

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
April 22, 2020

Chairperson Dick Weingart called the remote meeting to order at 7:05 PM and read the procedures. Present were Board members Linda Caron and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Doug Dubitsky, Link Diwan and Jean Lambert, Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

Alternate Peter Haines was seated for Board member Jean Lambert who could not attend tonight's meeting.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. APPROVAL OF MINUTES:

a. Special Meeting – April 20, 2020:

Motion to approve the special meeting minutes from April 20, 2020, was made by Victor Boomer with the following corrections:

Item #7a should read – Library – Equipment Purchase (upgrade Children's computer using a grant that was applied for to offset the costs), Police Protection – decrease due to paying 50% of fringe benefits
Item #7c1) should read – The Fund Balance can be used to offset a potential loss of revenue and potential increase of expenditures due to the COVID-19.

Item #7c3) should read – The Windham Tax Collector suggested keeping the tax collection rate the same (she hopes to maintain the same percentage).

The motion was seconded by Peter Haines and carried unanimously.

7. BUDGET WORKSHOP FOR FY 2020-21:

a. Consider and act on Legal Notice for Remote Budget Public Hearing:

The Board was presented with Legal Notice for the Remote Budget Public Hearing.

Motion to approve Legal Notice for Remote Budget Public Hearing, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.

b. Review Town agency budget requests requiring follow up:

- Peter Haines followed up with the Senior Center regarding no line item in the budget for food. Funding comes from a separate fund similar to the Library's Special Revenue.
- Victor Boomer reported that the First Selectman fully supports contracting out for landscaping. Public Works is not able to do landscaping due to other town projects. Dick Weingart reported that the Building Maintenance line item includes \$643 for Landscaping with the remainder for janitorial supplies and other building related maintenance. This line item could be broken down further but is sufficient where it stands.

c. Review Board of Education/CES budget, RSD11 PHMS/HS Budget, and COC Budget for FY 2020-21 and identify questions/comments for Boards of Education:

The Board reviewed the BOE/CES budget with a 2.5% increase (Retirement Incentive has ended, 2.75% increase for Group Insurance), RSD11 PHMS/HS budget with a 0.97% increase and the COC budget with a 14.47% increase (increase to Clerical/Secretarial – Finance Assistant Salary moved from BOE/CES to Central Office).

- **Review Chaplin potential assessment of RSD11 budget:**
Chaplin's potential assessment is 40% of RSD11 budget.

d. Review FY 2021-2025 Capital Projects Plan (CIP) as proposed by CIP Committee on March 12, 2020:
No review

e. Review preliminary FY 2020-21 overall town budget forecast (Government Operations, Capital (CIP), & Education)

- 1) **Examine use of Unallocated Fund Balance**
- 2) **Review mill rate**
- 3) **Review tax collection rate (%) or alternative assignment of Fund Balance for anticipated loss of tax revenue:**

The Board reviewed Budget, Mill Rate and Fund Balance Summary. There will be a decrease in Property Tax Revenue due to Algonquin. The mill surplus for this year should be set aside to cover potential loss in revenue. The Fund Balance, CIP and Mill Rate remain consistent.

Dick Weingart presented information on a one hour Webinar on Budgeting in These Uncertain Times that will be held Tuesday, April 28th from noon – 1pm. There is no cost for the Webinar and it should cover Tax Collection.

f. Review BOF Budget Development Calendar for FY 2020-21: Tabled until the next meeting.

g. Establish dates for Remote Public Hearing and Remote Budget Approval Meetings (need date options for scheduling Board of Education representatives:

The Public Budget Hearing will be held on May 11th. The Board will tentatively meet on May 26th to approve the budget and set the mill rate.

The remainder of the agenda was tabled until the next meeting.

h. Review and accept Financial Statements; identify questions for follow up

- 1) **March 2020 Town statements**
- 2) **February 2020 Board of Education statements**

i. Other budget issues for consideration

8. OLD/NEW BUSINESS:

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested**
- b. **Review completed CIP projects for potential closure**

9. SECOND AUDIENCE FOR CITIZENS

10. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. **BOF budget workshop**

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

- a. Monday, April 27, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)
- b. Wednesday, April 29, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)
- c. Date & Time-TBD: Special Meeting for Town Budget Public Hearing @ 7pm (Remote DIAL IN)
- d. Date & Time-TBD: Special Meeting to Approve Town Budget & Set Mill Rate@7pm (Remote Dial IN)

12. Adjourn:

Motion to adjourn (9:10 PM) was made by Linda Caron, seconded by Peter Haines and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*