

CHAPLIN BOARD OF FINANCE
Chaplin Senior Center
Chaplin, Connecticut
Regular Meeting Minutes
June 10, 2024

Chair Dick Weingart called the meeting to order at 7:06 PM. Present were Board members Linda Caron, Jeremiah Rufini, Victor Boomer; Alternate Peter Haines. Others present were Finance Manager Val Garrison and Tax Collector Lisa Madden. Absent were Board members Link Diwan and Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: Ms. Lisa Madden, Tax Collector re: Annual Suspense List and Quarterly Reports
Lisa Madden presented request to transfer uncollected property taxes to the Suspense Tax Book for 2023-24 in the amount of \$15,369.58 (Strategic Collection Plan in place with new Collection Agency; accounts go away after 15 years). Reviewed summary of March Quarterly Reports and April and May Reports. Tax Collections overbudget by \$165,000 for April and May. Peter Haines asked what happened in those two months to go overbudget (held April 10th Tax Sale for all 4 towns together with every property sold). Discussed phase-in revaluation and suggested increasing Prior Year Taxes by \$10,000 and Interest/Liens & Fees by \$20,000) to help the budget.

Motion to approve Suspense List as presented by the Tax Collector, made by Victor Boomer, seconded by Jeremiah Rufini and carried unanimously.

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: Budget reductions (Town, BOE, CIP, RD11, Resident Trooper), budget schedule of events, information on phase-in revaluation, should be receiving audit documentation (engagement letter).

- The First Selectman is working with an external company on IT for all the town's data processing.

b. Staff Reports:

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

- Conveyance Tax underbudget. Total Income in good shape with 1 month left in the fiscal year.
- Employee Fringe Benefits overbudget (partly from BOF Reduction; Health Insurance).

Motion to accept May 2024 monthly 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 issues for follow up: No Report

3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up: Tax Collections for May 2024 at 102.3%

Motion to accept May 2024 Tax Collections report, made by Jeremiah Rufini, seconded by Peter Haines and carried unanimously.

4) Assessor/Treasurer: None

8. APPROVAL OF MINUTES

a. Regular/Special meeting(s) – June 1, 2024:

Motion to approve June 1, 2024 special meeting minutes, made by Peter Haines with the following corrections:

Item #6 should read – concerns about higher tax if Resident Trooper (included in 21% tax increase) doesn't go away.

Item #11b should read – Fund Balance of about 11% (partly due to a reduced transfer to the CIP – will ask for approval to transfer \$112,674 to the CIP from the General Fund at the next Town Meeting).

Motion was seconded by Victor Boomer and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS

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

Invoices for the Boy Scouts have been submitted to the Business Manager (Dick asked if Student Activity invoices entered into QuickBooks – both need to be entered – Val will followup).

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

Need procedures for the Annual Report (Peter will follow up with Susan), appointed the auditor, budget related items pending.

c. Review of REVISED BOF budget calendar & schedule:

- June 17-18: RSD11 Budget Meeting and Referendum
- June 20: Vote on Resident Trooper program
- June 24: Special Meeting and Budget Workshop to finalize the budget
- July 8: Regular Meeting
- July 9: Special Town Budget Meeting (tentative)
- July 17: Town Budget Referendum (tentative)
- July 22: Special Meeting to set the Mill Rate (tentative)

d. Review FY 2024-25 REVISED ESTIMATE Chaplin's assessment for RSD11 budget and impact on Chaplin budget:

As of June 4th RD11 assessment reflects \$123,000 reduction (going to referendum next week). The overall decrease in assessment for Chaplin is \$62,708. Increase to back taxes by \$10,000 and Interest Liens and Fees by \$20,000 (recommended by the Tax Collector) reduces the deficit to about \$81,000.

e. Other budget items for consideration:

The Board reviewed the 2023 Grand List percentages by property type from the Assessor.

11. NEW BUSINESS

a. Consider and act on funds transfers and budget for additions/adjustments as requested: None

b. Review BOF Bylaws:

The Bylaws were last approved in July 2020. Jeremiah Rufini worked on revisions (Article 3 – Memberships and added Article 4 Members and their Duties) presented to the Board in March with no further changes (Dick thanked Jeremiah for tackling the Bylaws as a new member).

Motion to approve revisions to the Bylaws as presented and send to Susan for formatting, made by Peter Haines, seconded by Victor Boomer and carried with abstention by Peter Haines.

c. Continue review of policies under revision

- 1) **BOE Unexpended Education Funds:** None
- 2) **General Fund Unallocated Fund Balance:** None

12. CONTINUING BUSINESS:

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

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Special meeting(s): June 24 -Budget Workshop to finalize FY 2024-25 Budget
- b. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule
- c. Continue review of FY 2024-25 agency, Board of Education, and CIP budget requests

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

- a. June 17-18: RSD11 Budget Meeting and Referendum
- b. Thur., June 20: Vote on Resident Trooper
- c. Mon., June 24 2024: Special Meeting & Budget Workshop to finalize the budget @7pm (Town Hall)
- d. Mon., July 8, 2024: Regular Meeting @ 7pm (Town Hall)
- e. Tuesday July 9 2024: Special Meeting Town Budget Meeting @7pm (Senior Center) - tentative
- f. Wed. July 17, 2024: Town Budget Referendum @ Firehouse - tentative

Action Items:

- Review Board goals and policies for FY 2023-24:
 - 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.
- Fiduciary Fund for the Chaplin Elementary PTO and Fiduciary Fund for the Boy Scouts must be added to the BOE Education Financial Procedures and a regular monthly review of these funds must be established similar to that for the Fiduciary Fund for Student Activities.

16. ADJOURN:

Motion to adjourn (8:59 PM) made by Jeremiah Rufini, seconded by Linda Caron and carried unanimously.

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