

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

March 14, 2022

Chairperson Dick Weingart called the meeting to order at 7:06 PM. Present were Board members Link Diwan, Linda Caron, Bill Jenkins and Victor Boomer; Alternate Peter Haines (7:56). Others present were First Selectman Juan Roman, Selectman Joe Pinto, Finance Manager Val Garrison and Emergency Preparedness Director Jim Randall. Unable to attend were Board members Doug Dubitsky; Alternate Matt Foster and Alternate Izzy Alvarez.

3. SEATING OF ALTERNATES: None

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUEST(s): Chaplin Board of Selectmen Budget Presentation

a. Review and discussion of Board of Selectmen proposed budget for FY 2022-23:

There is a shared folder on One-Drive for meeting documents that can be accessed from the website under Board of Finance Meeting Documents by meeting date including budget documents. The following budgets were reviewed:

General Government – contractual increase to Ambulance Assessment (2.5%), Animal Control-NECCOG, CIRMA Insurance; increase to Cell Phones, Contracted Services (bridge surveys), Donations, Flags (replace Firehouse flag), Legal Fees (union issues), Municipal Agent for the Elderly (3%), Probate Court, 911 Dispatch Fees; decrease to Eastern Highland Health District (contractual) and Paramedics (based on population). Chaplin Special Needs is to help people in dire straits who need oil or similar. The Board of Selectmen approved a 3% increase for town employees across the board.

Accountant – increase to Salary (amount is based on 35 hours – hours vary especially during budget season). Dick Weingart asked Val to review the hourly employees for any adjustments that may be needed for the current budget.

Board of Finance – increase to the audit (scheduled); decrease to Office, Technical Assistance and Training-Conference & Dues for an overall increase of 0%.

Board of Selectmen – increase to Salaries, Hourly Clerical (extra help in the Town Hall using town employees), Conference/Dues/Training, Legal Notices, Mileage, Office Supplies, Grant Writer (hire as needed to help move town projects forward).

- Peter Haines arrived at the meeting at 7:56 PM.

Building, Grounds & Maintenance – increase to Building Maintenance, Cemetery Stipend (3%), Maintenance & Supplies (software subscription for the cemetery), Cleaning Supplies, Grounds Maintenance/Mowing (one contract for all mowing including the cemetery and sent out to bid), IT Support (contractual), Web Development & Maintenance (new webpage with maintenance for the town that will include town ordinances). Dick Weingart suggested combining all IT Services into one category.

Employee Benefits – not finalized (needs to be finalized 1st week in April to meet budget schedule).

Police Protection – increase to Resident Trooper (contractual), Radar Calibration; office moved to the Senior Center with decrease to Office, Cable/Internet, Electricity and Heating.

Public Works – still discussing Salaries and Overtime; increase to Engineering /Tech Assistance through NECCOG, Bus Fuel (reimbursed by the elementary school) and Equipment Fuel, Salt, Tree Removal; decrease to Office/Shop Supplies, Mileage, OSHA Compliance, Safety Clothing. Link Diwan expressed

concerns about loss of traction with salt that is environmentally dangerous (salt/sand mix keeps ice in water form that makes it safer).

Sanitation – increase to Containers (residential), MSW & Collection, Residential Collection (5% contractual), Singlestream Credit (hauling and disposal, 4% contractual). Will change to Singlestream In (credit is under Transfer Station).

Memberships – increase to Dial-a-Ride, Meals on Wheels, No-Freeze Shelter, Windham Regional Council; decrease to United Social & Mental, NECCOG. Backup information available in the shared folder.

Tax Collector – increase to Town of Windham contract (very efficient service), In-House Computer System; decrease to Collection Fees, Dues.

Transfer Station – increase to Attendant Salary (3%), Disposal-Singlestream In (Juan will check on); decrease to Disposal Anti-freeze (based on previous year), Disposal Refrigerant, Haul Bulky Waste/Iron, Haul Singlestream. There are credits for Light Iron and Permit Fees to keep Transfer Station running.

- Bill Jenkins left the meeting at 8:47 PM.

- Alternate Peter Haines was seated for Board member Doug Dubitsky.

Fire Department – increase to OSHA Mandates (getting up-to-date with compliance – working on physicals with different levels), Electricity (Solar Panel lease not working – giving more back).

- Dick Weingart asked the BOS if they considered an increase to the mill rate to support their budget requests with revenues projected to be about \$100,000 less. Joe Pinto suggested using the Fund Balance that is 14-15% (the state recommends 10-14%). Dick Weingart asked them to consider using some from the Fund Balance and possibly some increase to the mill rate. Joe Pinto commented about the town being very fortunate in keeping a zero increase to the mill rate.

- b. **Review selected Board of Selectmen FY 2021-22 financial reports for February (any accounts over budget):** No review
- c. **Update on CIP Committee review of funding requests:** Working on setting up a meeting.

6. ADDITIONS OR CHANGES TO THE AGENDA: None

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

Highlights from the Selectmen's meeting:

- Bids were opened and awarded for the intersection of Route 198 and North Bear Hill Road.
- A public meeting with information on the design and proposal for the England Road Bridge will be held on March 30th.

2) FY 20-21 Annual Report:

The Annual Report is in the shared folder. Minor additions include: list of external reports that will be reflected in the Table of Contents and the November 3, 2020 Presidential Election. Discussion was held regarding the tables not aligning with the audit including the following: consider a change in the process moving forward (is it critical that it matches) or leave the tables out and refer to the audit for the final numbers.

Motion to approve the FY 20-21 Annual Report draft with minor edits and send to the Town Clerk for filing, was made by Link Diwan, seconded by Victor Boomer and carried unanimously.

3) FY 2023-27 CIP Committee: No Update

4) BOF digital access to meeting and budget documents:

- a) **Review plusses/minuses of December meeting document review via computer and projector:**
The Board was asked to review online documents to see if they can work with them. Thanks to Val Garrison and Sue Krodel for also making a hard copy budget book for the Board.

b. Staff Reports

- 1) **Finance Department - Review and accept monthly Financial Statements (FY 21-22); identify questions for follow up:**
 - There is a negative \$36,700 in BOE Expenses (*needs follow up*).
 - Reimbursement for the electronic sign has not been received yet (invoiced except a small portion for landscaping).
 - Balance Sheet – why does Webster STIF Investment Account have a million dollars (Bill Rose wanted funds spread out and this account offers free checks and stamps). Transition is in progress for change from Webster Bank to Berkshire Bank with 6 accounts (state deposits into the Webster Holding Account and moved to the Berkshire accounts).
- 2) **BOE/CES – Review and accept monthly CES Financial Statements (FY 21-22); identify questions for follow up:** None
- 3) **Tax Collector - Review and accept monthly Tax Collections Report (FY 21-22); identify questions for follow up:** Tax Collections through February 2022 are at 98.9%.
Motion to accept the Tax Collections Report from July 2021 through February 2022, was made by Victor Boomer, seconded by Link Diwan and carried unanimously.
- 4) **Assessor/Treasurer:** No Report

8. APPROVAL OF MINUTES:

a. Special Meeting – February 7, 2022:

Motion to approve the special meeting minutes from February 7, 2022, was made by Victor Boomer, seconded by Peter Haines and carried unanimously.

Motion to table remainder of the agenda, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

9. CORRESPONDENCE

10. BUDGET WORKSHOP

- a. Review first draft of total Chaplin FY 2021-22 anticipated revenues
- b. Review Town agency budget requests, identify individual budgets for examination/additional information/adjustment

11. OLD/NEW BUSINESS

- a. Review action items from previous meetings – see minutes
- b. Review and update BOF Annual Activity/Project Calendar
- c. Consider and act on Library FY 2021-22 budget adjustment request
- d. Consider and act on funds transfers and budget line additions/adjustments as requested
- e. Review Board of Finance organizational documents (ordinances, bylaws, et.)

12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Special meeting(s): FY 2022-23 Budget Workshop
- b. Regular meeting(s): Standard meeting agenda and FY 2022-23 Budget Workshop
- c. Continue review of BOF Bylaws

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

- a. Monday, March 21, 2022: Special Meeting & BOE Budget Presentation @ 7pm (Town Hall)
- b. Monday, March 28, 2022: Special Meeting & Budget Workshop @ 7pm (Town Hall)
- c. Monday, April 4, 2022: Special Meeting & Budget Workshop @ 7pm (Town Hall)

Action Items that need follow up:

- Check on #11180 Webster Bank F2F Income and #20130.2 Webster F2F Service Fees.
- #20430 BOF Budget Reduction – The Board needs to send a reminder to Town Agencies to monitor the bottom line of their budget keeping the reductions in mind when tracking expenses.
- Check to see if the budgeted amount in the grant funds is the same as the amount of the grant in each category.
- Check on Debt Service Energy Project (lighting upgrade and mini split system units for the Community Center).
- Demonstration of the Fiscal Health Monitoring System (FHMS).
- Talk to the First Selectman about consolidation of building maintenance budgets in one area of one category in the budget for town buildings.
- Follow up with Sue on posting the Budget Schedule.
- Check on negative \$36,700 in BOE Expenses.

14. ADJOURN:

Motion to adjourn (9:55 PM) was made by Peter Haines, seconded by Linda Caron and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*