

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**February 21, 2023**

Chairperson Dick Weingart called the meeting to order at 7:09 PM. Present were Board members Link Diwan, Doug Dubitsky and Victor Boomer; Alternate Peter Haines. Absent were Board members Linda Caron and Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

3. **SEATING OF ALTERNATES:** Alternate Peter Haines seated for Board member Linda Caron.

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

5. **GUESTS:** None

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

7. **REPORTS**

a. **Board Member reports:**

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

The Annual Report is all set except the Treasurer Report (waiting for actual copy of Audit Report).

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

The Board reviewed the draft CIP plan. Part 1 is the CIP updated from last year with about \$335,000 of net CIP funding from the General Fund Budget. Part 2 is the above CIP modified with new requests or additional funding for existing requests (if approved, will need about \$300,000 to fund from the General Fund). The CIP Committee was asked to come in and make a presentation.

- Link Diwan asked about the following: increase for Fire Fighter Gear (3 new members), substantial increase for Tree Removal (Doug reported on proposed legislative bill to create new dedicated fund for municipal tree removal), cost for Sander Roof Rack, and BOE Pump House Repairs (flooding issues). The Board was presented with Facilities Status Report from the CES/RD11 Maintenance Supervisor (asked to make available online).

3) **Audit RFP Sub-Committee:**

The Audit RFP was presented for review. The Sub-Committee will send out RFPs today asking for return by March 23<sup>rd</sup>. A recommendation will be brought to the Board after reviews and interviews done the beginning of April. NECCOG and several towns were contacted for names to send the RFP out to (narrowed down to 6 - aiming for 10). Doug Dubitsky suggested checking with OPM for list of approved firms and noting name and phone number of decision maker for follow up if needed.

b. **Staff Reports:**

1) **BOE/CES: Review and accept monthly CES Financial Statements (FY 22-23), identify questions for follow up:**

The BOE/CES Financial Statements were reviewed with spending at 50%. Food Service is doing well.  
***Motion to accept the January 2023 BOE/CES Financial Statements, made by Peter Haines, seconded by Link Diwan and carried unanimously.***

2) **Tax Collector: Review and accept monthly Tax Collections Report (FY 22-23); identify questions for follow up:** Tax Collections for January 2023 are at 90.6%.

***Motion to accept January 2023 Tax Collections Report, made by Victor Boomer, seconded by Link Diwan and carried unanimously.***

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

**8. APPROVAL OF MINUTES**

**a. Special meeting – February 6, 2023:**

***Motion to approve February 6, 2023 Special Meeting minutes, made by Victor Boomer with the following correction:***

Item #7a1) should read – The Electronic Sign reimbursement is in the State Fiscal Office for payment.

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

**9. CORRESPONDENCE: None**

**10. OLD BUSINESS**

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

All the paperwork is in for the Fire Truck. The State is still behind in reimbursement for the Electronic Sign. Scheduling of CIP meeting with the Fire Department will wait until after they finish collecting information (thanks to Doug for list of items for Fire Department to include for their major equipment). Will check with Val on marking the Financial Statements to identify one-time flat rate and monthly items.

**b. Consider and act on revised FY 2021-22 Audit:**

The Audit Report approved at the last meeting was revised due to issue with where the ARPA funds received from the last fiscal year were. The Financial Statements were updated with a note about restatement of the Fund Balance at the end of last year.

***Motion to approve revised FY 2021-22 Audit Report, made by Victor Boomer, seconded by Peter Haines and carried with abstention by Link Diwan.***

**c. Consider and act on Audit RFP documents and review schedule:**

***Motion to approve the Audit RFP for distribution as amended during current discussion, made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

**d. Update on scheduling CIP meeting with Fire Department: Covered already**

**e. Transfer Assessor software budget and expenses from acct. #23112, Reval Assess. to #23103 Computer System:**

***Motion to transfer \$8,000 from #23112 Revaluation to #23103 Computer System for proper categorization of expenses to Assessor Computer Software for upgrade, made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

**11. NEW BUSINESS:**

**a. Initial review of FY 2023-24 State budget revenues for Chaplin:**

State budget revenues for Chaplin were reviewed with most grants about the same except the following: Motor Vehicle Reimbursement (increase), Education Cost Sharing (decrease), Adult Education (goes directly to the school).

**b. Initial review of DRAFT FY 2023-24 Revenue estimates: None**

**c. Initial review of FY 2023-24 DRAFT Board of Education/Chaplin Elementary School budget request letter:**

The preliminary FY 2023-24 BOE/CES budget request was reviewed with an overall increase of 3.36%. Increases include: Salaries; Special Ed (Pupil Transportation); Related Services (Speech & Hearing Services); School Library/Media/Computer (IT Director); School Office (Principal); Buildings & Grounds (Maintenance Director); Pupil Transportation (K-12); Activities (Field Trip Transportation). Decreases include: Group Insurance, Magnet School Tuition. There are no expenses for Special Ed Transportation, Special Ed Tuition (Private, Public), Special Ed Magnet School Tuition.

- The preliminary Central Office budget was reviewed with an overall increase of 11.6%.

**d. Initial review of FY 2023-24 DRAFT Chaplin assessment percentage for RSD11 budget (if available):** None

**e. Review Special Meeting dates for February and March 2023:**

February meetings – None. March meetings – March 20<sup>th</sup> (BOE presentation), March 27<sup>th</sup>. Tentative April meetings – April 3<sup>rd</sup>, April 10<sup>th</sup> (regular meeting, April 17<sup>th</sup>, April 24<sup>th</sup> (Public Hearing).

## 12. CONTINUING BUSINESS

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

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

Moved to Action Items

## 13. SECOND AUDIENCE FOR CITIZENS: None

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

- Regular meeting(s): Standard meeting agenda and pertinent tasks from Annual Activity/Project Calendar
- Assessor presentation of October 2022 Grand List
- BOS Budget Presentation
- Discussion of General Fund and CIP Fund budget parameters for FY 2023-24
- Review of FY 2023-24 Chaplin assessment percentage for RSD11 budget
- Begin review of FY 2023-24 agency budget requests

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

- Monday, March 13, 2023: Regular Meeting and BOS Budget Presentation @ 7pm (Town Hall)
- Thursday, March 16, 2023: Tentative CIP Committee Meeting @ 6pm (Senior Center)
- Monday, March 20, 2023: Special Meeting & BOE Budget Presentation @ 7pm (Town Hall)
- Monday, March 27, 2023: Special Meeting & CIP Committee Presentation @ 7pm (Town Hall)

## Action Items:

- Update on reimbursements for Electronic Sign and Fire Truck.
- Update on scheduling CIP meeting with Fire Department.
- Review Board goals and policies for FY 2022-23:
  - Board policies and Board Member handbook.
    - Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.
    - Revise Board of Finance organizational documents and Bylaws.
    - General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
    - CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
    - Policy for dissemination of Personal Information of Board Members.

## 16. ADJOURN:

***Motion to adjourn (9:21 PM) made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

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