

CHAPLIN BOARD OF FINANCE
Chaplin Senior Center
Chaplin, Connecticut
Special Meeting Minutes
March 31, 2025

Chair Dick Weingart called the meeting to order at 6:07 PM. Board members present: Link Diwan, Jeremiah Rufini, Victor Boomer, Alternate Peter Haines. Others present: Finance Manager Val Garrison, new NECCOG Town Administrator Jordan Lumpkins, Fire Department (Chief Joe Pinto, Treasurer Dave Stone). Absent: Linda Caron, Bill Jenkins, Alternate Matt Foster, Alternate Izzy Alvarez.

3. SEATING OF ALTERNATES: Alternate Peter Haines seated for Linda Caron.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: Budget Presentations

a. Budgets from invited guests: Mr. Joe Pinto and Mr. Andrew Daniels, Chaplin Volunteer Fire Dept.

a) Review and BOF questions re: FY 2025-26 proposed budget:

Dave Stone is new Treasurer. Budget brought back to what it was before \$12,000 cut (can't run without) with increases for Equipment New, Fire House Supplies (based on actuals), Maintenance Contracts (based on actuals), Forestry Grant (DEEP 50% matching grant), Electricity. No change for remaining items including: Rental Expenses (includes cleaning after events), OSHA Mandates (physicals required for every member).

- Link Diwan asked if way to recognize income from rentals to offset cleaning (could setup Special Revenue – rentals not profitable) and asked if budget could be brought down close to the schools at 3% (budget would go over for next year).
- Jeremiah Rufini believes it's reasonable to restore their budget – essential for life saving.

b) Review and BOF questions re: status of CVFD FY 2024-25 budget vs. actual to date:

Reviewed current budget to actuals – overbudget for New Equipment (safety devices for overhead doors), Fire House Supplies, Maintenance Contracts, Heating Fuel/Propane with \$14,000 remaining (Joe expressed concerns there may not be enough to end of year with bill expected for radios - Chaplin's share of regional grant and cost uncertain for fire truck in the shop).

- Link Diwan suggested all departments get more accurate with their budgets (Victor noted you can't plan for fuel and electricity).

b. Budgets from other invited agencies: None

6. ADDITIONS OR CHANGES TO THE AGENDA: None

7. REPORTS

a. Board member reports:

1) FY 2023-24 Annual Report: Waiting for report from Treasurer (Jeremiah will followup).

a) Consider and act on approval of FY 2023-24 Annual Report: None

b. Staff reports:

1) Finance Dept. - Reports as necessary

2) BOE/CES - Reports as necessary

3) Tax Collector - Reports as necessary

4) Assessor - Review revised MV Grand List if available:

Grand List increased \$2,068,334 overall in assessments (0.85%) after Board of Assessment Appeals changes and revised MV assessments (about \$62,000 increase in revenue at current mill rate).

8. APPROVAL OF MINUTES

a. Regular/Special meeting(s): March 17, 2025

Motion to approve March 17, 2025 special meeting minutes, made by Victor Boomer with following correction:

Item #5a1) should read – “asked for clarification of BCBA position”.

Motion seconded by Link Diwan and carried unanimously.

9. CORRESPONDENCE: None

10. BUDGET WORKSHOP FOR FY 2025-26

a. Review updated FY 2025-26 budget calendar:

RD11 Public Hearing tomorrow at 7pm in the Parish Hill Library. Chaplin Public Hearing on the budget – April 28th, Chaplin Annual Town Budget Meeting – May 12th.

b. Continue review of FY 2025-26 CES, COC and RSD11 preliminary budgets and identify questions for BOE:

CES Budget (1.81% overall increase) - Board comments: very comprehensive, no clear places for reductions, significant reductions already made with modest increase, look at overall budget picture, only consider reduction if overall budget picture is bad.

COC Budget (2.95% overall increase) – increases for Special Ed Salaries (split 50/50), Superintendent's Office Salaries (split 40/60), Business Office Salaries & Group Insurance (split 40/60), Building & Grounds Salary & Group Insurance (split 40/60), Information Technology Salary & Group Insurance (split 80/20).

- Link Diwan would like to see teachers prioritized.
- Dick Weingart noted report required for budget increase mandate (Capital expenditures and Special Ed expenditures not subject to cap - over \$2 million dollars for Special Ed last year) Superintendent looking for ways to share Special Ed services between CES and Parish Hill and offer to other towns.

RD11 Budget (3.80% overall increase) – increases for Salaries & Wages, Employee Benefits (Group Insurance), Other Purchased Services (Transportation – Spec Ed, Magnet, Tech; Tuition - Private, Magnet, Transition Program), Supplies (Fuel), Capital Improvement.

- Dick Weingart noted 4.81% increase last year defeated in Chaplin (RD11 Annual Budget Meeting – May 5th followed by Referendum May 6th).
- Peter Haines expressed concerns about transportation contract.
- Link Diwan expressed concerns about substantial transportation costs - would like to see better use of funds.

c. Begin review of FY 2025-26 Town Agency preliminary budgets and identify questions for agencies:

Looked at overall budget picture - \$62,739 set aside to reduce the mill rate, 3.8% increase in revenues, consider possible transfer of \$300,000 to CIP for Fund balance of 11.33%. Looking at increase of 3 mills (1 mill for RD11 assessment, about 1 mill for Grand List reduction – Algonquin and motor vehicle change).

d. Continue review of PRELIMINARY FY 2026-30 CIP Plan and determine potential available funding: None

e. Review of updated DRAFT FY 2025-26 State and local revenue estimates: None

f. Review of FY 2025-26 General Fund budgets, parameters and schedule: None

g. Discuss Potential BOF CIP meeting with Fire Dept., Public Works, or Chaplin Elementary School: None

h. Other necessary budget business: None

11. OLD/NEW BUSINESS:

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

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

c. Review and update BOF Annual Activity/Project Calendar – FY 2023-24 & 2024-25: None

12. CONTINUING BUSINESS:

- a. **Review Board goals and policies for FY 2024-25:** All items moved to followup section of meeting minutes.

13. SECOND AUDIENCE FOR CITIZENS: None

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING

- a. Special meeting(s): Budget workshop agenda
- 1) Potential agency budget presentations
 - 2) Review FY 2025-26 budget revenue and expenditure proposals
 - 3) Review of FY 2025-26 Town Agency budgets and identify questions for agencies

15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETING

- a. Monday, April 7, 2025: Special Meeting @6pm (Senior Center) – Budget workshop
- b. Monday, April 14, 2025: Regular or Special Meeting @6pm (Senior Center or Town Hall) – Budget workshop
- c. Monday, April 21, 2025: (TBD if necessary) Special Meeting @6pm (Senior Center) – Budget workshop

Action Items:

- Review Board goals and policies for FY 2024-25:
- 1) Board policies and Board Member handbook.
 - a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, 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 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.
- Funding for CES Roof Replacement.
- Put funds collected in excess in restricted account for sole purpose to offset next year's budget to lower mill rate.
- Check general item for Grant Funding that could be used to offset General Fund expenditures.
- Contact Treasurer about presentation by a Berkshire Bank representative.
- Chaplin Elementary Food Service Account.
- Fixed Assets – Public Works only.
- Highlight grant funding in the Budget and Annual Report.
- Bring in more visibility with reports and paperwork for grants.

16. ADJOURN:

Motion to adjourn (8:02 PM) made by Link Diwan, seconded by Victor Boomer and carried unanimously.

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