

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
February 6, 2023

Chair Dick Weingart called the meeting to order at 7:02 PM. Present were Board members Link Diwan, Linda Caron, Victor Boomer, and Doug Dubitsky; Alternate Peter Haines. Others present were First Selectman Juan Roman and Auditor Darin Offerdahl. Absent was Board member Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

3. SEATING OF ALTERNATES: Alternate Peter Haines was seated for Board member Bill Jenkins.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS:

Mr. Darin Offerdahl of EO & Company, LLC, presenting the FY 2021-22 Chaplin Audit:

a. Review audit; Q&A for BOF members after presentation:

- Doug Dubitsky asked to go right to the audit findings and recommendations. Darin Offerdahl presented the following summary of the audit: went well with no issues obtaining information, no findings or internal weaknesses, issuing unmodified opinions, made adjustments pertaining to transfers and Due To/Due From accounts (reviewed with Dick and Val). Recommends review of financial policies and internal controls (update annually).
- Peter Haines needs overview and table of audit findings to complete the Annual Report.
- Link Diwan expressed concerns about Total Expenses not matching the annual budget approved at the town meeting and asked if a verified budget is given to the Auditor (the budget is not audited). The Board needs to verify the budget numbers moving forward.
- Dick Weingart suggested including the Independent Auditor's Report (3 pages) in the Annual Report and reviewed the Inventory of Capital Assets updated through 6/30/2022 (some items need to be removed).
- Link Diwan suggested depreciation be considered in deciding how much to allocate for Capital Improvement.

b. Consider and act on BOF approval of Chaplin FY 2021-22 Audit:

Motion to approve the Chaplin FY 2021-22 Audit as presented in draft report, made by Victor Boomer, seconded by Linda Caron and carried with abstention by Link Diwan.

Mr. Chandler Rose, Chaplin Assessor - Presenting the 2022 Chaplin Grand List: Could not attend

a. Q&A for BOF members after presentation

6. ADDITIONS OR CHANGES TO THE AGENDA: None

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

Dick Weingart updated the BOS with the following: the audit is nearly complete, budget process is underway, 1st CIP Committee meeting held with Committee informed they are responsible for prioritizing requests, Grand List and budget implications, Governor's Budget will be presented Wednesday with town allocations to follow.

Highlights from the Selectmen's meeting:

- Process is ongoing with HVAC System for the Library/Senior Center and Firehouse (using ARPA funds).

- Reimbursement of the Grant for the new Fire Truck is pending last minute details being sorted out (Val and Sue are working on).
- The Electronic Sign reimbursement is in the Fiscal Office for payment.
- The Bedlam Road Bridge is in the initial stages with an RFP being prepared for engineering services and bridge design (50/50 match with the state).
- The England Road Bridge is 100% federally funded and expected to start in the spring of 2024.

2) FY 2021-22 Annual Report:

The BOF and Treasurer reports will be finalized with figures from the audit. The final draft of the Annual Report will be presented at the next meeting for approval.

3) FY 2024-28 CIP Committee: The next meeting will be held on February 16th.

4) Audit RFP Sub-Committee:

A final draft of the Audit RFP will be presented at the next meeting for approval. The Committee has a list of potential names to send the RFP to. Dick Weingart suggested checking with NECCOG (Doug suggested checking with SECCOG) and asked to make sure the RFP includes the following requirements: Maintenance and update of the Depreciation Schedule, prepare Management Discussion and Analysis, provide explanation of audit findings and areas of concern, and consulting time with the Finance Director for help in understanding year-end journal entries.

b. Staff Reports:

1) Finance Dept.: Review and accept monthly Town Financial Statements (FY 22-23), identify questions for follow up:

- ARPA Report: no activity since September.
- The Fire Department has \$20,000 for new equipment (needs explanation).

Doug Dubitsky asked if there is a way to identify items that are flat rate and items that are monthly (*needs follow up*).

Motion to accept the January 2023 Town Financial Statements, made by Link Diwan, seconded by Victor Boomer and carried unanimously.

a) **Update on reimbursements for Electronic Sign and Fire Truck:** Move to Action Items.

b) **Board member(s) responsible for monthly follow up of financial statements questions:** None

2) BOE/CES: Review and accept monthly CES Financial Statements (FY 22-23), identify questions for follow up: No Reports received.

3) Tax Collector: Review and accept monthly Tax Collections Report (FY 22-23); identify questions for follow up: Tax Collections for December 2022 are at 62.8%.

Motion to accept the December 2022 Tax Collections Report, made by Link Diwan, seconded by Victor Boomer and carried unanimously.

4) Assessor/Treasurer:

The Grand List Totals for the October 1, 2022 list has an overall decrease of 4,849,280 in assessment (2.3%) from the 2021 Grand List (bulk is for personal property – peak depreciation year for Algonquin). The impact is approximately \$165,000 in decreased revenues. The Reval will be done next year.

8. APPROVAL OF MINUTES

a. Regular meeting – January 9, 2023:

Motion to approve the January 9, 2023 regular meeting minutes, made by Victor Boomer, seconded by Link Diwan and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS

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

The cost to repair the Ben Chaplin Cupboard (by renowned furniture restorer Andy) is from \$1,500 to \$2,000 to make presentable for the town to display. The Auditor has suggested liquidating the Restoration Account and Cemetery Account into the General Fund (can be used to restore the cupboard).

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

The Board reviewed the Activity/Project Calendar. Bylaws are on hold until after the budget season.

c. COST Town Meeting report by attendees:

The COST Town Meeting (with less attendance than usual) primarily shared information on the CT Bilt Program with \$6.04 billion coming to Connecticut over the next 5 years through grants (mostly competitive) with a major push on high-speed internet rollout.

- There is a COST webinar on Friday at 10am by the budget guru (Dick will email info to the Board).

d. Consider and act on Audit RFP documents and review schedule: None

e. Update on scheduling CIP meeting with Fire Department:

Meeting date is TBD. Doug Dubitsky suggested submitting a list of desired information to the Fire Department (*needs follow up*).

f. Transfer Assessor software budget and expenses from acct. #23112, Reval Assess. To #23103 Computer System: Done at the last 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 2023-24 Board of Education/Chaplin Elementary School budget request letter:

The Board reviewed the BOE/CES budget request letter with some minor edits.

Motion to approve the FY 2023-24 BOE/CES Budget Request Letter with minor edits presented by the Board Chair, made by Link Diwan, seconded by Peter Haines and carried unanimously.

c. Set Special Meeting dates for February and March 2023: A special meeting will be held on February 21st.

12. CONTINUING BUSINESS: Moved to action items

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

a. Regular meeting(s): Standard meeting agenda and pertinent tasks from Annual Activity/Project Calendar.

b. Initial review of FY 2023-24 Revenue Estimates

c. Discussion of General Fund and CIP Fund budget parameters for FY 2023-24

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

a. Thursday, February 16, 2023: CIP Committee Meeting @ 6pm (Senior Center)

b. Tuesday, February 21, 2023: Special Meeting @ 7pm (Town Hall)

c. Monday, March 13, 2023: Regular Meeting and BOS Budget Presentation @ 7pm (Town Hall)

d. Thursday, March 16, 2023: CIP Committee Meeting @ 6pm (Senior Center)

e. Monday, March 20, 2023: Special Meeting & BOE Budget Presentation @ 7pm (Town Hall)

Action Items:

- Update on reimbursement for Electronic Sign.
- Update on reimbursement for Fire Truck.
- Update on scheduling CIP meeting with Fire Department.
- Check on way to identify items that are flat-rate and items that are monthly in the Financial Statements.
- Board policies and Board Member handbook.
 - a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.
 - b) Revise Board of Finance organizational documents and Bylaws.
 - c) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
 - d) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
 - e) Policy for dissemination of Personal Information of Board Members.

16. ADJOURN:

Motion to adjourn (10:04 PM) made by Link Diwan, seconded by Linda Caron and carried unanimously.

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