

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**March 27, 2023**

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Link Diwan, Linda Caron and Victor Boomer; Alternate Peter Haines. Others present were Finance Manager Val Garrison and CIP Committee members - First Selectman Juan Roman, Public Works Director Dave Stone, CES Principal Kevin Chavez, and Director of Maintenance Andrew Barillari. Absent 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 Bill Jenkins.

4. **FIRST AUDIENCE FOR CITIZENS:** None

5. **GUESTS: Chaplin CIP Committee to Present Preliminary FY 2024-28 CIP Plan:**

a. **Review and discussion of CIP Plan projects:**

b. **Review and discussion of CIP Plan funding:**

The CIP Committee presented the following from proposed CIP Plan:

**General Government** – The Board of Selectmen decided not to ask for any CIP funding for FY 2023-24.

Community Investment – Town Center Vision – Sidewalk project deferred pending state or federal

funding; Relocation of Museum - deferred pending state or federal funding; Community Room Acoustic

Improvements - old Chaplin Elementary Gymnasium for community use – new request deferred to FY

2025-26. **Public Safety** – Firefighter Gear (3-4 new members). **Chaplin Board of Education** – Pump House

Repairs & Upgrades – Pump House (about 30 years old) not working with safety hazards going into the

vault to monitor (water on the floor - not pitched correctly with transformer on the ground, leaking

behind the electrical panels). It is deemed a confined space that requires: 2-man retrieval system, sniffer

system (to detect poisonous gas), and signage with emergency contact. CIRMA has offered confined

space training needed by the Fire Department and EMS. The transformer should be suspended from the

ceiling and electrical panels replaced. Andrew Barillari suggests redesigning to make it safe by moving

above ground in a housing or building a staircase on the exterior with a doorway that is accessible (would

need engineer drawings for mechanical, electrical and structural). Would like to use funding for

engineering plans – waiting to hear from Laframboise (proprietary vendor).

Victor Boomer arrived at the meeting at 7:32 PM.

- Juan Roman asked if \$54,000 to be repurposed could be reallocated for the Pump House (may be needed to cover other costs).

- Kevin Chavez expressed the need for the Pump House as top priority due to the school designated as Town Shelter (have to have water).

- Dick Weingart asked if any ARPA funds are available (not allowed for water or utilities – only air).

**Public Works** – Road Maintenance – would like to get back to 3% recurring a year for capping with asphalt

and paving (roads not designed for cold in place recycling done previously – will have to reclaim by

chewing up the road that is more costly); Tree Removal – will take care of immediate hazards (current

rate of \$300 per day); Equipment Replacement (Board presented with replacement schedule) – 3 more

payments for lease to own over-the-rail attachment, concerns with quality of 2004 Wood Chipper (rental

model for home use) – will run as long as possible; Drainage Infrastructure – drainage project for Miller

Road before paving and other reoccurring drainage; Vehicle Replacement – new truck (2023 Freightliner

to replace 2002 International), light duty vehicles added to the rotation (1992 International Mason Dump

close to needing upgrade, 2000 F-350 removed from service); Nutmeg Lane Drainage & Paving – deferred;

Sander Roof Rack – to get more equipment under cover (phasing out sanders); Bedlam Road Bridge – needs engineering plans; England Road Bridge (100% fully funded) - would like to transfer funds to Bedlam Road Bridge; Senior Center Parking Lot Paving - deferred one more year (trying to get state or federal funding); Facility Generator DPW – new request to replace hand me down generator from the Fire Department; Facility Communication DPW – new request to upgrade radios that are obsolete and starting to fail (upgrade will allow communication with the Fire Department, EMS, and mutual aid).

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

**7. REPORTS**

**a. Board Member reports:**

**1) Consider and act on approval of FY 21-22 Annual Report:**

The final draft of the Annual Report is done (Peter will review and bring to the Board for approval).

**2) Audit RFP Sub-Committee: Establish next steps in reviewing proposals and interviewing prospective auditors:**

**a) Establish preliminary schedule for final selection of auditor for fiscal year 2022-23:**

The Committee received 2 responses to RFPs for auditing services for the Town and BOE and will setup interviews and bring recommendation for auditor to the Board. Juan Roman suggested responding to the 2 auditors acknowledging receipt of their bids (Link will follow up).

**b. Staff Reports:** None

**8. APPROVAL OF MINUTES**

**a. Regular & Special meeting(s) – March 13, 2023, March 20, 2023:**

- ***Motion to approve the regular meeting minutes from March 13, 2023, made by Victor Boomer with the following correction:***

Item #7b1) should read – Per the Superintendent, 3 students were removed from the Chaplin October 1, 2022 Census (verified to live in Hampton).

Item #11a should read – Revenues are projected to decrease about \$300,000 due to the following: about \$167,000 (from Algonquin) using the Grand List with the same mill rate (substantial decrease projected for the following year) and a decrease in state reimbursements. Expenditures will increase about \$85,000 due to changes to Parish Hill enrollment with an increase to Chaplin assessment.

***The motion was seconded by Peter Haines and carried unanimously.***

- ***Motion to approve the special meeting minutes from March 20, 2023, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

**9. CORRESPONDENCE:** None

**10. BUDGET WORKSHOP FOR FY 2023-24:**

Total Revenues decreased \$196,000 (about 1 mill) and Total Expenditures increased \$385,000 for a total budget deficit of \$659,000 without making any changes.

**a. Review preliminary estimate of total Chaplin FY 2023-24 anticipated revenues:**

Local revenues are consistent. State reimbursements – motor vehicle tax reimbursement is about \$51,000; decrease scheduled for the ECS Grant (about \$70,000 per year).

**b. Review Board of Education/CES budget for FY 2023-24 and identify questions/comments for Board of Education:** The CES budget has an overall increase of 3.16%.

Link Diwan suggested using the confined space for the Pump House (until presented with proposal to bring above ground) by bringing the equipment up to compliance (\$5,000), installing remote monitoring system (\$1,000 or less), doing oil sample monitoring for the transformer; and proposes a 0% budget increase aside from salaries (no room for a large increase). Savings would be about \$120,000.

- Linda Caron doesn't see a 0% increase with items that automatically go up (utilities and insurance).

**c. Review RSD11 budget as approved by the Board of Education and review cost impact for Chaplin:**

The RSD11 budget has an overall increase of 2.97% with a \$200,000 increase in Chaplin assessment for sending more kids to Parish Hill (can't do anything about it).

- Juan Roman asked if Chaplin will be reimbursed for the 3 students who were verified to live in Hampton (Juan will follow up).

**d. Review Town Agency budget requests; identify individual budgets for examination/additional information/adjustment:**

Most of the Town Agency budgets are fairly consistent. Board of Selectmen decreased due to change in Administrative Assistant Salary. Employee Benefits increased due to Health Insurance and Annuity Match for Retirement. Public Works increased for Salary due to shifting sick time, vacation time and bereavement from Employee Benefits.

- Dick Weingart asked if some of the bridge funding could be used for this budget year (need \$400,000 for the England Road Bridge for design work).

The Board was asked to look at budget workbook online and consider where to offset the deficit (room in the CES budget and CIP Plan). Dick Weingart suggested presenting the needs to the town that would require an extra mill of funding to maintain for the next few years. Peter Haines suggested presenting the benefits of the extra mill (safe roads, education). The budget projections for FY 2023-24 include a 2.4 increase to the mill rate.

**e. Review Capital Projects Plan**

1) **FY 2024-2028 CIP Plan as proposed by CIP Committee:** Covered under Item #5

2) **Review completed CIP projects for potential closure:** None

**f. Review dates for Board of Finance special budget workshops and budget Public Hearing:** No changes

**g. Other budget issues for consideration:** None

**11. OLD/NEW BUSINESS**

**a. Review action items from previous meetings – see minutes:** None

**b. Review and update BOF Annual Activity/Project Calendar:** None

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

**12. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

**a. Regular meeting(s):** Standard meeting agenda and FY 2023-24 Budget Workshop

**b. Special meeting(s):** FY 2023-24 Budget Workshops

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

**a. Monday, April 3, 2023:** Special Meeting & Budget Workshop @7pm (Town Hall)

**b. Monday, April 10, 2023:** Regular Meeting & Budget Workshop @7pm (Town Hall)

**c. Monday, April 17, 2023:** Special Meeting and Budget Workshop @pm (Town Hall)

- a. Monday, April 24, 2023: (Tentative) Budget Public Hearing Special Meeting and Budget Workshop @ 7pm (Senior Center)

**Action Items:**

- Update on reimbursements for Electronic Sign and Fire Truck.
- Review Board goals and policies for FY 2022-23:
  - 1) 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.

**14. ADJOURN:**

*Motion to adjourn (9:43 PM) made by Link Diwan, seconded by Peter Haines and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*