

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**December 12, 2022**

Chairperson Dick Weingart called the meeting to order at 7:06 PM. Present were Board members Linda Caron, Doug Dubitsky and Victor Boomer; Alternate Peter Haines. Others present was First Selectman Juan Roman, Finance Manager Val Garrison, Assessor Chandler Rose and Emergency Preparedness Director Jim Randall. Unable to attend were Board members Bill Jenkins and Link Diwan; Alternate Matt Foster and Alternate Izzy Alvarez.

**3. SEATING OF ALTERNATES:** Alternate Peter Haines was seated for Board member Bill Jenkins.

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

**5. GUESTS: Chandler Rose, Assessor re: Upgrade to Assessor Software System:**

Assessor Chandler Rose presented information on upgrade to software from Vision Government Solutions (current version 6.5 being phased out). The newest version 8 was offered with incentive of discount (\$8,000 after 20% off). Chaplin participates in the Regional Reval with NECCOG who signed with Vision (compatible with the GIS System). The last upgrade by Vision was done about 17 years ago. Dick Weingart asked if the software would work if NECCOG engaged a competitor (most towns use Vision).

**a. Consider and act on request for additional appropriation to upgrade Assessor Software System:**

***Motion to transfer \$8,000 from #50000 Town Contingency Fund to #23112 Reval Assessment, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

The Supplemental Motor Vehicle List is a little over 9% from last year (up about \$244,000 in Assessment). Dick Weingart asked about forecast and trends for the Grand List. New construction with several new houses and a stack of permits from the Building Official is a good sign. Waiting for Algonquin (requested extension) for personal property. DMV is holding off releasing MV regular list (being reviewed by State's Attorney). Dick Weingart asked how values are assigned for a new house or other building project (determined by cost tables in the Vision software).

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

Add to agenda as Item #11d – COST 2023 Town Meeting and Attendees.

**7. REPORTS**

**a. Board Member reports:**

**1) Selectmen's monthly meeting:** Dick Weingart reported on the Selectmen's meeting:

- Presentation by Chris Bray from the Fire Department regarding a joint effort with Scotland and other towns in applying for a grant to replace the emergency radio systems to bring up to modern day communication standards (everyone would have the same radio). The maximum amount available in the grant is \$80,000 with matching funds required (the Fire Department may have funds in their budget).
- A vendor has been selected for an HVAC System for the Library/Senior Center (using ARPA funds) with the project expected to start in April of next year.
- Packet of information needs to be submitted for the USDA Grant (almost complete).
- Reimbursement for the electronic sign has been sent to the Finance Department.

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

Draft copy of the audit was received for review (need to apply for an extension).

**3) FY 2021-22 Annual Report:**

Peter Haines presented draft Cover Letter for the Annual Report (thanks to Val, Susan and Shari for their help preparing the report) and suggested summarizing Budget Meetings Dates in the Cover Letter. Outstanding Reports to date include: Fire Marshall, Board of Assessment Appeals, Registrars and Zoning Board of Appeals (Doug suggested calling and talking to them instead of sending reminder letter or email).

**4) FY 2020-21 reporting in OPM-FHMS Annual Financial Data Reporting (AFDR) system:**

The FY 2020-21 audit needs to be reported in the FHMS System.

**5) FY 2024-28 CIP Committee:**

The CIP Request Letter went out with an end of December deadline (1<sup>st</sup> meeting scheduled for January 12<sup>th</sup> at 6pm at the Senior Center).

**b. Staff Reports:**

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

**a) Board member(s) responsible for monthly review of financial statements and ARPA Special Revenue Fund:** Assigned Doug Dubitsky for this month.

- #11178 Town Real Estate (sale of Tutko Road to abutting landowner).
- #15117 Municipal Revenue Sharing (\$47,000 – information sent to the Treasurer).
- #39102 Building & Field Maintenance is overbudget (reduce by \$7,000 for voided check for Golf Cart – will be reflected in the December Report).

ARPA Special Revenue is included with monthly reports.

***Motion to accept the November 2022 Town Financial Statements, made by Victor Boomer, seconded by Peter Haines and carried unanimously.***

**2) BOE/CES: Review and accept monthly CES Financial Statements (FY 21-22), identify questions for follow up:** No Report

**3) Tax Collector: Review and accept monthly Tax Collections Report (FY 21-22); identify questions for follow up:** Tax Collections for November 2022 are at 57.2%.

***Motion to accept the November 2022 Tax Collections Report, made by Peter Haines, seconded by Victor Boomer and carried unanimously.***

**4) Assessor/Treasurer:** No Report

**8. APPROVAL OF MINUTES**

**a. Special meeting – November 21, 2022:**

***Motion to approve the November 21, 2022 special meeting minutes, made by Peter Haines, seconded by Linda Caron and carried unanimously.***

**9. CORRESPONDENCE:** None

**10. OLD BUSINESS**

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

- The auditor can provide Assessment Depreciation Schedule and Inventory (Dick will follow up).
- Discussed using the William Ross Library Restoration Account for restoration of the Ben Chaplin Cupboard from the old library (Victor will check on the status and cost).

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

The Activity/Project Calendar was reviewed and RFP Schedule added.

**c. Continue discussion regarding FY 2023-24 General Fund and FY 2024-28 CIP Plan budgets, and budget calendar:**

**1) Review draft FY 2023-24 budget calendar, budget policies, and Town Agency budget request letter:**

The Board reviewed the Budget Calendar – (added to Approve Revenue & Tax Collection budgets for FY 2023-24), Budget Development Policies – (includes information from comments related to the impact to the mill rate with a budget increase and decrease in revenue (Algonquin), and Budget Request Letter – (asks to keep FY 2023-24 budget close to the current budget excluding salaries).

***Motion to approve the Budget Development Policies and Budget Request Letter with presented changes, made by Victor Boomer, seconded by Peter Haines and carried unanimously.***

**d. Approve revised calendar year 2023 BOF meeting dates (need location for Annual Town Budget Meeting):**

The location of the May 8, 2023 Annual Town Budget Meeting (Chaplin Senior Center @ 7pm by the Board of Selectmen) was added to the 2023 BOF Meeting Schedule.

***Motion to approve the revised 2023 BOF Meeting Schedule, made by Peter Haines, seconded by Victor Boomer and carried unanimously.***

**11. NEW BUSINESS:**

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

**b. Review preliminary FY 2024-28 CIP Plan and preliminary CIP budget for FY 2023-24:**

The Board reviewed the CIP Request Letter and preliminary CIP Plan. If there is a significant increase in expenditures, may have to reassess funding for an Annual Chaplin Day. The following items should be removed: HVAC System for the Library/Senior Center (will be using ARPA funds), BOE Projects completed and funded with BOE Budget Surplus (Building Electric Controls, Wing Air Conditioning, Parking Lot & Sidewalk, Security Upgrades). Dick Weingart suggested keeping Net Funding from the General Fund Budget at \$300,000. Doug Dubitsky expressed concerns about the amount of funds being set aside for the new fire truck (consider increasing amount for the next new fire truck) and suggested the Board meet with the Board of Selectmen and Fire Department at the Firehouse to review every piece of equipment with the Fire Department providing a new replacement schedule and costs. Dick Weingart suggested borrowing and paying on a predicable schedule when needing a major piece of equipment. Doug Dubitsky asked if 3% yearly increase is enough for road maintenance (would like to do more drainage work that would cut down on road maintenance – 3% is enough for now).

**c. Review audit RFP draft documents:**

The RFP Committee was given previous RFP documents and sample RFP from Town of Darien (Peter suggested using RFP from 2019 and update the info (needs to meet Fiscal Management requirements)).

**d. COST 2023 Town Meeting and Attendees:**

There is funding in the budget for up to 5 Board members to attend (Doug, Dick and Linda will attend - asked to email Susan this week to be registered).

**12. CONTINUING BUSINESS**

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

**1) Board policies and Board Member handbook**

**a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.**

- b) Revise Board of Finance organizational documents and Bylaws.
- c) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
- d) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
- e) Policy for dissemination of Personal Information of Board Members.

**13. SECOND AUDIENCE FOR CITIZENS:**

Jim Randall asked about the following: does the \$50,000 in ARPA funds need approval at Town Meeting (funding is under the administration and control of the Board of Selectmen), do the townspeople have any say on how funds are spent (sent out a survey to the town per recommended guidelines), was \$25,000 given to the church (giving funds to the church doesn't meet the guidelines) and commented about funding for truck replacement.

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

- a. Regular meeting(s): Standard meeting agenda and pertinent tasks from Annual Activity/Project Calendar
- b. Review audit RFP draft documents
- c. Review Fixed Asset Inventory and Depreciation Schedule
- d. Consider and act on FY 2023-24 Board of Education budget request letter
- e. COST Town Meeting on January 11, 2023: BOF members attending
- f. Audit Presentation
- g. Discussion on Meeting with Fire Department

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

- a. Monday, January 9, 2023: Regular Meeting @7pm (Town Hall)
- b. Thursday, January 12, 2023: First CIP Committee Meeting @ 7pm (Senior Center)
- c. Monday, February 13, 2023: Regular Meeting @ 7pm (Town Hall)

**Action Items:**

- #10610 William Ross Library Restoration Account – reallocate funds due to sale of the building.

**16. ADJOURN:**

*Motion to adjourn (10:15 PM) made by Victor Boomer, seconded by Peter Haines and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*