

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
May 26, 2020

Chairperson Dick Weingart called the remote meeting to order at 7:00 PM and read the procedures. Present were Board members Link Diwan, Linda Caron, Jean Lambert and Victor Boomer; Alternate Peter Haines. Unable to attend were Board members Doug Dubitsky; Alternate Matt Foster and Alternate Bill Jenkins.

3. SEATING OF ALTERNATES:

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

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. APPROVAL OF MINUTES:

a. Public Hearing – May 11, 2020; Regular meeting – May 11, 2020:

Motion to approve the Public Hearing minutes of May 11, 2020, was made by Peter Haines, seconded by Victor Boomer and carried unanimously.

Motion to approve the regular meeting minutes of May 11, 2020, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

Jean Lambert dialed in to the meeting.

7. BUDGET WORKSHOP FOR FY 2020-21:

a. Consider and act on Board of Education/CES adopted budget:

The Board of Education/CES adopted a budget in the amount of \$3,837,593 for FY 2020-21.

Motion to approve the Board of Education/CES budget in the amount of \$3,837,593 for FY 2020-21, was made by Jean Lambert, seconded by Peter Haines and carried unanimously.

b. Consider and act on FY 2021-25 CIP Plan:

The CIP Plan is funded from the General Fund Budget for FY 2020-21 in the amount of \$382,694.

Motion to approve the FY 2021-25 CIP Plan, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.

c. Consider and act on Town Government budget:

The following were changes made to the Town Government budget: Assessor – increase of \$3,950 for annual fee paid to NECOGG for every 5 years property revaluation, Tax Collector – increase of \$500 for stuffing envelopes and postage to mail out tax bills. The total Town Government budget is \$2,467,427.

Motion to approve the Town Government budget in the amount of \$2,467,427 for FY 2020-21, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.

d. Consider and act on combined Town Govt. and Board of Education budget for FY 2020-21:

The combined Town Government and Board of Education budget includes the town assessment for RD11 Parish Hill.

Motion to approve the combined Town Government and Board of Education budget in the amount of \$8,887,823 for FY 2020-21, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

e. Consider and act on Revenue Budget for FY 2020-21:

The Revenue budget is dependent on the state holding up on proposed grants. State reimbursements are projected at \$1,983,114.

Motion to set the Revenue Budget at \$9,060,432 for FY 2020-21, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

f. Set the mill rate for FY 2020-21:

There is no adjustment in the Tax Collection percentage (currently at 97.75%). There is no data at this time to make decision on any adjustments. Dick Weingart reported that according to the Finance Director of the Government Financial Officers Association of CT, most towns responding to how they are dealing with adjusting tax collection percentages are staying the course using current collection rates (using at least 98%). Chaplin has had a collection rate above 98% for the past 5 years and should consider an increase moving forward.

Motion to set the mill rate at 32.5 for FY 2020-21, was made by Linda Caron, seconded by Jean Lambert and carried unanimously.

g. Other budget items for consideration:

Dick Weingart was notified by the First Selectman that Public Works hourly employees are entitled to vacation time and can carry over most of the entitled vacation time to the next fiscal year. The carryover could create an overage in the budget if both the carryover time and regular vacation time are taken in the same fiscal year. The overage could be transferred from the Contingency Fund or approved for special funding.

8. TRANSFER/ASSIGNMENT OF FUNDS FROM GENERAL FUND UNASSIGNED FUND BALANCE:

a. Transfer \$150,000 from the General Fund to the CIP Fund for CIP project: Replace Fire Department SCBA System:

The Fire Department has requested \$150,000 to replace the SCBA System – breathing apparatus. Per Executive Order, the budget making authority (Board of Finance) can transfer funds without any special conditions as long as it doesn't exceed 1% of the total budget (approximately \$90,000 for Chaplin). A transfer that exceeds 1% can be made if the following conditions are met: the transfer is necessary to further the health and well-being of the town, the need to be done immediately without waiting for a town meeting to avoid financial impact and other findings that apply. The Board of Selectmen will present their findings of the conditions at their next meeting. The Board of Finance will present those findings at their June meeting and approve the transfer. This transfer will keep the Fund Balance in good shape.

b. Assign \$200,000 from the General Fund to address reduced tax collection, or increased expenditures, incurred as a result of the coronavirus pandemic:

Motion to assign \$200,000 from the General Fund Unassigned Fund Balance to address unknown impacts incurred as a result of the coronavirus pandemic, was made by Victor Boomer, seconded by Jean Lambert and carried unanimously.

- c. Assign \$500,000 from the General Fund for future transfer to the CIP Fund to repair/replace England and Bedlam Road bridges:**

The England Road Bridge would be done under federal funding (80/20). The Bedlam Road Bridge would be done under local funding with the state with a 50/50 match.

Motion to assign \$500,000 from the General Fund Unassigned Fund Balance for future transfer to the CIP Fund to repair/replace England and Bedlam Road bridges, was made by Link Diwan, seconded by Jean Lambert and carried unanimously.

9. OLD/NEW BUSINESS:

- a. Consider and act on funds transfers and budget line item additions/adjustments as requested:**

None

- b. Consider and act on revised Tax Collection budget for MV/MVS for FY 2019-20:**

A memo will be sent to the Tax Collector and Assessor regarding Motor Vehicle and Motor Vehicle Supplement. The budgeted amount for FY 2019-20 Motor Vehicle Supplement was approximately \$15,000 higher than the 2018 Grand List. The Motor Vehicle Supplement from the previous year was being used as an estimate due to the amount not determined until December of the fiscal year you are in the middle of. It was also discovered that the October 2018 Standard Motor Vehicle Assessment was approximately \$200,000 less than received from the Assessor.

- c. Review April 2020 Board of Education financial statements:**

The Board of Education financial statements (Budget vs Actual, Food Service and Education Grant Fund) were reviewed. As of May 19th, there is a projected surplus of \$35,000 - \$50,000. There are negotiations with transportation provider for a fair settlement of their current contract. The Cafeteria Fund is in the same position as it has been for the past few months. 20% of lunches are being made and distributed with the state reimbursing some of the costs. The Board should consider in the future how to resolve the deficit and establish as self-sustaining moving forward.

10. SECOND AUDIENCE FOR CITIZENS:

Bill Rose commended the Board of Finance and staff for all their hard work on the budget during these extenuating circumstances with remote meetings. Dick Weingart expressed gratitude with the team effort by the Board of Finance, Board of Selectmen, Board of Education and Town staff supporting the work.

11. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. BOF regular meeting agenda
- b. BOF Bylaws: first reading

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

- a. Monday, June 8, 2020: Regular Meeting @ 7pm (Remote Dial In)

b. Monday, July 13, 2020: Regular Meeting @ 7pm (Remote Dial In)

13. Adjourn:

Motion to adjourn (8:27 PM) was made by Jean Lambert, seconded by Peter Haines and carried unanimously.

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