

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Remote Meeting Minutes**  
**May 11, 2020**

Chairperson Dick Weingart called the remote meeting to order at 7:55 PM and read the procedures. Present were Board members Link Diwan, Linda Caron, Doug Dubitsky, Jean Lambert and Victor Boomer; Alternate Peter Haines. Unable to attend were Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES: None

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS OR CHANGES TO AGENDA: None

6. GUESTS: None

7. REPORTS:

a. Board Member reports:

1) Selectmen's monthly meeting:

Dick Weingart presented highlights from the Selectmen's meeting:

- There has been no further progress on the bridge projects.
- Dick Weingart presented a summary of the budget to the Board of Selectmen.

b. Staff Reports:

1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up:

Dick Weingart will follow up on the following:

- The Building Inspector has an entry for Town of Windham Contract and Salary.
- The Emergency Preparedness Director Stipend is over budget.
- The Volunteer Fire Department Building & Grounds Contracts and Repairs are over budget.

***Motion to accept the April Financial Statements, was made by Jean Lambert, seconded by Link Diwan and carried unanimously.***

2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up:

Tax Collection for March is at 98.1%.

***Motion to accept the Tax Collector Report, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.***

3) Assessor: Review report of Board of Assessment Appeals:

A small adjustment was made to the Grand List by the Board of Assessment Appeals that is reflected for the revenue estimates in the budget packet.

8. APPROVAL OF MINUTES: Special meeting – 04/27/2020:

***Motion to approve the special meeting minutes of 04/27/2020, was made by Linda Caron, seconded by Victor Boomer and carried with one abstention by Jean Lambert.***

Dick Weingart reported about follow up with Fire Chief Joe Pinto on the life expectancy of the new bottles. The new system has 15 units with two bottles in each and a 15-year life expectancy.

**9. CORRESPONDENCE:** None

**10. FY 2020 BUDGET WORKSHOP: CONSIDER AND ACT ON BUDGET PUBLIC HEARING TESTIMONY AND COMMENTS:**

The following are two expense items that will change the budget approximately \$6,000: yearly contract for the Revaluation and the purchase of mailing and printing services for the July 1<sup>st</sup> tax bill (cannot be done in-house at this time).

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

**b. Review of Public Hearing testimony and written comments:**

Dick Weingart will check for any written comments.

**c. Budget review and adjustment:**

**1) Review FY 2019-20 & FY 2020-21 budget forecasts (revenue and expenditures), projected surplus/deficit, and Mill Rate implications:** None

**2) Review proposed Town Agency budgets:**

**a. Identify individual budgets for examination/additional information/adjustment:** None

**3) Review proposed Chaplin Board of Education adopted budget:** None

**4) Review proposed RSD11-PHMS/HS Board of Education adopted budget and Chaplin assessment:**  
None

**5) Review proposed FY 2020-25 CIP Plan as presented to Public Hearing:**

**a. Review completed Capital Projects for potential closure:**

Dick Weingart will verify completed Capital Projects for potential closure.

**d. Review BOF budget calendar & schedule:**

A remote special meeting will be held on May 26<sup>th</sup> to approve the budget and set the mill rate. There will be a separate item for moving funds from the General Fund to the Capital Fund pending clarification on the Governor's Executive orders regarding transfers.

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

**11. AGENDA SUGGESTIONS FOR NEXT MEETING:**

- a. Consider and act on Chaplin Town and Board of Education budgets for FY 2020-21
- b. Set the mill rate for FY 2020-21
- c. Capital Fund Transfers
- d. Other necessary business

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

- a. Tuesday, May 26, 2020: Special Meeting to Approve Budget & Set Mill Rate @ 7pm (Remote Dial In)
- b. Monday, June 8, 2020: Regular Meeting @ 7pm (Remote Dial In)

**13. Adjourn:**

*Motion to adjourn (8:30 PM) was made by Jean Lambert, seconded by Victor Boomer and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*