

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
April 27, 2020

Chairperson Dick Weingart called the remote meeting to order at 7:03 PM and read the procedures. Present were Board members Link Diwan, Linda Caron, Doug Dubitsky (7:12 PM), and Victor Boomer; Alternate Peter Haines. Unable to attend was Board member 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 22, 2020:

Motion to approve the special meeting minutes of April 22, 2020, was made by Victor Boomer with the following corrections:

Item #6a should read – Police Protection – decrease due to the state paying 50% of fringe benefits.

Item #7e should read – There will be decrease in Property Tax Revenue due to Algonquin equipment depreciation.

The motion was seconded by Linda Caron and carried with one abstention by Link Diwan.

7. BUDGET WORKSHOP FOR FY 2020-21:

a. Review Town agency budget requests as necessary:

The total increase for the Town of Chaplin proposed budget is \$214,882 (2.48%) with the bulk of the increase for the Board of Education.

b. Review Board of Education/CES budget, RSD11 PHMS/HS Budget, and COC Budget for FY 2020-21 as necessary:

The increase for the BOE/CES proposed budget is 2.5%. The increase for the RSD11 proposed budget is 0.97%. The increase for the Central Office is 14.47% (Finance Assistant Salary moved from BOE/CES to Central Office). Chaplin's potential assessment of the RSD11 budget increased from 37.5% to 40%.

c. Review FY 2021-2025 Capital Projects Plan (CIP) as proposed by CIP Committee on March 12, 2020 as necessary:

\$150,000 will be transferred from the General Fund towards Capital Improvement project (new SCBA System - Self-Contained Breathing Apparatus) for the Fire Department. Doug Dubitsky (previously expressed concerns with how this project was funded) asked about the life expectancy of the new bottles, and suggested funds be set aside for replacement moving forward. Dick Weingart reported that according to Joe Pinto, the bottles will not need to be replaced for a few years.

- d. Review preliminary FY 2020-21 overall town budget forecast (Government Operations, Capital (CIP), & Education)**
- 1) Examine use of Unallocated Fund Balance:**
The Board reviewed the Budget Summary Goals and Assumptions. The Board of Finance has the authority to transfer funds through the Governor’s Executive Orders. \$500,000 has been earmarked for potential bridge projects (substantial town funding is needed for matching grants). There is a CCM Webinar presentation on “Budgeting in These Uncertain Times” on Tuesday, April 28th from noon to 1pm. Dick Weingart sent in a question ahead of time asking if towns are reducing the tax collection rate or earmarking funds from the fund balance. The Fund Balance is projected to remain fairly steady at approximately 14%. The Budget Public Hearing will be held as a remote meeting on May 11th at 7pm.
- 2) Review mill rate:**
The current mill rate of 32.50 will remain the same.
- 3) Review tax collection rate (%) or alternative assignment of Fund Balance for anticipated loss of tax revenue:**
The Tax Collection Rate is pending and the tax statements will be stuffed and mailed by a vendor due to the tax office currently being short staffed.
- e. Review BOF Budget Development Calendar for FY 2020-21:** covered under Item #7j
- f. Establish date for Remote Budget Approval Meeting:**
The Remote Budget Approval Meeting will be held on May 26th.
- g. Review and accept Financial Statements; identify questions for follow up**
- 1) March 2020 Town statements**
Tabled until the next meeting.
- 2) February 2020 Board of Education statements**
An email was received from Dave Solin on the Financials for the Board of Education. There is a projected surplus of \$10,000 to \$25,000 (due to savings on fuel and other items) that was previously projected to be at the budgeted amount. The Cafeteria Fund is overrun approximately \$5,000 to \$7,500 that was previously projected with a surplus.
- h. Consider and act on budget explanatory notes:**
The Board reviewed the budget explanatory notes that will be updated and posted on the website.
- i. Consider and act on preliminary town budget for presentation at Budget Public Hearing:**
Motion to take the preliminary town budget in the amount of \$8,883,373 to a Public Hearing, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.
- j. Review BOF Budget Development Calendar for FY 2019-20:**
The April 29th Budget Workshop meeting may be cancelled if there are no new changes.

k. **Other budget issues for consideration:** None

8. OLD/NEW BUSINESS:

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

b. **Consider and act on appointment of auditor for FY 2019-20:**

The Town will continue with the same auditor.

Motion to appoint A.O., LLC as Auditor for the Town of Chaplin for FY 2019-20, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

c. **Review completed CIP projects for potential closure:**

Completed projects are listed on the CIP Plan.

9. SECOND AUDIENCE FOR CITIZENS: None

10. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

a. BOF budget workshop (if necessary) or BOF Budget Public Hearing

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

a. Wednesday, April 29, 2020: Special Meeting and Budget Workshop @ 7pm (Remote DIAL IN)

b. Saturday, May 2, 2020: Publish Legal Notice for Town Budget Public Hearing

c. Monday, May 11, 2020: Special Meeting for Town Budget Public Hearing @ 7pm (Remote DIAL IN)

d. Tuesday, May 26, 2020: Special Meeting to Approve Town Budget & Set Mill Rate@7pm (Remote Dial IN)

12. Adjourn:

a. ***Motion to adjourn (8:47 PM) was made by Victor Boomer, seconded by Link Diwan and carried unanimously.***

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