

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
March 18, 2024

Chairperson Dick Weingart called the meeting to order at 7:05 PM. Present were Board members Link Diwan, Linda Caron, Jeremiah Rufini, Bill Jenkins and Victor Boomer (7:47 PM); Alternate Peter Haines. Others present were First Selectman Juan Roman and Finance Manager Val Garrison. Absent were Alternates Matt Foster and Izzy Alvarez.

3. **SEATING OF ALTERNATES:** None

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

5. **GUESTS: Mr. Juan Roman III with the Chaplin Board of Selectmen Budget Presentation**

a. **Review and discussion of Board of Selectmen proposed budgets for FY 2024-25:**

Reviewed proposed budgets for the Board of Selectmen and Town Agencies.

General Government – increase for Ambulance Assessment (contractual), NECCOG Animal Control (contractual), Cellular Phones, Eastern Highlands Health District, Information Technology (Equipment Purchase/Hardware - hiring outside company to do assessment of the whole computer system to determine whether to update the server (could go on the cloud), IT Contract – Town of Windham); Cyber Security Insurance (need to decide on coverage), Probate Court; decrease for Legal Fees; added new line for NECCOG Town Administrator (new shared service program that would help with daily operations including: grant writing and the budget). The Windham IT Director recommends updating the server and going to an outside agency to maintain with support from Windham.

- Link Diwan asked what services are currently on the server (QuickBooks and OneDrive), suggested CIRMA for Cyber Security coverage, asked about hiring Quasar or RD11 Director to do assessment (Quasar is just a website builder, RD11 Director agrees with going on the cloud), asked if any savings moving away from Windham (contract includes replacing the server).
- Jeremiah Rufini asked if ransomware is less of a risk with the cloud (less according to Homeland Security).
- Bill Jenkins asked about Probate Court (fee charged to every town for their services).

Accountant – increase for Salary (reflects BOS proposal), Postage; decrease for Office.

Assessor – increase for Salary, In-House Computer System; pulled out of Revaluation from NECCOG (will hire company directly).

Bicentennial Arboretum – no increase.

Board of Assessment Appeals – no increase.

Board of Finance - increase for Auditor (new company); decrease for Legal Notices, Postage, Technical Assistance.

Victor Boomer arrived at the meeting.

Board of Selectmen – increase for Salary (reflects BOS proposal), Mileage; decrease for Clerical Hire (no longer need to cover vacation time for Administrative Assistant).

Building/Grounds Maintenance – Building Maintenance covers all the buildings; increase for Cemetery Stipend, Grounds Maintenance Mowing, Heating Fuel/Propane, Telephone; decrease for Electricity.

Building Official – increase for Town of Windham Contract, Postage.

Burning Official – increase for Salary.

Community & Economic Development – decrease for Mileage, Postage.

Emergency Preparedness – increase for Salary, Deputy EMD Stipend.

Employee Benefits & Cost – increase for Annuity Match, Insurance (6.7%), Clothing Allowance (Public Works), Longevity Bonus, Life Insurance.

Fire Marshall – increase for Salary (Deputy voted in by BOS).

Historic District – increase for Salary.

Inland Wetlands – increase for Salary.

Library – increase for Salary (reflects BOS proposal), Books, Dues, Equipment Maintenance, Periodicals; decrease for Videos.

Planning & Zoning – increase for Salary (typically underbudget – Val will check current budget).

Police Protection – nothing received yet (estimate about 3% increase).

Public Works – benefits moved here from Employee Benefits & Costs; increase for Salary, Overtime, Snow Removal, Equipment Purchase, Equipment Rental, Building Fuel, Infrastructure, Salt, Tree Removal, Office Supplies, Cable/Internet, Electricity.

Recreation – increase for Building & Field Maintenance (miscommunication on amount for current year - bring back to same level – Dick will check), Special Activities, Electricity, Heating Fuel.

Registrar & Elections – increase for Salary (Registrar asking for more - State provided \$10,500 to offset early voting), Election Expenses (coding memory cards, food, supplies, stickers), Legal Notices, Mileage, Office, Postage, Printing, Legal Notices.

Sanitation – increase for MSW & Collection, Residential Collection (recycling – cost savings if done every other week – BOS considering). Link Diwan noted recycling is contaminated with trash causing recycling costs to go up and credits to go down.

Senior Center – increase for Salary (reflects BOS proposal, asked for more for the Assistant Director and Cook).

Tax Collection Services – increase for Town of Windham Contract, In-House Computer; decrease for Conferences, Legal Notices, Office.

Town Clerk – increase for Salary (reflects BOS proposal, asked for 1 more day a week for Assistant), Copier Supplies, Legal Notices.

Town Memberships – slight increase.

Transfer Station – decrease for Attendant Salary (fewer hours with every other week in winter, increase Assistant Salary to cover from Public Works), Disposal, Hauling.

Treasurer – increase for Salary (reflects BOS proposal), Office.

Tree Warden – increase for Stipend, Training (as needed).

Vital Statistics – slight increase.

Zoning Board of Appeals – increase for Clerical Hire; Technical Assistance and Training (reduced to zero).

Volunteer Fire Department – no increase (current budget tracking well).

Town Contingency - Regular Budget (\$27,500), Town Employee Salary (\$15,000).

CIP & Debt Service – CIP about \$323,000.

BOE – CES (increase for Special Ed Expenses for outplacement services), RD11 (Chaplin's share of RD11 budget is 50.92% - about \$273,562). 1 mill is about \$250,000.

Total budget increase about 10% (about \$500,000 is for education).

b. **Review select Board of Selectmen FY 2023-24 financial reports for March (accounts over budget):** None

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

7. REPORTS

a. **Board Member Reports**

1) **Selectmen's monthly meeting:** Tabled

- 2) **FY 2022-23 Annual Report**
 - a) **Consider and act on approval of FY 2022-23 Annual Report:**
Motion to approve FY 2022-23 Annual Report, made by Link Diwan, seconded by Linda Caron and carried with abstention by Bill Jenkins.
 - b. **Staff reports**
 - 1) **BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for followup:** Tabled
 - 2) **Tax Collection: Review and accept monthly Tax Collections Report (FY 23-24); identify questions for followup:** Tabled
8. **APPROVAL OF MINUTES**
 - a. **Regular/Special meeting (s) – March 4, 2024:** Tabled
9. **CORRESPONDENCE**
 - a. **Board of Selectmen letter of March 13, 2024 re: Appropriation of Funds for the Benjamin Chaplin Cupboard:** Tabled
10. **BUDGET WORKSHOP FOR FY 2024-25**
 - a. **Review Board of Education/CES PRELIMINARY BUDGET for FY 2024-25 and identify questions/comments for BOE:**
Reviewed BOE/CES preliminary Object Budget with an overall increase of 6.09% (Salary - some contractual, Group Insurance, Audit, Central Office, Psychological Services, Speech & Hearing Services, BCBA Services, Transportation, Supplies, Non-Instructional Equipment). Magnet School Tuition reduced to zero (expected to be covered by the state).
 - b. **Review latest draft of total Chaplin FY 2024-25 anticipated revenues:**
Reviewed Revenues Budget (projected deficit even with increased revenues). Jeremiah Rufini asked if any variables could impact besides slashing the budget (Casella arrangement, IT, some funds not spoken for in the CIP Fund).
 - c. **Review Town agency budget requests, identify individual budgets for examination/additional information/adjustments:** Covered under Item #5
Tabled the remainder of the agenda
 - d. **Review FY 2024-2029 DRAFT Chaplin assessment percentage for RSD11 budget and cost impact on Chaplin**
 - e. **Continue review of FY 2024-25 General Fund and FY 2025-2029 CIP Plan budgets, parameters, and schedule**
 - f. **Review Capital Projects Plan**
 - 1) **FY 2025-2029 CIP Plan as proposed by CIP Committee**
 - 2) **Review completed CIP projects for potential closure**
 - g. **Review dates for Board of Finance special budget workshops, budget Public Hearing, and Annual Town Budget Meeting**
 - h. **Continue review of BOS recommended Salary Adjustments for Town Officials and Staff**
 - i. **Other budget issues for consideration**
11. **OLD/NEW BUSINESS**
 - a. **Consider and act on funds transfers and budget line additions/adjustments as requested**
 - b. **Review and update BOF Annual Activity/Project Calendar – FY 2023-24**
 - c. **Review Special Meeting dates for March 2024**
 - d. **Review BOF Bylaws**
 - e. **Continue review of policies under revision**

- 1) **BOE Unexpended Education Funds**
- 2) **General Fund Unallocated Fund Balance**

12. SECOND AUDIENCE FOR CITIZENS

13. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Special meeting: March 25 – Standard meeting agenda & pertinent tasks from Annual Activity Calendar
- b. Board of Education Budget Presentation
- c. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters and schedule
- d. Continue review of FY 2024-25 agency budget requests

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

- a. Monday, March 25, 2024: Special Meeting & BOE Budget Presentation @ 7pm (Town Hall)
- b. Monday, April 1, 2024: Special Meeting & Budget Workshop
- c. Monday, April 8, 2024: (TBD) Special Meeting & CIP Budget Presentation @ 7pm (Town Hall)

15. ADJOURN:

Motion to adjourn (9:27 PM) made by Bill Jenkins, seconded by Victor Boomer and carried unanimously.

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