

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Special Meeting Minutes
October 10, 2023

Chairperson Dick Weingart called the meeting to order at 7:08 PM. Present were Board members Link Diwan, and Victor Boomer; Alternate Peter Haines. Absent were Board members Linda Caron, 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:** None

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

7. **REPORTS**

a. **Board Member reports:**

1) **Selectmen's monthly meeting:** Meeting to be held on October 5, 2023

a. **Fixed Asset Inventory review and update:**

Fixed Asset Inventory sent out to the school and other Department Heads in town.

2) **FY 2022-23 Annual Report:**

Reports received to date: Assessor, Town Clerk, Inland/Wetlands, Bicentennial Committee. Gentle reminder to submit reports will be sent out this week.

3) **FY 2022-23 Audit by Hoyt, Filippetti & Malaghan LLC:**

The auditors visited all locations (Town Hall, Windham Tax Collector, Assessor, Central Office looking at BOE) and working on reconciling the Town books to the BOE books (will be at the Town Hall on October 17th – will ask about schedule and draft report).

b. **Staff Reports:**

1) **Finance Dept: Review and accept monthly Town Financial Statements (FY 23-24; identify questions for follow up):**

- Link Diwan noted an additional column for percentage of expenditures needs to be added to the Financial Statements (Victor asked for at the last meeting) – ***add to Action Items***.
- Fire Department #47104.2 Building & Ground Maintenance Contracts overbudget (Link advised not paying contracts in advance for the year– suggests having an Advanced Payment policy).

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

b) **Consider and act on additional FY 2022-23 Year-end budget adjustments:** None

2) **BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for follow up:**

- Business Manager was asked to provide Financial Statements in PDF format (Link will follow up).
- \$400,000 in expenses for the CES/BOE in July and August include: Certified Saff, Summer School, Group Insurance, Special Ed Staff, Central Office expenses, Nurse on duty, IT related expenses.
- Link Diwan asked about payment to RD11 made in advance of invoice due date (invoices paid upon receipt).
- Dick Weingart asked what the Webster Account represents on the Balance Sheet (Peter expressed concerns about the transition from Webster Bank to Berkshire Bank taking so long).
- Food Service is healthy.

Motion to accept August CES Financial Statements, made by Link Diwan, seconded by Victor Boomer and carried unanimously.

3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up:

Reports from the Tax Collector include: First Quarter Summary (new credit card system for online and in-person payments - lower fees, started with a new Collection Agency – Tax Serv, mailed out monthly delinquent statements, mailed out “Identify for Tax Sale” notices to real estate parcels that fall into certain categories) and Year to Date Snapshot. Tax Collections for September are at 56.7%.

Motion to accept September Tax Collection Reports, made by Peter Haines, seconded by Link Diwan and carried unanimously.

4) Assessor/Treasurer:

As of September, all field work and property visits with measurements and photos are complete. The data will be updated, produced and mailed out in November. The company will hold information sessions to explain the process. The official period for filing notice with the Board of Assessment Appeals is February.

8. APPROVAL OF MINUTES

a. Regular/Special meeting(s) – September 11, 2023:

Motion to approve the September 11, 2023 regular meeting minutes, made by Peter Haines with the following correction:

Item #4 should read – (similar to STIF Account with no minimum).

Motion seconded by Victor Boomer and carried unanimously.

9. CORRESPONDENCE: None

10. OLD BUSINESS

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

Add to Action Items – Review of Treasurer Job Duties, Job Description, and Compensation. The Board was asked for someone to take the lead to work with the BOS and Treasurer for an acceptable resolution (Peter will work on).

b. Review and update BOF Annual Activity/Project Calendar – FY 2023-24:

Added Fixed Assets Inventory with assigned due date of October 31st.

c. Consider potential revisions to the BOE Unexpended Education Funds policy:

Draft #5 BOE Unexpended Education Funds policy presented with revisions including uses of the account (will send to the BOE for review).

d. Consider draft town agency budget management memo for agencies near budget:

Reviewed draft town agency budget management memo to make agencies aware they are nearing maximum budget allocations (possibly from mis-budgeting or an emergency).

e. Consider essential elements of a General Fund policy to include parameters for an Unallocated General Fund Balance:

Reviewed draft General Fund policy – need to determine minimum/maximum limits for the Fund Balance.

f. Consider review of Treasurer job duties and job description:

Job description and draft job duties received from the Treasurer (will forward to Peter).

11. NEW BUSINESS

- a. **Consider and act on funds transfers and budget line additions/adjustments as requested:** None
- b. **Consider draft budget calendar for FY 2024 fiscal year:**
Reviewed the draft budget calendar (corrected the date to July 1, 2024 – June 30, 2025).
- c. **Consider parameters for FY 2024-25 budget requests:**
Revenues are a huge unknown due to the revaluation (expect dramatic increase in real estate). Add to the Budget Calendar – Grand List from Assessor after Board of Assessment Appeals. Budget requests should not go over 2% increase.

12. CONTINUING BUSINESS

- a. **Review Board goals and policies for FY 2023-24:** All items moved to followup section of meeting minutes.

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting(s): Standard meeting agenda
- b. Review policies under revision
- c. Consider and act on FY 2024-25 budget calendar, policies, and town agency budget request memo
- d. Review of Treasurer job duties and job description

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

- a. Monday, November 13, 2023: Regular Meeting @ 7pm (Town Hall)
- b. Monday, December 11, 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.
- Draft Memo Template for Agencies that are near budget.
- Fixed Assets Inventory.
- Review of Treasurer Job Duties, Job Description, and Compensation.
- Add additional column for percentage of expenditures to Financial Statements.

16. ADJOURN:

Motion to adjourn (9:20 PM) made by Link Diwan, seconded by Peter Haines and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*