

## CHAPLIN BOARD OF FINANCE

Chaplin Town Hall

Chaplin, Connecticut

### Special Meeting Minutes

February 10, 2025

Chair Dick Weingart called the meeting to order at 6:10 PM. Board members present: Link Diwan, Linda Caron, Jeremiah Rufini, Victor Boomer, Bill Jenkins. Others present: Finance Manager Val Garrison, Auditors (online) Jason Cote and Sue Jones. Members absent: Alternates Peter Haines, Matt Foster and Izzy Alvarez.

3. SEATING OF ALTERNATES: None

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS:

(1) Ms. Sue Jones and Mr. Jason Cote of Hoyt, Filippetti, and Malaghan LLC - Presenting FY 2023-24 Chaplin Audit

a. Review audit: Q&A for BOF members after presentation:

Audit presented with clean opinion (materially correct). Identified material weakness for internal control over financial reporting – material adjustments to financial statements necessary to comply with generally accepted accounting principles (Town has Corrective Action Plan to address).  
Unassigned Fund Balance - 12.6%.

- Dick Weingart asked about deferred revenues (include note in preliminary audit questions - would not be a finding if identified).
- Link Diwan asked about the following: guidance on how to show negative expense for grant revenue, if categories in statement on pg. 24 could match the way budget presented (sub-categories can be adjusted), and clarification on budgetary basis note for Teacher's Retirement (State does employer match on behalf of the Town – not included in budget).

b. Consider and act on BOF approval of Chaplin FY 2023-24 Audit:

*Motion to approve Chaplin FY 2023-24 Audit as presented, made by Victor Boomer, seconded by Link Diwan and carried with the following vote:*

*YES: Link Diwan, Victor Boomer, Linda Caron. NO: Bill Jenkins. ABSTAIN: Jeremiah Rufini.*

(2) Mr. Chandler Rose, Chaplin Assessor: Presenting the October 2024 Chaplin Grand List

a. Q&A for BOF members after presentation:

Real Estate went up (new houses, Gas Station finished, Dollar General improvements). Motor Vehicles went down - valued differently now using MSRP and depreciation schedule based on vehicle year. Personal Property increased if you take out Algonquin (fully depreciated next year). New statute for veterans – dwelling exemption for service connected permanently disabled (3 veterans in town qualify - \$456,000 reduction in assessments). Grand List went down in other towns (Eastford 2.5%, Scotland 1.3%). The 2024 Grand List decreased \$7,529,320 (2.99%) in assessments from the 2023 Grand List that represents a loss of \$225,503 in revenue.

- Dick Weingart asked about depreciation for vehicles when they get to 12 years old (bottoms out starting at 2010 unless you get antique plates - minimum assessment of \$500), and asked about residential trailers (now exempt – mobile homes and campers still taxable).
- Bill Jenkins asked if reval was done between 2023 and 2024 (reval done in 2023).
- Jeremiah Rufini asked what Grand List loss of revenue calculates to mill rate (about 8/10 mill).

6. ADDITIONS OR CHANGES TO THE AGENDA: None

7. REPORTS:

a. Board Member reports:

1) Selectmen's monthly meeting: Meeting cancelled

**2) FY 2023 - 2024 Annual Report:**

All reports in. Add to BOF report – Table 4 General Fund Budget Summary from pg. 9 in the audit.

**3) FY 2025-26 CIP Committee:**

Reviewed list of potential projects submitted (total without any offsets about \$750,000 – includes items that will be removed). Bulk of list scheduled out by Public Works. Consider keeping CES Roof replacement separate due to high cost (notify Superintendent & BOE Chair to identify when needs to be done and financing).

**b. Staff reports:**

**1) Finance Dept.: Review and accept monthly Town Financial Statements (FY 24-25), identify issues for followup:**

Everyone keeping an eye on their budgets - tracking well (Library using more oil). Board asked to think about expanding letter drafted to send to agencies approaching budget limits to include staying within their budget (not as much flexibility as in the past).

***Motion to accept January 2025 Town Financial Statements, made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

**2) BOE/CES: Review and accept monthly CES Financial Statements (FY 24-25), identify issues for followup: No Report**

**3) Tax Collector: Review and accept monthly Tax Collections report (FY 24-25), identify questions for followup: Tax Collections at 92.5% through January 2025.**

***Motion to accept January 2025 Tax Collections report, made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**4) Assessor: Covered already Treasurer: No Report**

**8. APPROVAL OF MINUTES**

**a. Regular/Special meeting(s): January 13, 2025**

***Motion to approve January 13, 2025 regular meeting minutes, made by Victor Boomer with the following correction: Item #7b1) should read – Reviewed by BOF member Link Diwan.***

***Motion seconded by Link Diwan and carried with abstentions by Jeremiah Rufini and Linda Caron.***

**9. CORRESPONDENCE: None**

**10. OLD BUSINESS**

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

**b. Review/update BOF Annual Activity Project Calendar-FYs 23-24/24-25: Doing well keeping up-to-date.**

**c. Final approval of FY 2025-26 BOF budget request:**

Increase for Auditor (England Road Bridge requires Federal Audit), remaining items stayed the same.

• ***Motion to approve FY 2025-26 BOF budget for \$41,950.70, made by Victor Boomer, seconded by Link Diwan and carried with abstention by Jeremiah Rufini.***

• ***Motion to approve \$30,000 for Contingency Fund for FY 2025-26, made by Bill Jenkins, seconded by Link Diwan and carried with abstention by Jeremiah Rufini.***

**d. Continue review of FY 2025-26 General Fund and FY 2026-30 CIP Plan budgets and schedule:**

CIP Plan – looked at projects that could be repurposed (finished or no longer needed). Funds leftover from Bicentennial Celebration - \$15,600 (need \$1,000 for unfinished business in digitizing).

***Motion to transfer \$1,000 from Bicentennial Celebration Account in CIP Fund to Bicentennial Reserved Account in General Fund, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**1) Review budget calendar for FY 2025-26 fiscal year: No change**

**11. NEW BUSINESS:**

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None
- b. **Set Special Meeting dates for February and March 2025:**  
Special Meeting dates to begin budget process: February 24<sup>th</sup> (ask Senior Center and Fire Department to present their budget), March 3 (ask Library to present their budget), 17, 24, 31 (all at 6pm).
- c. **Initial review of FY 2025-26 State budget revenues for Chaplin per Governor’s proposed budget:**  
Total Municipal Aid estimated to be reduced about \$140,000 (Motor Vehicle Tax Grant & Educational Cost Sharing – hoping for legislation to restore) in addition to \$225,000 losing from the Grand List. Jeremiah Rufini asked about Chaplin’s portion of RD11 (likely to go up about 2% - about \$150,000 increase).
- d. **Determine funding available for FY 2025-26 CIP Plan:** None

**12. CONTINUING BUSINESS:**

- a. **Review Board goals and policies for FY 2024-25:** 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. Review Budget process, agency presentations, budget documents, preliminary estimates of revenue
- c. Other necessary business

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

- a. February 24, 2025: Special Meeting @6pm (Town Hall)
- b. Monday, March 10: Regular Meeting @7pm (Town Hall)

**Action Items:**

- Review Board goals and policies for FY 2024-25:
  - 1) Board policies and Board Member handbook.
    - a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, 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 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.
- Funding for CES Roof Replacement.
- Put funds collected in excess in restricted account for sole purpose to offset next year’s budget to lower the mill rate.
- Check general item for Grant Funding that could be used to offset General Fund expenditures.
- Contact Treasurer about presentation by a Berkshire Bank representative.
- Chaplin Elementary Food Service Account.
- Fixed Assets – Public Works only.
- Highlight grant funding in the Budget and Annual Report.

**16. ADJOURN:**

***Motion to adjourn (9:15 PM) made by Victor Boomer, seconded by Bill Jenkins and carried unanimously.***

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