

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**June 14, 2021**

Chairperson Dick Weingart called the remote meeting to order at 7:02 PM. Present were Board members Link Diwan, Linda Caron and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Jean Lambert and Doug Dubitsky; Alternate Matt Foster and Alternate Bill Jenkins.

**3. SEATING OF ALTERNATES** - Alternate Peter Haines was seated for Board member Doug Dubitsky.

**4. FIRST AUDIENCE FOR CITIZENS**

Link Diwan commented about tonight's meeting posted on the Town website as remote and in-person (the agenda states in-person only) and asked if audio recordings will continue to be posted on the website.

*Dick Weingart will follow up.*

**5. GUESTS** - None

**6. ADDITIONS OR CHANGES TO THE AGENDA**

- Add to agenda as Item #11g.3) – Assign Funds to offset FY 2022-23 CIP Plan.
- Add to agenda as Item #11h – Review Completed Capital Projects for Closure - #3300.13, #3305.22, #3320.1, #3320.12.
- Add to agenda under Item #8 – Approval of Special Meeting Minutes for April 26, 2021.

**7. REPORTS**

**a. Board Member Reports:**

**1) Selectmen's Monthly Meeting:**

Dick Weingart presented items from the Selectmen's meeting:

- The application to the local bridge program for the Bedlam Rd Bridge has been accepted. The total cost estimate is \$1.4 million with a 50/50 match (Grant is up to approximately \$950,000). Chaplin's portion would be about \$700,000 (need to appropriate \$100,000 this fiscal year at a town meeting). The design work needs to be completed a year from now.
- There were articles in the Chronicle regarding an issue with how RD11 handles budget surpluses. If there is a large surplus, some funds are designated to reduce town assessments in the following year (not done according to state statute). Any surplus from RD11 must be used to offset the cost of education to member towns in the subsequent year. RD11 had a budget surplus of about \$425,000 for FY 19-20 with about \$160,000 that should be returned to Chaplin for the current fiscal year. The \$80,000 taken off the RD11 bill for next year has to be reinstated and go to Town meeting. The Selectmen from the three towns signed a letter to RD11 regarding following the statutory process going forward. Link Diwan suggested adding this to the BOF Calendar.
- There is a new Business Manager at RD11 (Mr. Caldas left).

Peter Haines presented information from Representative Joe Courtney's Newsletter on grant funding for eastern CT towns hit hard by Covid. Chaplin is expected to receive an allocation of municipal aid from the federally assisted American Rescue Plan in the amount of \$662,633 (\$331,316 each for FY 20-21 and FY 21-22 and may have restrictions). Peter Haines was asked to contact Joe Courtney about the rules and guidelines for this funding (Victor Boomer will assist). Link Diwan presented similar information from the March 11<sup>th</sup> issue of the Hartford Courant.

**b. Staff Reports:**

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

Financial Statements will be posted on the website the Thursday before the scheduled meeting. The Board is asked to review the documents ahead of time. Hard copies are available upon request. Link Diwan asked about the following items that are overbudget:

Library – \$10,000 overbudget (for the Everybody Learns Grant and reflected in the Revenues). Dick Weingart reported the schools have a separate report for grant funds and will check with other towns to see how they handle grant funds. Building Maintenance - \$5,500 overbudget (for Covid Relief Funds that are expended then filed for reimbursement). A request for transfers is expected for this category. Accounting Salary - \$3,500 overbudget (hours were increased from 30-35 hours). Dick Weingart suggested bringing back the Budget Management Policy for review (requests for budget adjustments will need documentation). General Expenses/Legal Fees – \$5,000 overbudget (contract negotiations for Public Works, Executive Session for Personnel Matter, Town Council needed for Town Ordinances). Historic Document Preservation Grant - \$1,000 overbudget (budgeting or entry error on #43105.0 versus #17110) **Dick Weingart will check on.**

Dick Weingart reported on Other Assets – Due from Cafeteria (expected to grow to \$30-\$40,000 with reimbursements lagging expenditures) and Due from Education Grants (Revenues are lagging) and hope to resolve with the new Business Manager. CIP Road Paving – overbudget (due for reimbursements). Link Diwan suggested drafting an Overbudget Report for the Board of Selectmen to review prior to Board of Finance meeting.

***Motion to accept May Financial Statements for FY 20-21, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**2) BOE/CES – Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up:**

The BOE/CES reports for April were received today for review. The Superintendent was asked to submit BOE/CES Financial Reports monthly as soon as they are seen by the BOE. Link Diwan asked why there is no budget for #1000230 – Retirement (is offset by salaries) and why there are three Central Office line items (#1210309 – Special Ed, #2320309 – Superintendent, #2510309 – Business Office) with each exactly \$2,000 overbudget. **Dick Weingart will check on.**

***Motion to accept BOE/CES Financial Statements for April FY 20-21, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.***

**3) Tax Collector - Review and accept monthly Tax Collections Report; identify questions for follow up:**

Total Tax Collections were 100.5% through May 2021.

***Motion to approve Tax Collections Report through May 2021, was made by Link Diwan, seconded by Peter Haines and carried unanimously.***

**4) Assessor/Treasurer: No Report**

**8. APPROVAL OF MINUTES**

- a. **Public Hearing – May 10, 2021; Special Meeting – May 10, 2021; Special Meeting - April 26, 2021:**  
*Motion to approve Public Hearing minutes from May 10, 2021, was made by Victor Boomer, seconded by Link Diwan and carried unanimously.*

*Motion to approve the special meeting minutes from May 10, 2021, was made by Peter Haines with the following corrections:*

Item #11b.3) Pg. 2 should read – Police Protection (\$4,784), Town Contingency is \$45,000 (\$25,000 for General Budget Contingency and \$20,000 for salary increases to be determined).

*The motion was seconded by Victor Boomer and carried unanimously.*

*Motion to approve the special meeting minutes from April 26, 2021, was made by Link Diwan, seconded by Linda Caron and carried unanimously.*

**9. CORRESPONDENCE - None**

**10. OLD BUSINESS - None**

**11. NEW BUSINESS**

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None
- b. **Set the mill rate for FY 2021-22:**  
*Motion to set the mill rate for FY 2021-22 at 32.5 mills, contingent on passage of the FY 2021-22 budget at referendum on June 15, 2021, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.*
- c. **Appoint Auditor for FY 2020-21:**  
*Motion to appoint AO & Company, LLC as Chaplin's Auditor for FY 2020-21, was made by Link Diwan, seconded by Linda Caron and carried unanimously.*
- d. **Review final FY 2021-22 State budget and municipal aid to Chaplin:**  
Chaplin's total Municipal Aid Grants for FY 22 are expected to be \$1,754 more than the current year. The State budget holds towns that would have seen a reduction in ECS harmless (would have resulted in \$60,000 reduction in ECS for Chaplin) with a new way to calculate being phased in. Chaplin will also receive \$50,000 grant for the BOE and \$200,000 grant for distressed municipalities.
- e. **Approve Revenue Budget for FY 2021-22:**  
The Revenue Budget will be presented next month for approval.
- f. **Assign Annual Report coordinator for FY 2020-21 –** Tabled until the next meeting.
- g. **Consider and act on Transfer/Assignment of funds from General Fund Unassigned Fund Balance:**
- 1) **Transfer funds to match STEAP grant for electronic sign:**  
Dick Weingart presented letter from July 2020 that was delayed in sending regarding STEAP Grant funding for an electronic sign. Link Diwan expressed concerns with the letter not including the

total cost and timeline for the project, not bringing the project before the CIP Committee, and possible nuisance to neighbors. Dick Weingart reported the Board of Selectmen applied to the STEAP Grant for the sign as Covid related to inform residents of Public Safety and Quality of Life Information. The project needs to be a CIP project to appropriate funds to use in a future fiscal year. Dick Weingart suggested future requests include additional information on matching grant requirements, cost of the project and a timeline. Victor Boomer requested a total cost and timeline for the electronic sign project for the next meeting. Peter Haines is in favor of the electronic sign to enhance notifying residents.

***Motion to transfer and appropriate \$15,000 from the FY 2020-21 General Fund Unassigned Fund Balance to the Capital Projects (CIP) Fund for new project "Electronic Sign", was made by Peter Haines, seconded by Linda Caron and carried with the following vote:***

***YES: Linda Caron, Victor Boomer, Peter Haines.***

***NO: Link Diwan.***

**2) Assign funds to balance FY 2021-22 budget:**

***Motion to assign \$115,550 from the FY 2021-22 General Fund Unassigned Fund Balance to balance the FY 2021-22 budget, contingent on passage of the FY 2021-22 budget at referendum on June 15, 2021, was made by Victor Boomer, seconded by Link Diwan and carried unanimously.***

**3) Assign funds to offset the FY 2022-23 CIP Plan:**

***Motion to assign \$165,000 from the FY 2020-21 General Fund Unassigned Fund Balance for future transfer to the CIP Fund to offset the FY 2022-23 CIP Plan, contingent on passage of the FY 2021-22 budget at referendum on June 15, 2021, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.***

**h. Review completed Capital Projects for closure: #3300.13, #3305.22, 3320.1, #3320.12:**

The following projects have a zero balance (leftover funds from the first three projects were used to offset the current CIP).

***Motion to approve closing the following CIP projects as of June 30, 2021, made by Victor Boomer:***

***a. Project #3300.13 - Fencing PreK***

***b. Project #3305.22 - TH Sidewalk Replacement***

***c. Project #3320.1 - Assessor Revaluation***

***d. Project #3320.12 - HVAC Town Hall***

***The motion was seconded by Linda Caron and carried unanimously.***

Add to agenda as Item #11i – COST Legislative Wrap-up and Item #11j – Chromebooks.

**i. COST Legislative Wrap-up:**

The COST Legislative Wrap-up will be held remotely on June 17<sup>th</sup> from 9am to 12pm. The Board is asked to notify Sue Krodel if they wish to attend.

**j. Chromebooks:**

Dick Weingart suggested moving forward with the purchase of Chromebooks (or something similar that is suitable for sharing documents) for more efficient meetings using Covid Funding and suggested

contacting the IT Coordinator from Windham for recommendations on available options. Link Diwan suggested the Board consider additional costs for Chromebooks including: tech support, replacement costs (5-year life span), software (would need separate accounts with upgrade to licenses for each member), security software or service, and additional Chromebooks for other Town Agencies. Board members could bring their own devices to reduce costs. Victor suggested getting information through a secure server (wouldn't need Word or Office program). Link Diwan suggested opening to the Board of Selectmen to enable remote work or Hybrid meetings. Board consensus is to ask the Board of Selectmen to investigate solutions for digital access and collaboration with Board members at their meetings.

## **12. CONTINUING BUSINESS**

- a. Review Board goals and policies for FY 2020-21
  - 1) Board policies and Board Member handbook
    - a) Revise BOF Town Agency Budget Management policy and procedures: SECOND REVIEW
    - 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) Revise BOE Non-Lapsing Carryover Account: Review procedures to reflect change of Bank, G/F accounts, and format
    - 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. Regular meeting: Standard meeting agenda
- b. Review and update BOF Annual Activity Calendar

## **15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS**

- a. Monday, July 12, 2021: Regular Meeting @ 7pm (Town Hall)
- b. Monday, August 9, 2021: Regular Meeting @ 7pm (Town Hall)

## **16. ADJOURN:**

*Motion to adjourn (9:54 PM) was made by Linda Caron, seconded by Link Diwan and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*