

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**May 22, 2023**

Chairperson Dick Weingart called the meeting to order at 7:13 PM. Present were Board members Linda Caron, Victor Boomer, Doug Dubitsky and Bill Jenkins; Alternate Peter Haines. Others present were First Selectman Juan Roman and Treasurer Diana Alvarez. Absent was Board member Link Diwan; Alternate Matt Foster and Alternate Izzy Alvarez.

**3. SEATING OF ALTERNATES:** Alternate Peter Haines seated for Board member Link Diwan.

**4. FIRST AUDIENCE FOR CITIZENS:**

Jeremiah Ruffini of 56 Lynch Road expressed concerns about an increase in the mill rate that would be difficult with the current economic conditions. Dick Weingart asked for suggestion on how to make it work without an increase (with the reval and new businesses in town).

**5. GUESTS: Chaplin Recreation Members (did not attend)**

**a. Reconsider and possible action on Recreation Commission budget for FY 2023-24:**

The Rec Commission budget request included an increase of \$2,000 for Building & Grounds (BOF decided not to grant) that reduced their bottom line to an amount less than the current fiscal year.

**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: final budget (reducing mill increase to 1.5), reviewed RFPs for the Audit, assessed value of the new gas station (may be similar to the YATCO gas station – between \$45,000 to \$48,000).

**2) Audit RFP Sub-Committee:**

**a) Consider and act on appointment of auditor for FY 2022-23:**

Discussed proposals received from Offerdahl Emerson & Company LLC (current auditor) and Hoyt, Filippetti, & Malaghan LLC (higher cost than Offerdahl et al) who have met all requested criteria. Doug Dubitsky asked what OPM recommends for having the same auditor without a change (nothing on the OPM website - current auditor on board for 10 years). Dick Weingart recommends change to Hoyt, Filippetti, & Malaghan.

***Motion to accept Hoyt, Filippetti, & Malaghan as Chaplin's auditor for FY 2022-23, made by Peter Haines, seconded by Victor Boomer and carried with the following vote:***

***YES: Linda Caron, Peter Haines, Victor Boomer, Doug Dubitsky.***

***NO: Bill Jenkins.***

**b. Staff Reports:**

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

- Revenues are tracking well.
- \$80,000 in savings for RD11 assessment for FY 2022-23 (3 students verified not to be Chaplin residents).
- Substantial savings in the BOS budget for Admin Assistant Salary.
- Planning & Zoning Agent Salary expected to go over with 2 months remaining.
- Savings with Resident Trooper (communication received from Dept of Public Safety).

- Fire Department will be over budget due to emergency repair on truck (about \$3,100) with 2 months remaining.

***Motion to accept April 2023 Town Financial Statements, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

- 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 22-23); identify questions for follow up:**

About 70% of the budget has been spent to date.

***Motion to accept the April 2023 BOE/CES Financial Statements, made by Victor Boomer, seconded by Linda Caron and carried unanimously.***

- 3) Tax Collector: Review and accept monthly Tax Collections report (FY 22-23); identify questions for follow up:** Tax Collections for April 2023 are at 98.5%.

***Motion to accept the Tax Collections report for April 2023, made by Peter Haines, seconded by Bill Jenkins and carried unanimously.***

- 4) Assessor/Treasurer: No Report**

## **8. APPROVAL OF MINUTES**

**Special meeting(s): Public Hearing – April 24, 2023, Special Meeting – April 24, 2023**

- ***Motion to approve April 24, 2023 Public Hearing minutes, made by Peter Haines with the following correction:***

Item #7 should read – May 22, 2023: BOF Special Meeting to Set Mill Rate.

***The motion was seconded by Linda Caron and carried unanimously.***

- ***Motion to approve April 24, 2023 special meeting minutes, made by Victor Boomer, seconded by Peter Haines and carried unanimously.***

## **9. CORRESPONDENCE:**

- Email(s) from CVFD Chief Joe Pinto re: FY 2022-23 budget & unexpected repairs to tanker truck (including invoice); reimbursement for sending students to the Fire Training School (about \$2,000).
- Letter from Lisa Welles from the Department of Emergency Services and Public Protection regarding invoice for Resident Trooper services (about \$160,000).

## **10. OLD BUSINESS**

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

Received reimbursement for the Fire Truck and Electronic Sign.

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

Reviewed the BOF Annual Activity Calendar. Pending items to date include: draft procedures for the Annual Report, and updating the CIP project balances (updated through February 28<sup>th</sup>).

## **11. NEW BUSINESS**

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

- b. Set the mill rate for FY 2023-24:**

The final budget was approved at referendum. There will be a reduction in the deficit for FY 2022-23 (probably a positive number). The Board discussed several scenarios on the mill rate's impact to the Fund Balance at the last meeting (considering a 1.5 mill increase).

- Doug Dubitsky commented on the reveal for surrounding towns coming in significantly higher than expected (Plainfield at 50%) and the General Fund at 12.84% with a 1.5 mill increase being higher than recommended (about 10%).

- Dick Weingart reminded the Board that there would be a \$453,000 deficit (more than 2 mills) without any increase to the mill rate.

***Motion to approve a 36.00 mill rate for FY 2023-24, made by Peter Haines, seconded by Linda Caron and failed with the following vote:***

***YES: Peter Haines.***

***NO: Linda Caron, Victor Boomer, Doug Dubitsky, Bill Jenkins.***

- Doug Dubitsky suggested a 1 mill increase to 35.50 due to reduction in deficit for FY 2022-23 and assessments in surrounding towns.
- Dick Weingart very strongly opposes a deficit in the FY 2023-24 budget that approaches anywhere close to a mill.

***Motion to approve a 35.50 mill rate for FY 2023-24, made by Peter Haines, seconded by Linda Caron and carried with the following vote:***

***YES: Linda Caron, Peter Haines, Victor Boomer, Doug Dubitsky.***

***NO: Bill Jenkins, Dick Weingart.***

- c. **Consider and act on Revenue Budget for FY 2023-24**
- d. **Consider and act on revoking all previous allocations of funds in General Fund**
- e. **Consider and act on new General Fund allocations: for FY 2023-24 projected deficit and future transfers to CIP Fund**  
Items 12c – 12e will be discussed at the next meeting.
- f. **Review BOF budget calendar & schedule:**  
Will approve the Revenue Budget at the next meeting on June 12<sup>th</sup>.
- g. **Other budget issues for consideration:** None

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

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

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

- a. Monday, June 12, 2023: Regular Meeting @ 7pm (Town Hall)
- b. Monday, July 10, 2023: Regular Meeting @ 7pm (Town Hall)

## **Action Items:**

- 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 (9:36 PM) made by Doug Dubitsky, seconded by Linda Caron and carried unanimously.***

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