

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
September 13, 2021

Chairperson Dick Weingart called the meeting to order at 7:03 PM. Present were Board members Link Diwan, Linda Caron and Victor Boomer; Alternate Peter Haines. Others present were Treasurer Diana Alvarez and Emergency Preparedness Director Jim Randall. Unable to attend were Board members Doug Dubitsky and Jean Lambert; 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: None

5. GUESTS: Diana Alvarez, Chaplin Town Treasurer

a. Change of banks from Webster to Berkshire:

Diana Alvarez presented information on changing banks to Berkshire. Originally, the town used the Savings Institute that was taken over by Berkshire. No representative came to the town to explain the changes. At the time, Webster Bank was being used for Tax Collections and all tax accounts. The Town of Windham uses a courier to take deposits to Webster Bank. The closest bank for deposits is in Manchester so it was decided to return to Berkshire with local branches nearby.

b. Bank charges vs. interest income:

Met with the account representative and requested no charge for fees for anything. The bank guaranteed they would make it work with municipalities.

c. STIF account and investments:

An investment account was making more money than the STIF account until the interest rates dropped with Covid. The STIF account always gets funded with grants.

d. Q&A with BOF:

Link Diwan asked if all the town and BOE accounts will be moved to Berkshire (all the accounts will be moved except the investment fund until established with Berkshire). Peter Haines asked if the Town of Windham will continue with Webster Bank (they will continue as Webster is the only bank that handles third party with fees).

Linda Caron left the meeting at 7:15 PM and returned at 7:30 PM.

Dick Weingart asked about Webster F2F Service Fees #9046 – July and August is \$927.75 credit and end of July is \$157.29. Diana Alvarez will verify the amount and email the Board.

6. ADDITIONS OR CHANGES TO THE AGENDA: Add to agenda as Item #7a4) – Digital Access.

7. REPORTS:

a. Board Member Reports:

1) Selectmen's Monthly Meeting

Dick Weingart presented the following from the Selectmen's meeting:

- American Rescue Plan funds are being used by NECCOG to hire a guru to advise member towns on what the funds can be used for. They are meeting to further figure out what is needed.

- The England Road Bridge project is moving along.
- The Bedlam Road Bridge project – funds through local bridge fund are still available. The project is on hold until Chaplin comes up with their share (\$500-\$600,000) that will be part of the CIP budget.
- A proposed programmable sign is funded with the STEAP Grant (hope to have in place by the end of the year). A size issue needs to be worked out with Planning & Zoning.
- A USDA Grant of \$91,000 has been earmarked for a new fire truck. The Fire Department is close to identifying a vendor and how the truck will be outfitted.
- The intersection of North Bear Hill Road and Route 198 will be done in the spring of 2022 with funding through Public Works.
- The William Ross Library building is under contract with a price of \$75,000.

2) FY 20-21 Annual Report: The second reminder for the Annual Report was sent out.

3) FY 2020-21 Audit:

A pre-audit Zoom conference was held on August 17th where it was established that all data needs to be uploaded by the end of September. The auditors will begin review the first week of October.

4) Digital Access:

The Town Clerk is investigating turning all town ordinances and regulations into a code for the town that is being done in some surrounding towns. Some of the companies that provide this service will also maintain electronic meeting minutes.

b. Staff Reports:

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

- #20130 Bank Service Charges (the Treasurer is checking on).
- #31515.4 Health Insurance – premiums for July and August are \$28,042 (\$138,000 was budgeted) (*action item*).
- Peter Haines asked about #32100 Fire Marshal Salary – July and August are \$1,725 (*action item*).
- Link Diwan asked why nothing is posted against #29000 Building Inspector who has been busy, possibly waiting to be processed (*action item*).
- #42000 Tax Collector – Town of Windham gets paid when invoiced.

Motion to accept July and August 2021 Town Financial Statements, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.

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

The Board reviewed the BOE/CES Financial Statements for FY 20-21 with a projected surplus of approximately \$23,000. Link Diwan expressed concerns with the higher than budgeted salary for #2220119 Technology Coordinator (has no reason to doubt Technology Coordinator is worth every penny of the salary), the three items in Central Office that are overbudget (#1210309, #2320309, #2510309), and why Checking/Savings is in the negative (*action items*).

Motion to accept the BOE/CES Financial Statements for 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 for July was 43.6%.

Motion to accept Tax Collections Report for July 2021, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

4) Assessor/Treasurer: No Report

8. APPROVAL OF MINUTES:

a. Regular Meeting – August 9, 2021:

Motion to approve the regular meeting minutes from August 9, 2021, was made by Peter Haines with the following corrections:

Item #7a2) should read Peter Haines presented the Annual Report Request Memo and template that was simplified from last year to make it easier for edits and includes the Town Logo.

Pg. 2 Year End Budget Transfers should read – 47000 Volunteer Fire Dept - \$2,345.24 (Due to receipt of prior period Electricity invoices).

The motion was seconded by Victor Boomer and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS:

a. Review and update BOF Annual Activity/Project Calendar:

Dick Weingart presented updated Activity/Project Calendar for review. Will discuss getting ready for the next budget cycle next month.

b. Review detail account reports from FY 2020-21 for accounts: 47104.1, 47104.2, 47109:

Detailed account reports for the Fire Department were reviewed for supplies, maintenance contracts and repairs. Dick Weingart suggested items be listed in the right category. Link Diwan suggested budgeting for actual expenses (\$2,000 budgeted for supplies – actual expenses \$7,270; \$3,500 budgeted for maintenance contracts – actual expenses \$8,950; \$10,000 budgeted for repairs – actual expenses \$17,732).

11. NEW BUSINESS:

a. Consider and act on funds transfers and budget line additions/adjustments as requested:

1) FY 2021-22: \$505 from Conservation Comm-#31000 to IWC-Conservation -#34110:

A request was made to combine the budgets of the defunct Conservation Commission into the Inland Wetlands budget.

Motion to transfer \$505 from Conservation Commission - #31000 to IWC-Conservation - #34110, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

b. Consider and act to create Restricted Account #10701.16-Bicentennial Celebration 2022 and transfer \$5,000 from CIP Project/Account #3320.13-Chaplin 2022 Bicentennial Celebration:

The auditor recommended setting up a new restricted account to record revenue and pay expenses for the Bicentennial. The Bicentennial Committee plans to generate revenue from the sale of Calendars with photos of historic homes by Victor Boomer and events planned for 2022, and a booklet of homes from Chaplin Village with ads solicited from local businesses. To date, there is \$30,000 in the CIP to offset Bicentennial expenses.

Motion to create Restricted Account #10701.16 – Bicentennial Celebration 2022 and transfer \$5,000 from CIP Project/Account #3320.12-Chaplin 2022 Bicentennial Celebration into the new account, was made by Link Diwan, seconded by Peter Haines and carried unanimously.

Link Diwan suggested listing all items that need follow up at the end of the minutes as action items.

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

The Policy was reviewed and comments to date will be added for discussion at the next meeting (add Budget Transfer form and add wording to verbal expenditure authority).

Victor Boomer left the meeting at 9:35 PM.

12. CONTINUING BUSINESS

a. Review Board goals and policies for FY 2021-22

- 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: Revise 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:

Jim Randall commented about the cleaning contract for the Fire Department that is part of the town contract.

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting: Standard meeting agenda
- b. Review BOF policies for development of the FY 2022-23 budget
- c. Continuing review of the BOF Town Agency Budget Management Policy
- d. First review of the BOE Non-Lapsing Carryover Account Policy
- e. Digital Access

Action items that need follow up:

- #31515.4 Health Insurance – premiums for July and August are \$28,042 (budgeted \$138,000).
- #32100 Fire Marshal Salary - \$1,725 for July and August (\$8,712 budgeted).

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- #29000 Building Inspector - no expenditures posted.
- Three BOE/CES items are exactly \$2,000 overbudget each (#1210309 Central Office/Spec Ed, #2320309 Central Office/Superintendent and #2510309 Central Office/Business Office).
- BOE/CES Balance Sheet – Total Checking Savings in the negative.

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

- a. Monday, October 4, 2021: Regular Meeting @ 7pm (Town Hall)
- b. Monday, November 8, 2021: Regular Meeting @ 7pm (Town Hall)

16. ADJOURN:

Motion to adjourn (9:50 PM) was made by Peter Haines, seconded by Linda Caron and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*