

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Remote Special Meeting Minutes**  
**May 10, 2021**

Chairperson Dick Weingart called the remote meeting to order at 9:08 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 Alternates Matt Foster and Bill Jenkins.

- 3. **SEATING OF ALTERNATES:** None
- 4. **AUDIENCE FOR CITIZENS:** None
- 5. **ADDITIONS OR CHANGES TO AGENDA:** None
- 6. **GUESTS:** None

The remainder of the agenda except Item #11 will be discussed at the next meeting.

- 7. **REPORTS:**
  - a. **Board Member Reports**
    - 1) **Selectmen's Monthly Meeting**
  - b. **Staff Reports:**
    - 1) **Accountant - Review and accept monthly Financial Statements; identify questions for follow up**
    - 2) **Tax Collector - Review and accept monthly Tax Collections Report; identify questions to follow up**
- 8. **APPROVAL OF MINUTES – SPECIAL MEETING 04/26/2021**
- 9. **CORRESPONDENCE**
- 10. **CONSIDER AND ACT ON FUNDS TRANSFERS AND BUDGET LINE ADDITIONS/ADJUSTMENTS AS REQUESTED**
- 11. **FY 2021-22 BUDGET WORKSHOP – CONSIDER AND ACT ON BUDGET PUBLIC HEARING TESTIMONY AND COMMENTS**
  - a. **Review of Public Hearing testimony and written comments:** No written comments were received.
  - b. **Plan for May 24, 2021 Annual Town Budget Meeting**
    - 1) **Consider and act on Board of Education adopted budget:**

This budget includes \$25,000 reduction requested by the Board of Finance.  
***Motion to approve the Board of Education/Chaplin Elementary School budget for FY 2021-22 in the amount of \$3,906,805, made by Jean Lambert, seconded by Victor Boomer and carried unanimously.***
    - 2) **Review RSD11-PHMS/HS Board of Education adopted budget and Chaplin assessment (updated):**

Dick Weingart looked at the RD11 Audit from June 30<sup>th</sup> of this past year with the Fund Balance in excess of \$550,000. He expects the RD11 Board to commit at least \$200,000 to offset assessments and recommends \$80,000 reduction (Chaplin percentage is almost 44%).  
***Motion to approve a reduction in the estimated Chaplin assessment for FY 2021-22 RSD11-PHMS/HS Parish Hill budget in the amount of \$80,000, made by Jean Lambert, seconded by Linda Caron and carried unanimously.***
    - 3) **Consider and act on Town agency budgets – follow up from BOF 4/26/2021 budget workshop:**

The Board discussed Town Agency Budgets and decided on the following reductions to reduce the deficit based on historical numbers: General Government (\$2,500), Board of Selectmen (\$1,000), Building Grounds & Maintenance (\$2,500), Employee Benefits & Costs (\$20,000), Chaplin Library (\$2,000), Police Protection (no reduction), Public Works (\$4,000), Sanitation (\$2,000), Senior Center (\$2,000), Tax Collection Services (\$2,500) and Volunteer Fire Department (\$3,000). The Town Contingency is \$45,000 (\$20,000 for General Budget Contingency and \$25,000 for salary increases to be determined). The projected deficit has been reduced to \$117,000.

***Motion to approve the Town Government budget for FY 2021-22 in the amount of \$2,085,638 made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

- 4) Consider and act on FY 2022-2026 Capital Projects (CIP) Plan as presented to Public Hearing:  
***Motion to approve the FY 2022-2026 Capital Projects (CIP) Plan with General Fund budget funding for FY 2021-22 in the amount of \$294,657 and maximum transfer from the Unassigned Fund Balance of \$400,000, made by Link Diwan, seconded by Jean Lambert and carried unanimously.***

- 5) Review FY 2020-21 & FY 2021-22 budget forecasts (revenue and expenditures), projected surplus/deficit, Fund Balance, and Mill Rate implications: None

- c. Approve final combined Town Govt. and Board of Education budget for FY 2021-22:  
***Motion to approve the combined Town Government and Board of Education Chaplin Elementary School budget for FY 2021-22 in the amount of \$9,074,135 made by Link Diwan, seconded by Jean Lambert and carried unanimously.***
- d. Consider and act on Commitment of anticipated FY 2020-21 Unallocated Fund Balance for CIP projects:  
***Motion made by Link Diwan to recommend to Town Meeting a transfer in the amount of \$400,000 from the FY 2020-21 General Fund Unassigned Fund Balance to the CIP Fund for the following projects: Project #3340.13 – Vehicle Replacement: new Fire Truck (\$175,000); Project #3305.7 – England Road Bridge (\$200,000); Other projects per CIP Plan (\$25,000). The motion was seconded by Linda Caron and carried unanimously.***
- e. Review completed Capital Projects for potential closure: #3300.13, #3305.22, #3320.1, #3320.12:  
None
- f. Other budget issues for consideration: None

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

- a. Set the Mill Rate for FY 2021-22  
b. Other necessary business

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

- a. Monday, May, 24, 2021: Annual Town Budget Meeting @ 7pm in the Chaplin Senior Center

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- b. Tuesday, June 1, 2021: Special Meeting to Set the Mill Rate for FY 2021-22 @ 8:15pm-following budget referendum (Remote Audio/Video)
- c. Monday, June 14, 2021: Regular Meeting and Approve Revenue Budget @7pm (IN PERSON)

**14. ADJOURN:**

***Motion to adjourn (10:55 PM) made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

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