

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 28, 2022

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Link Diwan and Victor Boomer; Alternate Peter Haines. Others present were Finance Manager Val Garrison and Treasurer Diana Alvarez. Unable to attend were Board members Linda Caron, Doug Dubitsky and Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

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

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

5. **GUEST(s):** None

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

7. **REPORTS**

a. **Board Member reports:**

Peter Haines reported that there was a glitch in the Annual Report (Logo and pagination) and that there is no mention of the number of town reports required in Section 7 of the statute (states they be available for distribution). Hard copies are available upon request at 50 cents per page (70 pages).

b. **Staff Reports:** None

8. **APPROVAL OF MINUTES:**

a. **Special Meeting(s) – March 21, 2022:**

Motion to approve special meeting minutes from March 21, 2022, was made by Link Diwan with the following correction:

Item #5a under Business Office should read – Payroll Services (decrease for switch from ADP to Paylocity).

The motion was seconded by Peter Haines and carried unanimously.

9. **CORRESPONDENCE:** None

10. **BUDGET WORKSHOP FOR FY 2022-23**

a. **Review first draft of total Chaplin FY 2022-23 anticipated revenues:** None

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

General Government – increase for Contracted Services (engineering costs), 3% increase for LAP Insurance and Worker’s Compensation (change amounts by adding 3% to what was paid this year).

Accountant – increase for Salary (change from salaried to hourly).

Assessor – increase for Salary and Computer Software.

Board of Selectmen – increase for Salaries, Clerical Hire (help with projects as needed), Grant Writer (new item, talk to the First Selectman about setting aside for the future). Dick Weingart spoke about \$300,000 increase for Chaplin’s Assessment for Parish Hill (consider with increases for large amounts).

Building, Grounds & Maintenance – increase for Building Maintenance (manage all town buildings and check their budget detail to determine if any funds can be pulled out and moved to here, Link suggested including the schools), Grounds Maintenance/Mowing (received 1 bid for \$31,550 - final

decision not made yet). Need final confirmation of the mowing contract and check on contractual agreement for Grounds Mowing. Dick Weingart expressed concerns about not bringing financial decisions made by the Board of Selectmen to the Board of Finance. **(*Need to Revisit)**

Motion for Link Diwan to draft a letter of resolve by the Board of Finance to the Board of Selectmen for better budget control, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.

Employee Benefits – decrease for Annuity Match, increase for Health Insurance (15%, added 1 person, amount may change – working with DPW union). **(*Need to Revisit)**

Library – increase for Salaries, Building Maintenance; update Utilities based on current prices. Dick Weingart asked for report on Building Maintenance details for the past two years. **(*Need to Revisit)**

Planning & Zoning – increase for Salary and Zoning Enforcement.

Police Protection – increase to contract (see documentation, verify town’s share of overhead costs). **(*Need to Revisit)**

Public Works – increase for Salaries, Overtime, Snow Removal, Building Fuel, Bus Fuel (reimbursed by the school), Salt, Tree Removal. Most of the increase is for Fuel. **(*Need to Revisit)**

Sanitation – increase to contract.

Senior Center – increase for Salaries (see documentation, discuss adding hours for the Senior Center Assistant with the BOS for another day of Breakfast and Lunch), Maintenance/Supplies (Landscaping shared with the library, look at detail to determine how much is for the building). Link Diwan suggested checking price with Citizen’s Energy Co-op for propane (cheaper than Osterman used by the town). **(*Need to Revisit)**

Tax Collector – increase to Contract and Computer System, decrease for Collection Fees.

Town Clerk – increase for Salaries and Historic Document Grant (Library Grant).

Transfer Station – increase for Salaries; decrease for Haul Bulky Waste, Haul Singlestream, Disposal-Antifreeze, Disposal-Refrigerant - still collected and last billed in 2018 (Val will check on). **(*Need to Revisit)**

Treasurer – increase for Salary (discussed change of duties with the First Selectman including – moving anything related to finances to the Finance Office – ordering for all departments and online reporting, working more hours, travel to Webster Bank, doing the Annual Report previously done by the Treasurer, Notary). Dick Weingart asked for written documentation with justification for new job duties and how it differs from old job duties.

Volunteer Fire Department – increase for OSHA Mandates (physicals). Link Diwan asked for PDF budget details for (FY 20-21) and (FY 21-22) to present. **(*Need to Revisit)**

Town Contingency – needs updating. **(*Need to Revisit)**

Agencies with minimal increase or no change - Board of Assessment Appeals, Board of Finance, Building Official, Burning Official, Community and Economic Development, Conservation Commission, Emergency Preparedness, Fire Marshal, Historic District, Inland/Wetlands Commission, Recreation, Registrars, Tree Warden, Vital Statistics, Zoning Board of Appeals.

- c. **Review Board of Education CES budget for FY 2022-23 and identify questions/comments for Board of Education:** None
- d. **Review Capital Projects Plan**
 - 1) **FY 2023-2027 CIP Plan (first draft).** CIP Committee review meeting scheduled for 03/29/22: None
 - 2) **Review completed CIP projects for potential closure:** None
- e. **Review BOF Budget Schedule and set dates for Board of Finance special budget workshops and Budget Public Hearing:**

The Budget Public Hearing was changed to April 18, 2022 on the Budget Calendar.

f. Other budget issues for consideration:

Link Diwan asked about the possibility of using the BOE Non-Lapsing Fund to offset increase for Chaplin's Assessment of \$300,000 for Parish Hill to support additional high school students (the BOE is encouraged to transfer portion of any surpluses to this fund and use for capital improvement projects).

11. OLD/NEW BUSINESS:

- a. Review action items from previous meetings – see minutes: None
- b. Review and update BOF Annual Activity/Project Calendar: None
- c. Consider and act on funds transfers and budget line additions/adjustments as requested: None

12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting(s): Standard meeting agenda and FY 2022-23 Budget Workshop
- b. Special meeting(s): FY 2022-23 Budget workshops

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

- a. Monday, April 4, 2022: Special Meeting & Budget Workshop @ 7pm
- b. Monday, April 11, 2022: Regular Meeting and Budget Workshop @ 7pm
- c. Monday, April 18, 2022: Budget Public Hearing & Special Meeting and Budget Workshop @ 7pm
- d. Monday, April 25, 2022: Special Meeting and Budget Workshop @ 7pm

Action Items that need follow up:

- Check on #11180 Webster Bank F2F Income and #20130.2 Webster F2F Service Fees.
- #20430 BOF Budget Reduction – The Board needs to send a reminder to Town Agencies to monitor the bottom line of their budget keeping the reductions in mind when tracking expenses.
- Check to see if the budgeted amount in the grant funds is the same as the amount of the grant in each category.
- Check on Debt Service Energy Project (lighting upgrade and mini split system units for the Community Center).
- Demonstration of the Fiscal Health Monitoring System (FHMS).
- Talk to the First Selectman about consolidation of building maintenance budgets in one area of on category in the budget for town buildings.
- Follow up with Sue on posting the Budget Schedule.
- Check on negative \$36,700 in BOE Expenses.
- Revisit Town Agency Budgets: Building, Grounds & Maintenance (Mowing Contract), Employee Benefits (Health Insurance), Library (Building Maintenance), Police Protection (Overhead Costs), Public Works (Fuel), Senior Center (Assistant position and Maintenance), Transfer Station (Disposal-Refrigerant) Volunteer Fire Department (Budget Details), Town Contingency.

14. ADJOURN:

Motion to adjourn (9:53 PM) was made by Peter Haines, seconded by Victor Boomer and carried unanimously.

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