

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

March 13, 2023

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Link Diwan, Linda Caron, Doug Dubitsky and Victor Boomer. Others present were First Selectman Juan Roman, Finance Manager Val Garrison, Public Works Director Dave Stone, and Emergency Preparedness Director Jim Randall. Absent were Board members Bill Jenkins; Alternate Peter Haines, Alternate Matt Foster Alternate Izzy Alvarez.

3. **SEATING OF ALTERNATES:** None

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

5. **GUESTS:** Mr. Juan Roman III, First Selectman – Chaplin Board of Selectmen Budget Presentation

a. **Review and discussion of Board of Selectmen proposed budgets for FY 2023-24:**

General Government - contractual increase for Ambulance Assessment, Animal Control - NECCOG, Bank Service Charges, Town Insurance (waiting for price on Cyber Security), Legal Fees, Paramedics, Town Counsel Retainer, 911 Dispatch Fees (based on population); and decrease for Contracted Services (for verifying student residency and boundary discrepancies), Workers Compensation. **Board of Selectmen** – increase for Salaries, Conference/Dues/Training, Legal Notices; and decrease for Admin Assistant Salary. The BOS approved a 3-1/2% increase for hourly and salary employees (does not include stipends) at their last meeting. **Building/Grounds Maintenance** - increase for MS E-Mail Exchange, Electricity, Heating Fuel/Propane); and decrease for Monument & Marker Maintenance, Monument & Corner Posts Purchases (grant funding available), Cleaning Supplies, Equipment Purchase/Hardware, Software, Web Development & Maintenance, Telephone. **Public Works** – increase for Salaries (no union increase, benefits (vacation, sick, holiday, bereavement) moved here from Employee Benefits), Overtime, Equipment Maintenance (includes the building), Equipment Purchase (smaller tools), Equipment Rental (catch basin cleaning), Safety Replacement & Materials (signage), Salt (price increase), Cable/Internet, Electricity; and decrease for Snow Removal Salaries/Overtime, Sand (higher salt mix ratio). **Town Memberships** – contractual increase for Dial-a-Ride, Meals on Wheels, NECCOG. **Tree Warden** – increase for Dues; and decrease for Training. **Transfer Station** – increase for Salaries, Haul Bulky Waste/Iron, Haul Singlestream; and decrease for Disposal - Bulky Waste, Disposal - Singlestream, Disposal - Tires.

b. **Review selected Board of Selectmen FY 2022-23 financial reports for February (any accounts over budget):** None

c. **Update on CIP Committee review of funding requests:** Covered later on the agenda

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 is complete, in the process of compiling budget documents, reviewed Grand List details.

Highlights from the Selectmen's meeting:

- No new updates on the USDA Grant for Fire Truck or Sign Board.
- One response was received with the bidding process for the Bedlam Road Bridge (portion for engineering services).

2) **FY 2021-22 Annual Report:** Waiting for the Treasurer's Report.

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

Priorities assigned to different projects with some items moved to the coming years. The Committee was asked to attend the BOF meeting on March 27th to speak about the individual projects.

4) **Audit RFP Sub-Committee:** Waiting for RFPs to come in.

b. Staff Reports:

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

Per the Superintendent, 3 students were removed from the Chaplin Account (verified to live in Hampton).

Motion to accept February 2022 Town Financial Statements, made by Victor Boomer, seconded by Link Diwan and carried unanimously.

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

The budget is in good shape with 56% spent to date.

Motion to accept February 2022 CES Financial Statements, made by Victor Boomer, seconded by Linda Caron and carried unanimously.

3) **Tax Collector: Review and accept monthly Tax Collections Report (FY 22-23); identify questions for follow up:** No Report

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

8. APPROVAL OF MINUTES

a. **Special meeting – February 21, 2023:**

Motion to approve the February 21, 2023 special meeting minutes, made by Victor Boomer with the following correction:

Item #10b should read – The Audit Report approved at the last meeting was revised due to an issue with how the ARPA funds received from the last fiscal year were recorded in Quick Books.

The motion was seconded by Link Diwan and carried with abstention by Linda Caron.

9. CORRESPONDENCE: None

10. OLD/NEW BUSINESS

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

The Fire Department is making good progress on list of equipment with specifics (will set meeting date when the list is complete).

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

Budget work is in progress. The BOE budget presentation will be held on March 20th (will determine if Agency budget presentations are needed).

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

11. BUDGET WORKSHOP FOR FY 2023-24:

a. **Review first draft of total Chaplin FY 2023-24 anticipated revenues:**

Revenues are projected to decrease about \$300,000 due to the following: about \$167,000 (from Algonquin) using the Grand List with the same mill rate (substantial decrease projected for the following

year), decrease in state reimbursements and about \$85,000 due to changes to Parish Hill enrollment with an increase for Chaplin assessment.

b. Review Town agency budget requests; identify individual budgets for examination/additional information/adjustments:

Accountant – increase for Salary. **Assessor** – increase for In-House Computer System (includes documentation), Postage, Pricing Guides. **Board of Finance** – need to update. **Burning Official** – increase for Office Supplies (official coat). **Community & Economic Development** – increase for Salaries, Brochure & Business Outreach, Mileage, Postage, Printing, Workshops. The group is more active with lots of interest (Chaplin publicized as the 3rd smallest CT town to visit in the U.S. and 7th smallest town to visit in CT). **Employee Fringe Benefits & Costs** – increase for Annuity Match (retirement program – BOS approved raising employer match), Health/Dental Insurance (25.7% increase), Social Security; and decrease for Bereavement Time, Holiday Pay, Sick Time, Personal/Vacation Time (moved to Public Works), Longevity Bonus (3 employees), Payroll Expenses. **Library** – increase for Salaries (includes merit increase with 4 additional hours monthly with documentation for Head Librarian – Val will include wage sheet for all employees – need to revisit), Heating Fuel/Propane. Dick Weingart asked about Electricity and Propane (currently overbudget - need to revisit). **Planning & Zoning** – increase for Salary (Commission would like to combine Agent Salary and Zoning Enforcement into one line). The Commission may need additional funds for training that is difficult to find (statute requires 4 hours of training with a deadline of this year and proposed bill to extend the deadline). **Police Protection** – waiting for documentation. **Recreation** – increase for Building & Field Maintenance (needs documentation). **Registrars & Elections** – increase for Salaries. **Sanitation** – contractual increase for MSW & Collection (residential recycling), Residential Collection (garbage). **Senior Center** – increase for Salaries, Cooks. **Tax Collection Services** – increase for Town of Windham Contract, In-House Computer System (software license, notices for delinquent bills sent out with tax bills). **Town Clerk** – increase for Salaries, Historic Document Grant, Land Records (COTT System), Postage. **Treasurer** – increase for Salary. **Town Contingency** – to be determined. **Budgets with minimal or no increase** – Board of Assessment Appeals, Emergency Preparedness, Fire Marshal, Historic District, Inland/Wetlands Commission, Vital Statistics, Volunteer Fire Department, Zoning Board of Appeals.

c. Discussion of General Fund and CIP Fund budget parameters for FY 2023-24:

CIP Fund projections were reviewed with about \$278,000 of Net Funding from the General Fund Budget.

12. CONTINUING BUSINESS

- a. Review Board goals and policies for FY 2022-23. **Moved to Action Items.**

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Special meeting(s): FY 2023-24 BOE Budget Presentation and Budget Workshop
b. Regular meeting(s): Standard meeting agenda and FY 2023-24 Budget Workshop
c. Discussion of General Fund and CIP Fund budget parameters for FY 2-23-24

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

- a. Monday, March 20, 2023: Special Meeting & BOE Budget Presentation @ 7pm (Town Hall)
b. Monday, March 27, 2023: Special Meeting & CIP Committee Budget Presentation @ 7pm (Town Hall)

- c. Monday, April 3, 2023: Special Meeting & Budget Workshop @7pm (Town Hall)
- d. Monday, April 10, 2023: Regular Meeting & Budget Workshop @7pm (Town Hall)

Action Items:

- Update on reimbursements for Electronic Sign and Fire Truck.
- 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.

16. ADJOURN:

Motion to adjourn (9:49 PM) made by Link Diwan, seconded by Victor Boomer and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*