payment for ECS funds has not been received (usually by the end of October).

Expenses – Volunteer Fire Department Repairs is a negative -\$12,436. **Dick Weingart will follow up on**. Link Diwan asked if the payment for the Ambulance Assessment is paid in a lump sum (not paid yet). **Dick Weingart will follow up with the First Selectman on the terms of the contract with Willimantic.**

Motion to accept the October 2020 Financial Statements, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

2) Tax Collector: Review and accept monthly Tax Collections Report (FY 20-21); identify questions for follow up: No Report

3) Assessor & Treasurer: None

8. APPROVAL OF MINUTES:

a. Regular meeting – October 5, 2020:

Motion to approve the minutes from October 5, 2020, was made by Link Diwan with the following corrections:

Item #10c should read – (not to exceed 1% of their budget).

Item #11f should read – Board consensus is to consult with the First Selectman and staff regarding this.

The motion was seconded by Victor Boomer and carried unanimously.

Discussion of sending out Annual Report request with Budget Request will be added to next month's agenda.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

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

The BOE/CES FY 2019-20 Budget Reports were reviewed and are posted on the website. A payment of \$15,189 from the Retirement line was not budgeted and may be from a new retirement this year. ***Dick Weingart will follow up with Superintendent Henrici.***

b. Consider and act on Board of Education request for transfer of funds in accordance with the BOF-BOE Non-Lapsing Carryover Account policy:

The Board of Education has requested transferring 1% of their budget (\$38,375) to the BOF-BOE Non-Lapsing Carryover Account.

Motion to approve transfer of \$38,375 from the General Fund Unallocated Fund Balance to the BOF-BOE Non-Lapsing Carryover Account, was made by Peter Haines, seconded by Linda Caron and carried unanimously.

No action will be taken for the request to use the budget surplus to offset the Cafeteria Fund deficit until a plan of operation is developed for moving forward. A meeting was held with the Cafeteria Director to discuss the factors that affect putting food on the table in a cost-effective manner. An ongoing process will be established so that the program does not continue to run in a deficit. Dick suggested adding funds to the BOE budget to get started. The account will be reviewed for the past three years to determine an average cost to provide meals including labor costs and revenue. The standard lunch program includes some free and reduced lunches. The extended program provides free lunches for all students (eligibility determined by economic factors in the community) and is effective through the end of the school year.

c. Review BOF Town Agency Budget Management Policy: Second Review:

Discussion and approval on hold until an in-person meeting can be held.

d. Discuss FY 2021-22 Budget Development Policies:

The Board was presented with FY 2021-22 Budget Development Policies for review. Budget increases will not be considered this year (except salaries) due to a significant deficit expected in the state budget for the next two years.

Motion to approve the FY 2021-22 Budget Development Policies for Town Agencies, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.

e. FY 2021-22 BOF Budget Calendar:

The Board was presented with the FY 2021-22 Budget Calendar that has been updated through January 2021. All October activities are complete.

11. NEW BUSINESS:

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

b. Consider and act on BOF regular meeting schedule for 2021; second Monday of each month unless holidays require rescheduling:

Dick Weingart presented the BOF regular meeting schedule for 2021.

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January 11	May 10 (Annual Town Meeting)	September 13
February 8	June 14	October 4 (change due Oct. 11 holiday)
March 8	July 12	November 8
April 12	August 9	December 13

The Board will continue to meet remotely as the state has rolled back to Phase 2.1.

Motion to approve the BOF regular meeting schedule for 2021 to be held on the second Monday of each month (unless holidays require rescheduling) at the Town Hall at 7pm, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

Victor Boomer was asked to draft a meeting calendar for this year.

c. Consider and act on BOF budget letter to Town agencies for FY 2021-22:

The BOF budget letter to Town agencies for FY 2021-22 was presented for review. Budget increases will not be considered for this year except salaries due to obstacles from the pandemic and significant deficit expected with the state budget.

Motion to approve BOF budget letter to Town agencies for FY 2021-22, was made by Peter Haines, seconded by Link Diwan and carried unanimously.

d. Begin review of draft BOF-BOE Non-Lapsing Carryover Account policy & procedure:

Will review at the next meeting.

e. 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) 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. Standard regular meeting agenda
- b. Review and possible action on BOF FY 2021-22 Board of Education budget request letter
- c. Continue review of draft BOF – Town Agency Budget Management policy & procedure
- d. Continue review of draft BOF – BOE Non-Lapsing Carryover Account policy and procedure
- e. Audit Update
- f. CIP Committee Update

Dick Weingart contacted Alex Hill regarding putting the budget books online and will present update for the next meeting.

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

- a. Monday, December 14, 2020: Regular Meeting @ 7pm (Remote Dial In)
- b. Monday, January 11, 2021: Regular Meeting @ 7pm (Remote Dial In)

16. Adjourn:

Motion to adjourn (8:47 PM) was made by Victor Boomer, seconded by Link Diwan and carried unanimously.

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