

CHAPLIN BOARD OF FINANCE
Chaplin Senior Center
Chaplin, Connecticut
Regular Meeting Minutes
July 8, 2024

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

3. SEATING OF ALTERNATES:

Alternate Peter Haines seated for Linda Caron; Alternate Matt Foster seated for Bill Jenkins.

4. FIRST AUDIENCE FOR CITIZENS:

Jim Randall asked how many students \$300,000 in Special Ed costs covered (check with Principal Chavez).

5. GUESTS: None

6. ADDITIONS OR CHANGES TO THE AGENDA:

- Add to agenda as Item #10d – Correct motion made at last meeting for transfer of funds from the General Fund to the CIP Fund.
- Add to agenda as Item #10e – Differential Mill Rate Assessment.

7. REPORTS:

a. Board Member reports:

1) Selectmen’s monthly meeting: Meeting will be held on July 11th.

2) FY 2023-24 Audit by Hoyt, Filippetti & Malaghan LLC:

Audit engagement letter received - will arrange remote kickoff meeting within the next few weeks. Audit in good shape.

3) Report on Differential Mill Rates:

Link Diwan reported it’s possible to assign different mill rates to different categories per the Assessor. The state passed Bill 501 that changes how motor vehicle values are assessed (impact will be reflected in next year’s Grand List).

b. Staff Reports:

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

Reviewed this year’s budget performance. May Tax Collections more than amount shown (waiting on final report from Tax Collector).

- CES overbudget (BOF budget reduction, Special Ed expenses not budgeted – covered with BOE Unexpended Education Funds).
- Employee Benefits overbudget (BOF budget reduction, Health Insurance).
- Public Works overbudget (BOF budget reduction).

Overages can be covered with transfers from accounts that are under spent (Police Protection, Contingency).

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 June at 102.5%.

Motion to accept June 2024 Tax Collections Report, made by Victor Boomer, seconded by Peter Haines and carried unanimously.

- 4) **Assessor/Treasurer:** None

8. APPROVAL OF MINUTES:

- a. **Regular/Special meeting(s) – June 24, 2024:**

Dick Weingart noted that transfer of funds from the General Fund to the CIP Fund has to go to Town Meeting and the July 18th meeting to set the Mill Rate (if budget passes) will be held in the Library Meeting Room.

Motion to approve June 24, 2024 special 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:** Remove Bylaws item.

- b. **Review and update BOF Annual Activity/Project Calendar – FY 2023-24 & 2024-25:**

Budget items pending the budget passing.

- c. **Review of REVISED BOF budget calendar, schedule, and other budget issues:**

Special Town Budget Meeting – July 9th followed by Referendum on July 17th. Meeting to set the Mill Rate on July 18th if budget passes. Publicity for the Budget Meeting includes: Legal Notice posted in the newspaper, notice sent out to Google Groups and banner posted on the Town webpage (Matt suggested posting notice on Facebook Groups). A reminder will be sent out for the Referendum on July 17th.

- Discussed how to move forward if the budget doesn't pass (last year's budget could be used to set a mill rate followed by a supplemental bill when the budget passes).

- d. **Correct motion made at last meeting for transfer of funds from the General Fund to the CIP Fund:**

Motion to recommend to Town Meeting to appropriate and transfer the amount of \$112,674 from the FY 2024-25 General Fund Unassigned Fund Balance to the CIP Fund for the following project: Various projects per FY 2025-29 CIP Plan, made by Peter Haines, seconded by Victor Boomer and carried unanimously.

- e. **Differential Mill Rate Assessments:**

Link Diwan presented different scenarios that measures the impact of the mill rate to the median homeowner and covers the deficit. There is a cap of 32.46 for motor vehicles (Jeremiah asked if it applies to commercial vehicles). Juan Roman asked if there is a cap on the mill rate for the different categories for real estate and personal property (need reference documentation – statute or policy). Dick Weingart asked which categories are affected by Algonquin (Link will check with the Assessor).

11. NEW BUSINESS:

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

- b. **Consider and act on appointment of BOF Annual Report coordinator for FY 2023-24:**

Jeremiah Rufini appointed as BOF Annual Report coordinator for FY 2023-24.

- c. **Continue review of policies under revision:** None

1) **BOE Unexpended Education Funds**

2) **General Fund Unallocated Fund Balance**

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: Special meeting – July 18

- a. Set the mill rate for FY 2024-25
- b. Approve Revenue budget for FY 2024-25
- c. Other necessary business

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

- a. Tuesday July 9 2024: Special Town Budget Meeting @7pm (Senior Center)
- b. Wed. July 17, 2024: Town Budget Referendum @ Firehouse (Noon to 8pm)
- c. Thurs., July 18, 2024: Special Meeting to set Mill Rate for FY 2024-25 @ 7pm (Library Meeting Room)
- d. Mon., Aug., 12, 2024: Regular Meeting @7pm (Town Hall)

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) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
 - c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
 - d) Policy for dissemination of Personal Information of Board Members.
- Draft Memo Template for Agencies that are near budget.
- Fixed Assets Inventory.
- 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 (9:31 PM) made by Victor Boomer, seconded by Link Diwan and carried unanimously.

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