

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**July 12, 2021**

Chairperson Dick Weingart called the remote meeting to order at 7:02 PM. Present were Board members Link Diwan, Linda Caron, Doug Dubitsky and Victor Boomer. Unable to attend was Board member Jean Lambert; Alternate Peter Haines, Alternate Matt Foster and Alternate Bill Jenkins.

**3. SEATING OF ALTERNATES:** None

**4. FIRST AUDIENCE FOR CITIZENS:**

Link Diwan asked for update on recording meetings and posting on the website. Dick Weingart reported that the BOS has directed to meet in person for future meetings with no recording of minutes to post on the website. Mr. Diwan also expressed concerns with the North Bear Hill Rd closed due to flooding and water washing away the road that was recently built. Dave Stone assured him that no further damage is expected as there is a sturdy wrap under the surface that is designed to stop erosion. Doug Dubitsky who was involved in the design reported that the engineers believed that the design would allow the water to run over the dip in the other direction. This is the first time it has flooded where it did on the west side.

**5. GUESTS:** None

**6. ADDITIONS OR CHANGES TO THE AGENDA:** None

**7. REPORTS:**

**a. Board Member Reports:**

**1) Selectmen's Monthly Meeting:**

Dick Weingart sent a BOF report to the BOS on the following (he could not attend their meeting):

- Various transactions related to the budget and end of year were reviewed with the Finance Coordinator. Will be reviewing and approving final budget transfers.
- Worked on documents with the Treasurer (assigned by the BOS) to enter and upload data to the new OPM portal.
- Working on scheduling pre-audit conference for early August.
- Working on BOF policies with a draft in the works for the next meeting.
- Investigating American Rescue Plan and Cares Act funding to determine projects they can be used for.

Noted items from the BOS minutes include:

- New fire truck – A Committee was established to research the best price for a fire truck with a recommendation expected by September.
- There is an updated payroll rate sheet on all town positions (BOS approved a 3% increase across the board for all town employees except Public Works with an additional ½% that is part of the agreement for those with health insurance.
- Electronic Programable Sign – received notice as of July 1<sup>st</sup> that the project can move forward, meeting with sign contractor and keeping the sign within 32 sq. ft. per zoning regulations. More details will be provided when the final design is in place. ***Dick Weingart will follow up.***
- Public Works will redo the intersection of North Bear Hill Rd with funding from road maintenance to make a single in and out to improve sight lines. The permit process is in place for the project that is estimated at \$100,000.

- England Road Bridge – designers are doing further work on easements to make the bridge wider than it is currently.
- Bedlam Road Bridge – nothing new at this time, hoping for future STEAP Grant funding.

**2) American Rescue Plan funding for Chaplin:**

Dick Weingart reported that Peter Haines followed up with Joe Courtney's office on documentation for the American Rescue Plan with copies available for anyone interested. The NECCOG Board of Directors voted to hire an American Rescue Plan guru to do research on behalf of all the towns and hopes to have in place by the fall. Chaplin has already received approximately \$321,000 that is in an interest-bearing account until procedures and guidelines for spending are in place.

**3) New OPM Portal (FHMS) for Fiscal Information submission:** Covered already

**b. Staff Reports:**

**1) Finance Department - Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up:**

- #20090 Copier Leases over budget \$389.35 each - Link Diwan suggested there is room to negotiate the invoice closer to what was budgeted.
- Accountant Salary approximately \$12,000 higher than budgeted (some may be from increase to hours and some may be due to overtime with position changed from salary to hourly).
- BOF Legal Notices overbudget \$500.
- Librarian Salary overbudget \$2,326 and the 1<sup>st</sup> Assistant and 2<sup>nd</sup> Assistant combined overbudget \$200. Victor Boomer reported that the 2<sup>nd</sup> Assistant picked up hours from the 1<sup>st</sup> Assistant with different hourly rates and there were extra hours for the Librarian due to Covid.
- Three Central Office items on the BOE/CES budget from last month were overbudget exactly \$2,000 each.

***Dick Weingart will follow up on all the items listed above.***

#52001 Transfer out to CIP – total of \$415,000 for the bridge, firetruck, other expenditures (\$25,000), and the town's share of the electronic sign (\$15,000).

***Motion to accept the June Financial Statements, was made by Victor Boomer, seconded by Link Diwan and carried unanimously.***

**2) BOE/CES – Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up:**

The May BOE/CES Financial Statements were reviewed with a projected surplus. The June reports have not been received yet (the BOE does not meet in July). Dick Weingart will meet with the new Business Manager on the Cafeteria Fund.

***Motion to accept the May FY 20-21 BOE/CES Financial Statements, was made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**3) Tax Collector - Review and accept monthly Tax Collections Report; identify questions for follow up:** No Report

**4) Assessor/Treasurer:** No Report

**8. APPROVAL OF MINUTES:**

**a. Regular Meeting – June 14, 2021:**

***Motion to approve the regular meeting minutes from June 14, 2021, was made by Link Diwan, seconded by Victor Boomer and carried with one abstention by Doug Dubitsky.***

Dick Weingart addressed items that needed follow up.

- Jobina Miller is the new Business Manager.
- The Board discussed at the last meeting not returning to printing reports and budget books. They were asked to consider other ways for digital access such as bring your own device, purchasing devices or using your phone for easier access and updates. A Board liaison is needed to coordinate with the IT provider from Windham and the BOS for recommendations on digital access for Board members. Link Diwan volunteered and is interested in finding a low-cost solution that will work for everyone going forward.

**9. CORRESPONDENCE: None**

**10. OLD BUSINESS:**

**a. Assign Annual Report Coordinator for FY 2020-21; discuss meeting with Administrative Assistant to review requirements and procedures:**

Link Diwan recommended Peter Haines who did a great job this past year as the Annual Report Coordinator. Dick Weingart reported that the BOS wants the Administrative Assistant to handle the entire process and asked the Board to review the report and template for any suggestions on the format.

***Motion to nominate Peter Haines as the Annual Report Coordinator for FY 2020-21, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**b. Review and update BOF Annual Activity/Project Calendar:**

The Annual Activity Calendar was reviewed with discussion on formatting to make it easier to sort and update. Doug Dubitsky suggested the list be sorted by date. Reassign Task #6 to the Annual Report Coordinator to draft procedures for the Annual Report.

**11. NEW BUSINESS:**

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

**b. Review final FY 2021-22 State budget and municipal aid to Chaplin:**

Municipal aid grant funding to Chaplin is mostly level funded with a slight increase to Adult Education and the Pilot Categories.

**c. Approve Revenue Budget for FY 2021-22:**

***Motion to approve the FY 2021-22 Revenue Budget, effective 07/01/2021, in the amount of \$8,958,586, was made by Link Diwan, seconded by Linda Caron and carried unanimously.***

**d. Assign Annual Report coordinator for FY 2020-21: Done already**

**e. Consider and act on Transfer/Assignment of funds from General Fund Unassigned Fund Balance:**

- 1) **Reverse assignment of funds, effective 06/30/2021 from FY 2019-20 audit for COVID effects on budget (\$200,000) and future CIP transfer (\$500,000):**  
***Motion to reverse assignment of funds effective 06/30/2021, for Covid effects on budget (\$200,000) and future CIP transfer (\$500,000), was made by Link Diwan, seconded by Linda Caron and carried unanimously.***
  
- 2) **Resolve (\$230) Unassigned Fund Balance in Permanent Fund – Cemetery from FY 2019-20 audit and previous:** Tabled until the next meeting.

## **12. CONTINUING BUSINESS**

- a. Review Board goals and policies for FY 2021-22
  - 1) Board policies and Board Member handbook
    - a) Revise BOF Town Agency Budget Management policy and procedures: SECOND REVIEW
    - b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors
    - c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)
    - d) Revise BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank, G/F accounts, and format
    - e) Policy for dissemination of Personal Information of Board Members

## **13. SECOND AUDIENCE FOR CITIZENS:** None

## **14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

- a. Regular meeting: Standard meeting agenda
- b. Approve FY 2020-21 year-end budget transfers
- c. Second review of the BOF Town Agency Budget Management Policy
- d. BOF Annual Activity/Project Calendar
- e. Resolve Permanent Fund - Cemetery from FY 2019-20 audit

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

- a. Monday, August 9, 2021: Regular Meeting @ 7pm (Town Hall)
- b. Monday, September 13, 2021: Regular Meeting @ 7pm (Town Hall)

## **16. ADJOURN:**

***Motion to adjourn (8:43 PM) was made by Link Diwan, seconded by Victor Boomer and carried unanimously.***

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