

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**April 3, 2023**

Chairperson Dick Weingart called the meeting to order at 7:00 PM. Present were Board members Link Diwan, Linda Caron and Victor Boomer; Alternate Peter Haines. Others present were First Selectman Juan Roman and Finance Manager Val Garrison. Absent were Board members Bill Jenkins and Doug Dubitsky; Alternate Matt Foster and Alternate Izzy Alvarez.

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

**4. FIRST AUDIENCE FOR CITIZENS:**

Link Diwan speaking as a citizen was contacted by several people about proposed plans for the gas station (not a good location on a curve, oak tree to be removed, near water resources).

**5. GUESTS:** None

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

**7. REPORTS**

**a. Board Member reports:**

**1) Consider and act on approval of FY 21-22 Annual Report:**

Peter Haines reviewed the final draft of the Annual Report and addressed the following: should the town population be included (tracked by Eastern Highlands); requested an explanation for additional appropriations moving forward; will add a blank page after the Table of Contents for pagination.

***Motion to approve the FY 2021-22 Annual Report, made by Peter Haines, seconded by Linda Caron and carried unanimously.***

Peter Haines, Susan Welshman and the office staff were commended for their work on the Annual Report.

**2) Audit RFP Sub-Committee: Establish next steps in reviewing proposals and interviewing prospective auditors:**

**a) Establish preliminary schedule for final selection of auditor for fiscal year 2022-23:**

Received 2 responses for RFPs that met most of the checklist items with neither addressing the requested full scope of work (Peter will reach out to schedule meetings to discuss the issues and contact representing towns to see what they charge for auditing services. Dick Weingart suggested looking at EARS (Electronic Audit Reporting System).

- The next meeting will be held on Monday, April 10<sup>th</sup> at 6pm.

**b. Staff Reports:** None

**8. APPROVAL OF MINUTES**

**a. Special meeting(s) – March 27, 2023:**

***Motion to approve the March 27, 2023 special meeting minutes, made by Victor Boomer with the following corrections:***

Item #10d should read – Dick Weingart asked if some of the bridge funding could be used for this budget year (need \$400,000 for the Bedlam Road Bridge for design work).

Item #10d, delete – The budget projections for FY 2023-24 include a 2.4 increase to the mill rate.

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

**9. CORRESPONDENCE:** None

**10. BUDGET WORKSHOP FOR FY 2023-24:**

Initial projections of deficit for FY 2023-24 were about \$659,000. Dick Weingart suggested the following that could reduce the deficit to about \$111,000: 1.75 increase to the mill rate would generate about \$300,000 (can't avoid an increase); savings in the CIP Plan (move the Sander Roof Rack forward - \$5,000, repurpose funds from projects funded from other sources - \$54,000, use BOE Non-Lapsing Education Fund for Pump House project - \$25,000, reimbursement from LOCIP funds to offset capital costs - \$104,607); \$150,000 from Unassigned Fund Balance. Link Diwan asked if any projects could be postponed for this year (BOE Pump House – need to get actual costs for engineering plans). The Pump House equipment could be updated to bring to compliance (\$5,000) and monitored yearly (\$1,000) to continue using (Link will identify items needed with costs and justification to present to the BOE). Linda Caron asked for clarification on the over-the-rail mower (making payments for lease to purchase).

**a. Review Board of Education/CES budget for FY 2023-24 and identify questions/comments for Board of Education:**

Dick Weingart suggested a 2.5% increase for the BOE/CES budget (proposed a 3.68% increase) with a \$46,000 reduction due to the following: significant reduction in Employee Benefits, 25% increase for Group Insurance typically budgeted more than actual cost (budgeted at 30%), Legal Fees budgeted for more than what spent so far this year, increase to Central Office that is split 50/50 with Parish Hill (Salary and Benefits for Maintenance Director and IT Director moved to here). Juan Roman asked why the Maintenance Director is also receiving a stipend. A van was purchased to transport Special Ed students for CES and RD11 (need to look into cost). Link Diwan asked about \$500 for Audit (actuarial services for OPEC Benefits) and suggested moving fuel from the CES budget to the town budget (Dick suggested getting expertise from State Department of Education related to the MBR before considering). Linda Caron asked if orders such as paper goods are combined with Parish Hill for cost savings. The BOE will be asked to reduce their budget to a 2.5% increase.

**b. Review Capital Projects Plan**

**1) FY 2024-2028 CIP Plan as proposed by CIP Committee:** Covered already

**2) Review completed CIP projects for potential closure:** None

**c. Review Town Agency Budget requests; identify individual budgets for examination/additional information/adjustments:**

BOF reductions carried over to FY 2023-24 include: General Government (\$2,500), Building Grounds & Maintenance (\$2,000), Employee Benefits & Costs (\$15,000), Public Works (\$5,000), Sanitation (\$2,000), Transfer Station (\$3,000) and Volunteer Fire Department (\$4,000). Changes to Town Agency budgets based on more recent information (highlighted in yellow in the budget workbook online) include: General Government (Cyber Security Insurance), Accountant (salary), Board of Finance (Auditor - estimated), Employee Benefits & Costs (Health/Dental Insurance), Library (Head Librarian Salary, increase to Electricity), Planning & Zoning (combined Agent Salary and Zoning Enforcement), Police Protection (Resident Trooper Program - estimated, Cable/Internet), Public Works (Salaries, Snow Removal OT), Transfer Station (Permit Renewals), Treasurer (Salary). Need to check on Recreation increase for Building & Field Maintenance (Dick will check on).

**d. Review estimates of total Chaplin FY 2023-24 anticipated revenue:** None

**e. Review RSD11 budget as approved by the Board of Education and review cost impact for Chaplin:**

The RSD11 budget Public Hearing scheduled for tomorrow night usually includes assessment information for each of the towns.

**f. Review Board of Finance Budget Schedule and set date for budget Public Hearing:**

The budget Public Hearing for the Town and BOE will be held on April 24<sup>th</sup>. Public documents need to be available online and printed by April 17<sup>th</sup>. The Annual Town meeting will be held on May 10<sup>th</sup> to approve the budget.

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

**11. OLD/NEW BUSINESS**

**a. Review action items from previous meetings – see minutes: None**

**b. Review and update BOF Annual Activity/Project Calendar: None**

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

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

a. Regular meeting(s): Standard meeting agenda and FY 2023-24 Budget Workshop

b. Special meeting(s): FY 2023-24 Budget Workshops

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

a. Monday, April 10, 2023: Regular Meeting & Budget Workshop @7pm (Town Hall)

b. Monday, April 17, 2023: Special Meeting and Budget Workshop @7pm (Town Hall)

c. Monday, April 24, 2023: Budget Public Hearing Special Meeting and Budget Workshop @ 7pm (Senior Center)

d. Monday, May 8, 2023: Annual Town Budget Meeting @7pm (Senior Center)

**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.

**14. ADJOURN:**

***Motion to adjourn (9:25 PM) made by Victor Boomer, seconded by Peter Haines and carried unanimously.***

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