

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**April 11, 2022**

Chairperson Dick Weingart called the meeting to order at 7:04 PM. Present were Board members Link Diwan, Linda Caron and Victor Boomer; Alternate Peter Haines. Others present were 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:**

Diana Alvarez addressed the Board regarding writing down everything she does as Treasurer with every week being different (the First Selectmen will be adding additional duties effective July 1<sup>st</sup> and is not prepared to support a salary increase beyond the 3% until the duties are determined). The Board needs a job description and justification to consider any additional salary increases. Dick Weingart suggested starting with a list of all duties performed.

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

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

Add to agenda as Item #8b – Special Meeting Minutes – April 4, 2022.  
Add to agenda as Item #10f – Approve Legal Notice for Public Hearing.

**7. REPORTS**

**a. Board Member reports:**

**1) Selectmen’s monthly meeting:**

Highlights from the Selectmen’s meeting:

- A survey will be sent out to the community through Google Groups asking how to spend the ARPA funds.
- Discussion was held regarding mowing bids (may go out to rebid with a notice in the newspaper or on the Town website).

**2) FY 2023-27 CIP Committee:**

Discussed the following with the Superintendent: flat funding for the CES budget, approving the Smartboards project with funding through the Unexpended Education Fund, not approving any other CIP projects. The Board was asked to think about a more efficient way to get through the CES budget and get back to them. Dick Weingart suggested having the BOS and CES/BOE do their budget presentation on the same night.

**3) BOF digital access to meeting and budget documents:**

**a) “Lessons Learned” to improve this process going forward and written comments from BOF members and Staff:**

The Board was asked for written feedback on “Lessons Learned” to improve digital access to documents.

**b. Staff Reports:**

**1) Finance Dept - Review and accept monthly Town Financial Statements (FY 21-22); identify questions for follow up:**

- Bus Fuel will track over about \$20,000.

- Revenues are up with the following: Building Permits, Conveyance Tax (Real Estate), Building Permits, Town Clerk copies, Recording Fees (higher than usual), Tax Collections (doing very well). The BOS has been getting inquiries about renting the Firehouse.
- Budgets including Public Works and the Fire Department are tracking very well with a few going over (Planning & Zoning - Zoning Enforcement).
- The STIF Account Statements are no longer available through the mail and can be downloaded online (Diana has called the state about difficulty accessing the statements online - Val does not have online access).
- #10610a – negative amount in Due to Other (sits there until it gets transferred to the schools for items including: Grants, School Readiness and Food Service).
- #10620 - negative amount in Encumbrances Payable (last done by the auditors in 2012).
- Restricted Fund (Bicentennial– negative amount in Sales (cost of goods not yet sold - T-shirts).

***Motion to accept the March 2022 Financial Statements, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**2) BOE/CES – CES Financial Statements (FY 21-22) for March are not approved yet.**

**3) Tax Collector – Review and accept monthly Tax Collections report (FY 21-22); identify questions for follow up:** Tax Collections through March 2022 are 99.5% and tracking very well.

***Motion to accept Tax Collector Report from July 2021 through March 2022, was made by Link Diwan, seconded by Peter Haines and carried unanimously.***

**4) Assessor/Treasurer: None**

## **8. APPROVAL OF MINUTES:**

**a. Special Meeting(s) – April 8, 2022:**

***Motion to approve special meeting minutes from April 8, 2022, was made by Link Diwan with the following corrections:***

Item #10b, Pg.2 under Public Works – add BOF budget reduction (\$4,000). Under Senior Center should read – Link Diwan expressed concerns about employees from the BOE/Central Office receiving substantially higher amount than the 3% increase received by all town employees (not all employees receive 3% - Public Works is contractual). Item #10c1) should read – Link Diwan asked about the over expenditure for the sign (there is State STEAP Grant funding).

***The motion was seconded by Peter Haines and carried unanimously.***

**b. Special Meeting – April 4, 2022:**

***Motion to approve special meeting minutes from April 4, 2022, was made by Link Diwan with the following correction:***

Item #10a should read – 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 \$15,000.

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

**9. CORRESPONDENCE: None**

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

**a. Consider and act on Board of Education/CES budget for FY 2022-23 and identify questions/comments for Board of Education:**

The BOE/CES budget is flat funded with savings from Special Ed and big increase to Central Office.

***Motion to present the FY 2022-23 Board of Education/CES budget of \$3,906,805 to Public Hearing, was made by Peter Haines, seconded by Link Diwan and carried unanimously.***

Link Diwan commented that this budget reflects an increase of approximately 4.35% of additional funds available to the BOE.

**b. Consider and act on Town agency budget requests for FY 2022-23:**

***Motion to present the FY 2022-23 Town Expense Budget of \$9,496,493 to the Public Hearing, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**c. Consider and act on Capital Projects Plan:**

**1) FY 2023-2027 CIP Plan (3<sup>rd</sup> draft). CIP Committee review meeting scheduled for TBD:**

All the funding for the England Road Bridge (\$600,000) will be in FY 2022-23. Changed funding for Smartboards Replacement to \$45,000 for FY 2022-23.

***Motion to present the proposed FY 2023-2027 CIP Plan to Public Hearing, was made by Link Diwan, seconded by Peter Haines and carried unanimously.***

**2) Review completed CIP projects for potential closure:**

The following CIP projects were presented for closure:

- #3325.1 Handicap Access for the Library/Senior Center
- #3340.18 Replace SBCA System
- #3340.19 Lucas Device
- #3300.14 Replace Gym Foam Wall Safety Panels

***Motion to close CIP projects #3325.1, #3340.18, #3340.19, #3300.14 with zero balances remaining to the town, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**d. Review BOF Budget Schedule and dates for Budget Public Hearing and Annual Town Meeting:**

The Board reviewed the Budget Calendar. April 25<sup>th</sup> is the BOF/BOE Public Hearing at the Senior Center followed by a mini budget meeting to determine if there are any adjustments. May 2<sup>nd</sup> is the RD11 Budget Meeting followed by a referendum for approval. May 9<sup>th</sup> is the Chaplin Annual Town Budget Meeting followed by a referendum for approval. May 23<sup>rd</sup> is a special meeting to set the Mill Rate.

**e. Other budget issues for consideration: None**

**f. Legal Notice for Public Hearing:**

The Legal Notice for the April 25, 2022 Public Hearing was amended to – Documents related to this hearing may be found on file with the Chaplin Town Clerk and Chaplin Town website.

***Motion to approve Legal Notice for the April 25, 2022 BOF Public Hearing as amended, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**11. OLD/NEW BUSINESS:**

**a. Review action items from previous meetings – see minutes:**

- Webster Bank F2F Income and Service Fees - F2F is for credit card payments paid without the card or called in. Income is for amount plus service fee to use the credit card and Service Fees are charged by a credit card clearing house that comes directly out of the account.
- Budgeted amount in the grant funds is the same as the amount of the grant in each category.
- Building maintenance was resolved during budget workshop and will stay the same.
- The Budget Schedule will be posted for next year.
- The negative BOE Expenses have been corrected.

**b. Review and update BOF Annual Activity/Project Calendar:**

The Board reviewed the BOF Activity/Project Calendar. Need to talk to the First Selectman about read and reporting access to the FMHS system for the Finance Manager (***Needs follow up***).

- c. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None

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

- a. Special meeting(s): FY 2022-23 Budget Workshop
- b. Regular meeting(s): Standard meeting agenda and FY 2022-23 Budget Workshop
- c. Draft Budget Control Letter

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

- a. Monday, April 25, 2022: Budget Public Hearing/Special Meeting/Budget Workshop @7pm (Senior Ctr)
- b. Monday, May 9, 2022: Annual Town Budget Meeting and Budget Workshop @7pm (Senior Center)
- c. Monday, May 23, 2022: Special Meeting to Set Mill Rate and Budget Workshop @7pm

**Action Items that need follow up:**

- #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 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 read and reporting access to the FHMS System for the Finance Manager.

**14. ADJOURN:**

***Motion to adjourn (9:03 PM) was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

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