

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

September 12, 2022

Chairperson Dick Weingart called the meeting to order at 7:11 PM. Present were Board members Link Diwan, Linda Caron and Victor Boomer. Others Present were Selectman Joe Pinto and Finance Manager Val Garrison. Unable to attend were Board members Bill Jenkins and Doug Dubitsky; Alternate Peter Haines, Alternate Matt Foster and Alternate Izzy Alvarez.

3. SEATING OF ALTERNATES: None

4. FIRST AUDIENCE FOR CITIZENS

Joe Pinto presented update on the new fire truck that is at the dealer in MA (possible delivery within 2 weeks). Letter of approval was received for the USDA Grant (\$91,400 - will come after truck is delivered). Total cost is \$405,000 (\$18,600 higher than proposed). There is an additional cost of \$15,134 for extras that are needed (recommend having done by the dealer). CIP funded projects qualify for ARPA Funds (proposing to the BOS to use ARPA Funds for both). Best price for trade-in for the old fire truck was \$3,000 (put in town auction with a buyer offering \$8,000). Link Diwan expressed concerns with another piece of equipment being purchased for higher than what was presented (cost savings available on interest with prepayment). Dick Weingart reported that a formal vote is needed to approve the funding and asked how to avoid a similar situation in the future (take advantage of prepayment cost savings).

5. GUESTS: None

6. ADDITIONS OR CHANGES TO THE AGENDA: None

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

Dick Weingart updated the BOS with the following: the audit, additional budget approved for Senior Center Food Service, BOE surplus.

Highlights from the Selectmen's meeting:

- Approved purchase of 3-year lease for over-the-rail mower for PW (cost to repair \$10-\$15,000). The contract has been signed with mower to be delivered next April. Cost is about \$150,000 with payments covered with funds in the CIP for Equipment Replacement. Link Diwan asked about purchasing a used tractor to mount the boom mower (repairs on used equipment is costly). Dick Weingart asked if there is another way to do the process so that questions can be answered before the contract is signed. Victor Boomer suggested making a list of equipment to be replaced and review yearly (PW has a list with projections).

Joe Pinto presented projects planned for the ARPA Funds: top high priority is Heating/Cooling System for the Senior Center/Library (received 2 quotes), Heating Ventilation System for the Fire Department (many issues with costly repairs), installation of a Fire Pond (site close to the pond behind the building), Two downpipes when the England Road Bridge is built. ARPA Funds cannot be used for bridges. The state will cover \$800,000 for the England Road Bridge (qualifies for distressed community) and 50/50 for the Bedlam Road Bridge. Link Diwan asked how much of the funds have been spent so far (not much spent - current balance is \$440,070.28).

2) FY 2021-22 Audit by Offerdahl Emerson and Company, LLC:

The auditor is ready to go and waiting for documents to be uploaded to start the review (target date is end of this week).

3) FY 2021-22 Annual Report: Annual Report Request Letters were sent out in August.

b. Staff Reports:

1) Finance Dept.: Review and accept monthly Town Financial Statements (FY 22-23), identify questions for follow up:

Tax Collections are more than half what was budgeted.

Motion to accept Town Financial Statements for August 2022, made by Link Diwan, seconded by Linda Caron and carried unanimously.

a) Consider and possible action on assigning Board members responsibility for monthly review of financial statements:

When reviewing Financial Statements, should look at Trial Balance (make sure Debits & Credits match) and keep an eye on the CIP accounts. Victor Boomer will report on the Financial Statements for next month.

2) BOE/CES: Review and accept monthly CES Financial Statements (FY 21-22), identify questions for follow up:

The BOE/CES Financial Statements were reviewed with a final surplus of \$87,000. Improvements to the building included: new phone system, new locks, surveillance cameras and chip sealing.

a. Consider and possible action on transfer of FY 21-22 surplus funds up to \$78,136 to Unexpended Education Funds Account:

An email was received from the Business Manager asking to consider transferring the maximum amount of surplus to the BOE Unexpended Education Fund (policy states total should not exceed 2% of the budget - \$78,136). The current balance is \$28,332.

Motion to transfer \$49,803 from the General Fund to the BOE Unexpended Education Fund, made by Link Diwan, seconded by Linda Caron and carried with abstention by Victor Boomer.

Link Diwan asked the Board to consider the amount of capital improvement done through the budget and if 2% is sufficient to consider as a contingency. Dick Weingart suggested the Board work on this policy next and consider the 2%.

3) Tax Collector: Review and accept monthly Tax Collections Report (FY 21-22); identify questions for follow up: Tax Collections for July 2022 are at 42.2%.

Motion to accept July 2022 Tax Collections Report, made by Link Diwan, seconded by Victor Boomer and carried unanimously.

4) Assessor/Treasurer: No Report

8. APPROVAL OF MINUTES

a. Regular meeting – August 8, 2022:

Updates from the minutes include: approved transfer of funds for portion of surplus to BOE Unexpended Education Fund, updated Project Calendar, addition of sentence regarding responsibility to comply with statutes will be addressed later on the agenda, ARPA Fund Monthly Report (***needs follow up***).

Motion to approve the regular meeting minutes from August 8, 2022, made by Victor Boomer, seconded by Link Diwan and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS

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

- Will review FHMS System later on the agenda.
- Activity Calendar was updated.

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

The Activity/Project Calendar was updated and reviewed.

c. Review draft Town Agency Budget Management Policy:

The Board reviewed the draft Town Agency Budget Management Policy. Link Diwan suggested the following: pool all the salary line items into one salary budget for ease of monitoring and that the cover letter might be more appropriate for adding sentence regarding responsibility for complying with statute. Dick Weingart suggested there should be a line item in the budget for travel expenses.

Motion to approve Town Agency Budget Management Policy and Procedures with addition to Appendix A regarding periodic updates when necessary and where they can be found, made by Link Diwan, seconded by Linda Caron and carried unanimously.

11. NEW BUSINESS:

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

- 1) CIP transfer to correct closing balance error of \$1,182 for project #3340.20 from FY 2022-23 CIP Plan: Needs clarification.

b. Review OPM FHMS System:

The Board reviewed the FHMS System that has different levels of authority with First Selectman Juan Roman the overall administrator who issues final approval (data entered by Treasurer Diana Alvarez). Finance Manager Val Garrison, Business Manager Jobina Miller and Board of Finance Dick Weingart Chair also have access. Need to review Asset Depreciation Schedule and Inventory (***needs follow up***).

12. CONTINUING BUSINESS

a. Review Board goals and policies for FY 2022-23

- 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:

Link Diwan thanked Dick Weingart and Linda Caron for their work with the Bicentennial Celebration that was a great day. Dick Weingart complimented the Rec Department and Public Works for all their work.

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting(s): Standard meeting agenda, pertinent tasks from Annual Activity/Project Calendar
- b. Budget process for FY 2023-24
- c. Remove BOF Town Agency Budget Management Policy from Continuing Business

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

- a. Monday, October 3, 2022: Regular Meeting @7pm (Town Hall)
- b. Monday, November 14, 2022: Regular Meeting @7pm (Town Hall)

Action Items that need follow up:

- Review ARPA Fund Monthly Report.
- Review Asset Depreciation Schedule and Inventory.

16. ADJOURN:

Motion to adjourn (10:05 PM) made by Link Diwan, seconded by Linda Caron and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*