

CHAPLIN BOARD OF FINANCE

Chaplin, Connecticut

Meeting Minutes

July 11, 2022

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

3. SEATING OF ALTERNATES: Alternate Peter Haines seated for Board member Doug Dubitsky.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS:

First Selectman Juan Roman presented update on reimbursement for the Electronic Sign (not received yet due to state staffing shortage) and Plow Truck for the DPW that will save the town about \$4-\$5,000 as part of a larger state bid package with no payment required now. The truck will be built in one location in East Hartford at a lower price with a plow and dump (no tow package) for \$202,440 that will be funded through the CIP – current balance of \$144,449 plus additional \$65,000 projected for next year. Link Diwan asked about a Hybrid option (not being made yet).

6. ADDITIONS OR CHANGES TO THE AGENDA:

- Add to agenda as Item #11e1) – Approve Annual Report Request Letter and Template.
- Add to agenda as Item #11g – Senior Center Salaries for Cooks (2 additional meals a week).

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

Dick Weingart presented highlights from the BOS meeting:

- Discussed the Plow Truck with financial implications.
- Discussed ARPA funds (will address later on the agenda).
- Discussed progress on purchase of Fire Truck – additional \$10-\$15,000 may be required to company that would have given credit for full payment up front (not done).
- A Newsletter with where to find town information will be mailed out to all residents. Link Diwan suggested adding a link for Single-Stream Recycling (recyclect.com).

Dick Weingart reported the following to the BOS: potential start of the audit, working with Val on year-end transfers (2 will be presented for approval later on the agenda), and completed all reports required to date in FHMS.

2) FY 2021-22 Audit by Offerdahl Emerson and Company, LLC:

The Audit Engagement Letter was signed. A Zoom Conference will be held to review the schedule (Field Work is expected to begin in September). Link Diwan asked about the budget in the audit not matching the approved budget to the town (will discuss at the Conference). Dick Weingart reviewed the PBC List with items required to be submitted and who is responsible.

3) BOF digital access for meeting and budget documents:

a) "Indexing" to permit easy cross referencing between Budget Book (Excel) and Budget Documentation (PDF):

Thanks to Victor Boomer for suggesting an Indexing process or split-screen to look at budget documentation.

b. Staff Reports:

1) Finance Dept.: Review and accept monthly Town Financial Statements (FY 21-22), identify questions for follow up:

- Val will be posting invoices this week that are not reflected in these statements
- The extra pay period was not budgeted (about \$16,000).
- #15120 Pequot State Property (June installment not posted yet).
- Tax Collection Revenue about \$22,500 above target figure (most revenue items at or above budget).
- #25100 School Budget & Expenditures about \$300,000 unspent (not reconciled yet).
- #20080 Debt Service - Energy Projects (budgeted this year).
- Police Protection underbudget (waiting for invoice).
- #52001 Transfer Out to CIP is not a budgetary expense.
- #10500 Accounts Payable - \$700,000 (transfer of \$650,000 from General Fund to CIP).

Motion to accept June 2022 Town Financial Statements, was made by Victor Boomer, seconded by Link Diwan and carried unanimously.

a) Examine budgets with BOF budget reductions: will review next month.

b) Consider and possible action on assigning Board members responsibility for monthly review of financial statements:

The Board was asked to consider assigning a Board member for monthly review of financial statements.

2) BOE/CES: Review and accept monthly CES Financial Statements (FY 21-22), identify questions for follow up:

- Regular Instruction - Certified Staff and Group Insurance - about \$218,000 surplus.
- Some savings in PPT Services (Speech Pathologist) and General Administration (Legal Services).
- School Office is overbudget (Communication).
- Payroll Service is overbudget due to buyout of ADP contract plus fees (new company Paylocity is considerably less).
- Building/Grounds Maintenance and Non-Instructional Equipment over budget (used budget savings from salaries and fuel oil to topcoat parking lot – nothing allocated in CIP for request to redo parking lot).
- Projected surplus is about \$83,000 with outstanding invoices.

Dick Weingart suggested asking the BOE for an end-of-year explanation of major budget category differences with costs.

Motion to accept June 2022 CES Financial Statements, was made by Peter Haines, seconded by Link Diwan and carried unanimously.

3) Tax Collector: Review and accept monthly Tax Collections Report (FY 21-22); identify questions for follow up: None

4) Assessor/Treasurer: No Report

8. APPROVAL OF MINUTES

a. Regular meeting – June 13, 2022:

Motion to approve the regular meeting minutes from June 13, 2022, was made by Victor Boomer with the following correction: Item #7a1) should read – A used sweeper was purchased for \$25,000 and is in service. ***The motion was seconded by Peter Haines and carried with one abstention by Linda Caron.***

9. CORRESPONDENCE:

- Received an email from Assessor Chandler Rose regarding the Reevaluation Process that will begin in 2023. The software is due for an upgrade (cost of \$10,000).
- Received phone call from Brookfield Chief Financial Officer Marcia Marien regarding guidance to handle ARPA funds (recommended creating a Special Revenue account to remove ARPA funds from the General Fund with an appropriation process delegated to the Board of Selectmen).

10. OLD BUSINESS

a. Review action items from previous meetings – see minutes:

- The purpose of the School Readiness Grant is to fund the PreK program (staff and supplies).
- The procedure for handling ARPA funds will be discussed later on the agenda.

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

The Board reviewed and updated the BOF Activity/Project Calendar. Hope to begin process of reviewing Bylaws for the next meeting.

c. Review draft Letter of Resolution for Better Budget Control:

The Board discussed draft letter of Resolution for Better Budget Control and was asked to review along with Policies and Procedures document for the next meeting.

11. NEW BUSINESS:

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

b. Consider and act on FY 2021-22 Year-End budget adjustments:

The Board reviewed the Year End Transfers from 50100 Budget Adjustment for the following accounts that are overbudget:

#20080 Debt Service - \$8,299.50

#25101 RSD11 Education - \$9,671.00

Total overbudget - \$17,970.50

Total Transfer - \$17,970.50

Motion to approve the FY 2021-22 Year-End budget transfers listed above, was made by Link Diwan, seconded by Linda Caron and carried unanimously.

c. Consider and act on establishing Special Revenue Fund, as of June 30, 2022, for receipt and disbursement of all ARPA funds:

Motion to establish an ARPA Special Revenue Fund effective as of June 30, 2022, for receipt and disbursement of all ARPA funds, with any received funds transferred to this ARPA Special Revenue Fund, with expenditures already made against this fund, and the Board of Selectmen responsible for management of this fund with reports submitted to the Board of Finance monthly, was made by Link Diwan, seconded by Peter Haines and carried unanimously.

d. Consider and act on transfer, as of June 30, 2022 of \$15,000 from CIP Fund project #3320.13 Bicentennial to General Fund account #10701.16 Bicentennial Celebration:

The Bicentennial Celebration account (restricted account) was established per the auditor with a current total of \$12,414. Activities include: programs, sponsorships - \$5,500, merchandise sales - \$1,610, donations - \$1,500, calendar sales - \$1,852. Expenditures for the Sept. 10th event are projected at a little over \$20,000.

Motion to transfer as of June 30, 2022, \$15,000 from CIP Fund project #3320.13 Bicentennial to General Fund account #10701.16 Bicentennial Celebration, was made by Peter Haines, seconded by Link Diwan and carried unanimously.

e. Consider and act on appointment of BOF Annual Report coordinator for FY 2021-22:

Motion to appoint Peter Haines as BOF Annual Report coordinator, was made by Link Diwan, seconded by Linda Caron and carried with one abstention by Peter Haines.

1) Approve Annual Report Request Letter and Template:

The Board reviewed the Annual Report Request Letter and Template that will be sent out August 1st with a deadline of October 31st. Procedures will be documented as they go through the process.

f. Review Board of Finance organization documents and Bylaws

1) Members and Alternates to review BOF Bylaws: Tabled until the next meeting

g. Senior Center Salaries for Cooks (2 meals a week):

A request was received previously for additional funds (about \$3,000) for the Cook and Assistant Cook for 2 additional meals a week (the BOF denied the request and was not aware additional meals had been served for over a year). The request was presented to the Board of Selectmen who finds the request reasonable (adjustment for higher salary and prep time). Val Garrison spoke about the cooks donating their personal time for Grinder Sales and the Fisherman's Breakfast. The Board was asked to review the request for discussion next month.

12. CONTINUING BUSINESS

a. Review Board goals and policies for FY 2022-23

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(s): Standard meeting agenda
- b. Budget Management
- c. Senior Center Salaries for Cooks (2 additional meals a week)

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

- a. Monday, Aug. 8, 2022: Regular Meeting @7pm (Town Hall)
- b. Monday, Sept. 12, 2022: Regular Meeting @7pm (Town Hall)

Action Items that need follow up:

- Demonstration of the Fiscal Health Monitoring System (FHMS).

16. ADJOURN:

Motion to adjourn (10:10 PM) was made by Peter Hines, seconded by Link Diwan and carried unanimously.

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