

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
April 4, 2022

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 First Selectman Juan Roman, Finance Manager Val Garrison and Treasurer Diana Alvarez. Unable to attend were Board members Bill Jenkins and Doug Dubitsky; 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 the Annual Report is complete and accessible on the website (thanks to Sue). According to the BOF Handbook (found online by Link), the Board of Finance is responsible for doing the Annual Report (Link will email the link to the Board).

b. **Staff Reports:** None

8. **APPROVAL OF MINUTES:**

a. **Special Meeting(s) – March 28, 2022:**

Motion to approve the special meeting minutes from March 28, 2022, was made by Victor Boomer, seconded by Link Diwan 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:**

The Board reviewed revenues. Unexpected revenues (\$75,000 for sale of the Wm Ross Library and \$30,000 from FEMA) reduced the deficit for FY 2021-22 to about \$115,000. The projected deficit for FY 2022-23 is \$691,000 (\$300,000 for Parish Hill Assessment with expected decreased revenues and budgets as submitted using the current mill rate of 32.50 and reduced rate for motor vehicles of 29 mills). Link Diwan asked about using the BOE Non-Lapsing Fund to offset the increase for the high school (the statute says the fund is to be used by the local Board of Education). An email was received from CES Principal Kevin Chavez asking if some of the BOE Non-Lapsing Fund could be used to replace all the smartboards (\$45,000). The Board reviewed the RD11 Assessment Cost Comparison by Town.

b. **Review Board of Education CES budget for FY 2022-23 and identify questions/comments for Board of Education:**

The Board was presented with FY 2022-23 CES Object budget for review. Major changes include: Salaries & Wages - reduction to Non-Certified Salaries (Technology Coordinator salary moved to Central Office), Employee Benefits - significant increase to Health Insurance (15% increase should be based on actuals), Purch/Prof/Tech Services - significant increase to Central Office, Other Purchased Services - increase for Equipment Maintenance and Bldg/Grounds Maintenance, significant reduction

to Special Ed Transportation and Special Ed Tuition (student transitioning out), increase to Instructional Supplies (replace smartboards).

- The Board needs to think about budget reductions and how much to increase the mill rate that was expected to go up for FY 22-23 and FY 23-24 (a 2 mill increase to 34.5 mills would reduce the deficit to \$322,000).

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

Reviewed agencies that needed to be revisited.

Accountant – Salary changed from salaried to hourly in July 2021 (amount reflects number of hours plus 3% increase), reduce Assistant Salary to zero (Diana can fill in when necessary).

Board of Selectmen – remove Grant Writer and defer to the future.

Building/Grounds Maintenance – maintenance from other agencies will remain in their budgets (moving them to here would make it difficult to find records). Only one bid was received for the mowing contract (\$31,550 from the current company - not yet approved by the BOS).

Employee Benefits – adjust Health Insurance to reflect \$18,000 savings with Teamsters for Public Works, look at actuals for the remainder of the budget for any additional savings (**Need to Revisit**).

Library – leave building maintenance in the budget.

Police Protection – contract amount is accurate. Peter Haines asked if anything is gained by having a Resident State Trooper.

Public Works – Snow Removal Salaries is for snow removal overtime (regular Overtime is for TARM – road maintenance), Bus Fuel - reduce the amount to match the CES budget that is reimbursed (\$22,000), consider reducing Equipment Fuel, increase for Tree Removal (compare to the CIP for any additional savings) (**Need to Revisit**).

Senior Center – increase to the Senior Center Assistant (additional hours), Cook and Assistant Cook for additional meals (Peter suggested same increase as everyone else across the board at 3%) (**Need to Revisit**).

Transfer Station – Disposal-Refrigerant – collected at the Transfer Station but not billed for (taken away by a company free of charge who removes the freon and recycles).

Treasurer – salaried position with additional work from the First Selectman pertaining to finances - waiting for documentation that will be available for the April 8th meeting. (**Need to Revisit**).

Fire Department – increase for OSHA Mandate (new mandate for physicals). Diana Alvarez spoke about how the North Windham Fire Department budgets for physicals (Link suggested looking at their budget for comparison), look at actuals for remainder of the budget for any additional savings (**Need to Revisit**).

Town Contingency – no need for Salary Contingency (Salaries include 3% increase).

Link Diwan suggested adding Employee Recognition line to Employee Benefits (currently taken from Town Hall Building Maintenance).

d. Review Capital Projects Plan

1) FY 2023-2027 CIP Plan (first draft). CIP Committee review meeting scheduled for 03/29/2022:
None

2) Review completed CIP projects for potential closure:

e. Review BOF Budget Schedule and set dates for Board of Finance special budget workshops and Budget Public Hearing: None

f. Other budget issues for consideration: None

11. OLD/NEW BUSINESS:

- a. **Review action items from previous meetings – see minutes:** Revisited agency budgets.
- 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. Friday, April 8, 2022: Special Meeting & Budget Workshop @ 6pm
- 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 & 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: Employee Benefits (Health Insurance, additional savings), Public Works (Bus Fuel, Equipment Fuel, Tree Removal), Senior Center (Assistant position, Cook, Assistant Cook), Treasurer (Salary), Volunteer Fire Department (OSHA Mandates, additional savings).

14. ADJOURN:

Motion to adjourn (9:55 PM) was made by Link Diwan, seconded by Peter Haines and carried unanimously.

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