

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Meeting Minutes
July 10, 2023

Chairperson Dick Weingart called the meeting to order at 7:11 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: None

5. GUESTS: None

6. ADDITIONS OR CHANGES TO THE AGENDA: None

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

Highlights from the Selectmen's meeting:

- Infrastructure projects include: HVAC upgrade at the Firehouse, construction of new Fire Pond, England Road Bridge and Bedlam Road Bridge progressing.
- The First Selectmen spoke about Community Investment Fund Grant application.

Dick Weingart updated the BOS with the following: end-of-year in process with late entries and transfers expected, asked to have inventory of fixed assets updated.

2) FY 2022-23 Audit by Hoyt, Filippetti & Malaghan LLC:

Discussed with the new auditor how financials are handled for the Town and BOE. A Zoom meeting is scheduled tomorrow morning at 9:30am (will ask the auditor to look at status of surplus funds carried over from the North Bear Hill project and look at year end transfers Due To/Due From). Starting out with a new auditor requires signed Audit Engagement Letter, Predecessor Auditor Notification, and Audit Planning List.

b. Staff Reports:

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

- Peter Haines asked about the following: Misc. Revenues – Nips fee revenue about \$11,000 more than budgeted (reimbursement for little nips bottles); Reimbursement in Lieu of Taxes – Pilot revenue about \$24,000 more than budgeted (state changes allocations with shortfalls likely covered in other categories); asked for clarification of Total Income \$3,205 more than budgeted; expressed concerns with about \$356,000 not spent for the BOE (CES about \$279,000 underbudget through May and doesn't reflect the final numbers, about \$77,000 for RD11 - 3 students identified that didn't belong to Chaplin); asked for clarification of Total Expenses and Net Income (end-of-year reports will show final figures).
- \$14,000 spent in ARPA funds for 2 tents and some miscellaneous items (Dick asked for details in future reports).
- Link Diwan asked about 20080 Debt Service Energy Project for Library being overbudget (incorrect budget); asked about 20090 Lease being underbudget (incorrect budget); asked about 31500

Employee Fringe Benefits about \$16,000 overbudget (from Health Insurance – should reconsider BOF reduction for the next budget).

Motion to accept June 2023 Town Financial Statements, made by Peter Haines, seconded by Linda Caron and carried unanimously.

a) **Examine budgets with BOF budget reductions:** None

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

Group Insurance about \$190,000 overbudget (month of June and end-of-year expenditures outstanding). Food Service is doing well.

Motion to accept May 2023 CES Financial Statements, made by Link Diwan, seconded by Victor Boomer 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. **Regular/Special meeting(s) – June 12, 2023:**

Motion to approve the June 12, 2023 regular meeting minutes, 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 work on Board policies and Board member handbook this summer.

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

Working on final reporting for entering audit data. Bylaws will be updated after the November elections. Peter Haines is working on procedures for the Annual Report.

- c. **Review required reporting for FY 21-22 Audit in OPM's FHMS system – Deadline extended until July 31, 2023:** Covered already

11. NEW BUSINESS

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

Request received to add budget for Chaplin Arboretum Commission – Tabled until next month.

- b. **Consider and act on appointment of BOF Annual Report coordinator for FY 2022-23:**

Motion to nominate Peter Haines as BOF Annual Report coordinator for FY 2022-23 and a deadline of October 31st for submission of the Annual Report, made by Link Diwan, seconded by Linda Caron and carried unanimously.

- c. **Consider potential revisions to the BOE Unexpended Education Funds policy:**

Reviewed BOE Non-Lapsing Account policy for Newtown and Chaplin (Chaplin policy developed in 2012 and needs to be updated). Verbal assurance was received from the State Education Fiscal office that adherence to this policy would not impact the MBR.

- d. **Consider essential elements of a General Fund policy to include parameters for an Unallocated General Fund Balance:**

Reviewed General Fund polices from other towns including Newtown and Voluntown (includes purpose that supports positive bond rating, definitions and guidelines – Fund Balance should not be less than 8% and not more than 12%). If more than 12%, could use towards debt, transfer to Capital Fund, or use to reduce the tax rate. Peter Haines presented information from Legislative report (found by Victor) with a median Fund Balance of 13% from 169 municipalities in the state in FY 2018.

12. CONTINUING BUSINESS

a. Review Board goals and policies for FY 2023-24:

All items moved to follow up section of meeting minutes.

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting(s): Standard meeting agenda
- b. Revisit Chaplin Arboretum Commission budget
- c. Year-end Transfers
- d. Approve Annual Report Letter & Template

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

- a. Monday, August 14, 2023: Regular Meeting @ 7pm (Town Hall)
- b. Monday, September 11, 2023: Regular Meeting @ 7pm (Town Hall)

Action Items:

- 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 (9:11 PM) made by Victor Boomer, seconded by Peter Haines and carried unanimously.

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