

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**February 5, 2024**

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Linda Caron, Jeremiah Rufini and Victor Boomer (7:35); Alternate Peter Haines and Alternate Izzy Alvarez. Others present were Finance Manager Val Garrison, Assessor Chandler Rose and Emergency Preparedness Director Jim Randall. Absent were Board members Link Diwan and Bill Jenkins; Alternate Matt Foster.

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

**4. FIRST AUDIENCE FOR CITIZENS:**

Jim Randall asked how much is left in the ARPA fund (about \$75,000 to \$125,000 after all commitments).

**5. GUESTS: Mr. Chandler Rose, Chaplin Assessor – Presenting the October 2023 Grand List**

Chandler Rose presented the October 2023 Grand List with reval (last done in 2018) that is 22.2% in assessment over the 2022 Grand List. Real estate went up 42% overall. Motor Vehicles went down 5% statewide (availability of computer chips and rising interest rates). Personal Property decreased about 10% due to Algonquin equipment depreciation (will bottom out in one more year unless they make another big purchase). Will see an increase in personal property with the Citgo gas station (about completed) and Dollar General (for internal improvements). Current legislation is being introduced to no longer assess motor vehicles based on book value – would put on depreciation schedule based on MSRP.

- Presented the Board with Top 5 Taxpayers for Real Estate, Personal Property and Motor Vehicle with combined Top 5 for each category (#1 is Algonquin).
- Number of personal property accounts for new businesses (about 20 – includes all campers stored at Cha-WI-MA Campground, estimates a gain of \$200,000 in assessments).
- Decreased number of motor vehicles (20).
- Number of new buildings (6 new construction builds with about 2.2 million in assessments - 1 commercial build, 5 single family builds, 1 commercial build under construction – new gas station).
- Hampton’s reval was almost to the percentage of Chaplin (Chaplin has more commercial).

Dick Weingart presented Grand List comparison from this year to last (Real Estate went up about 10 percentage points and Personal Property went down about 7 percentage points – asked Chandler to break out Commercial Real Estate versus Residential Real Estate).

Victor Boomer arrived at the meeting at 7:35 PM.

Jeremiah Rufini asked for clarification on the CITGO gas station (will be prorated once they receive their CO – will change the 2023 numbers, also need to factor in Board of Assessment Appeals with 1 appeal currently).

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

**7. REPORTS**

**a. Board Member reports:**

**1) Selectmen’s monthly meeting:**

- Status of ARPA Funds – extra funds may be used to pay for CIP requests.

Dick Weingart updated the BOS with the following: Audit completed (clean unmodified opinion) – real pleasure working with the new auditing firm (thanks to the Audit Subcommittee – Peter, Victor, Link), Annual Report is close to publishing, Grand List came in on January 30, budget process started, finalizing BOF budget, 1<sup>st</sup> CIP meeting held January 25<sup>th</sup>.

**2) FY 2022-23 Annual Report:**

In the process of final editing – waiting for report from the Treasurer (will also do Board of Assessment Appeals).

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

A thorough audit presentation was given to the Board last week. There are 3 funds the town is responsible for but doesn't manage (Parent Teacher Organization Fund, Boy Scouts Fund and Student Activity Fund have bank accounts under the town's Federal Tax ID number – EIN). Written procedures are needed in place for handling these accounts (Dick suggested investigating the Parent Teacher group getting their own EIN). Linda Caron noted the process is costly and being under the town allows funding to be used for school programs such as field trips that don't have to be added to the budget (Dick will follow up with the CES BOE and Principal).

Izzy Alvarez left the meeting.

**4) FY 2025-2029 CIP Committee:**

General Government – Request for Community Room Acoustic Improvements (\$30,000) moved to current year for voting (will need technical work with dedicated line for early voting).

Public Safety – nothing new for the current year, Fire Department would like to begin putting funds aside for vehicle replacement (working on list and schedule).

Public Works – nothing new for the current year, increased the amount for equipment replacement.

BOE – Utility Room Upgrades (\$25,000 - houses heat sensitive electronic equipment); Chaplin Elementary Roof Replacement (\$260,000 spread out over 4-5 years - various leaks and roof has reached its life expectancy). Total amount of the CIP Plan is too high - need to establish priorities and reduce the total to the \$400,000 range (school roof is the most important). Linda Caron asked about bonding instead of using CIP funds (Dick noted additional problem under the cupola with possibility of removing). Val Garrison asked if other BOE funds could be used (BOE Non-Lapsing Fund can be used for capital improvements – requires BOE to approve the use). Peter Haines suggested using remaining ARPA funds. The next CIP meeting will be held the end of this month.

**b. Staff Reports:**

**1) Finance Dept: Review and accept monthly Town Financial Statements (FY 23-24; identify questions for follow up:**

There are 4 areas with Other – Cemeteries, Planning & Zoning Permits, Regional High School Education, Cemetery Software.

***Motion to accept the January 2024 Town Financial Statements, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**2) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for follow up:**

42% of the budget spent to date. The Cafeteria and Preschool programs are in good shape.

***Motion to accept the December 2023 CES Financial Statements, made by Peter Haines, seconded by Victor Boomer and carried unanimously.***

**3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up: No Report**

**4) Assessor/Treasurer: Assessor presented Grand List under Item #5.**

**8. APPROVAL OF MINUTES**

**a. Regular/Special meeting(s) – January 8, 2024; January 29, 2024:**

Minutes available online in the BOF Meeting Documents.

- **Motion to approve the January 8, 2024 regular meeting minutes, made by Victor Boomer with the following correction:**  
Item #7b1) under ARPA Funds – F350 Truck is for Public Works.  
**The motion was seconded by Linda Caron and carried unanimously.**
- **Motion to approve the January 29, 2024 special meeting minutes, made by Linda Caron, seconded by Jeremiah Rufini and carried with one abstention by Peter Haines.**

**9. CORRESPONDENCE:** None

**10. OLD BUSINESS**

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

Talk to the First Selectman about the Fixed Assets Inventory (important to get done before the next audit).

**b. Review and update BOF Annual Activity/Project Calendar – FY 2023-24:**

Budget process on track - may want some Town Agencies to come in to present their budget.

**c. Confirm members to attend 2024 COST Town Meeting on February 8, 2024 and discuss travel logistics:**

Dick Weingart, Linda Caron, Link Diwan and Jeremiah Rufini scheduled to attend COST Town Meeting.

**d. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets and schedule:**

**1) Review budget calendar for FY 2024-25 fiscal year:**

Proposed Budget Workshops – February 26<sup>th</sup> (1<sup>st</sup> draft of Revenues), March 4<sup>th</sup>, postpone March 11 meeting to March 18 (BOS budget presentation), March 25 (BOE budget presentation), and expect a few meetings in April.

**2) Final approval of FY2024-25 BOF budget request:**

Clerical Hire (salaries determined by the Board of Selectmen). Auditor (increased to \$35,075), Legal Notices (decreased to \$225), Postage and Technical Assistance (reduced to zero), remainder of the budget (no change).

**Motion to approve the FY 2024-25 BOF Budget Request for \$37,476.90, made by Victor Boomer, seconded by Peter Haines and carried unanimously.**

**e. Review Board of Finance organizational documents**

**1) Review BOF Bylaws:** Jeremiah is working on.

**f. Continue review of policies under revision:**

**1) BOE Unexpended Education Funds:**

The policy includes a limit of 4% on the amount of the school's budget that could be added to this fund (Dick suggested adding a provision for the Board of Finance to authorize a higher amount for a specific capital project – will draft the language).

**2) General Fund Unallocated Fund Balance:**

During the audit presentation, Unallocated Fund Balance of 15% was acknowledged as a respectable number (in general, having 2 months of expenditures available is considered reasonable – would be 17% for Chaplin). The Board was asked to consider a range of 12-15% to add to the policy.

**3) Budget management for agencies near budget limit:** moved to Action Items

**g. Continue review of Treasurer job duties and job description:**

Need to move forward (Peter will talk to Diana about documenting her work).

**11. NEW BUSINESS**

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None
- b. **Initial review of FY 2023-24 BOF DRAFT Chaplin Assessment percentage for RSD11 budget (if available):**  
Will present at the next meeting.

**12. CONTINUING BUSINESS**

- a. **Review Board goals and policies for FY 2023-24:** All items moved to followup section of meeting minutes.

**13. SECOND AUDIENCE FOR CITIZENS:** None

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

- a. Special meeting(s): February 26 -Standard meeting agenda & pertinent tasks from Annual Activity/Project Calendar
- b. Initial Review of DRAFT FY 2024-25 Revenue estimates
- c. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets and schedule

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

- a. Monday, February 26, 2024: Special Meeting @ 7pm (Town Hall)
- b. Monday, March 4, 2024: Special Meeting @ 7pm (Town Hall)
- c. Monday, March 18, 2024: Special 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.
- Draft Memo Template for Agencies that are near budget.
- Fixed Assets Inventory.
- Budget management for agencies near budget limit.

**16. ADJOURN:**

***Motion to adjourn (9:44 PM) made by Victor Boomer, seconded by Jeremiah Rufini and carried unanimously.***

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