

JOINT CHAPLIN BOARD OF FINANCE & CIP COMMITTEE

Chaplin Senior Center

Chaplin, Connecticut

Special Meeting Minutes

April 14, 2025

Chair Dick Weingart called the meeting to order at 6:08 PM. Board members present: Link Diwan, Jeremiah Rufini, Victor Boomer, Bill Jenkins; Alternate Peter Haines. Others present: First Selectman Juan Roman, NECCOG Town Administrator Jordan Lumpkins, Finance Manager Val Garrison, PW Supervisor Dave Stone, BOE Chair Jaclyn Chancey. Absent: Linda Caron, 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: CIP Committee

a. Consider, review, and act on FY2026-30 CIP Plan:

Dick Weingart suggested deferring following projects: Public Safety (SCBA Bottles, Vehicle Replacement – waiting for schedule from Fire Department, UTV Water Tank & Pump); BOE (CES Roof Replacement – Grant funding may be available, Heating Pump and Controls can be funded from BOE Non-Lapsing), and presented sources of funding that can be made available from LOCIP, completed CIP projects, transfer from Reserved Accounts and possible transfer from Unassigned Fund Balance.

- FD Treasurer Dave Stone noted importance to retain Public Safety projects (1st SCBA Bottles – 10-year life span for 5-year-old system, 2nd - UTV Water Tank & Pump, 3rd Vehicle Replacement – working on schedule, would use this year to transfer newer Public Works pickup truck to Fire Dept. and upfitted to replace current Forestry truck).
- BOE Chair Jaclyn Chancey noted deferring CES Roof Replacement makes sense (financing would be non-priority grant funding through the state or bonding), and asked for balance of BOE Non-Lapsing (\$61,692) to cover Heating Pump project (also need about \$16,000 for mandated HVAC Inspection).
- 1st Selectman Juan Roman noted that cutting Public Safety portion of the Town with Fire Department working on fumes will cost more next year (Dave noted current deficiencies include not having needed equipment for fire that gets near a structure in middle of the woods – currently rely on Indian packs and mutual aid). Board directed to move \$55,000 funding from Nutmeg Lane Drainage project to Public Safety for SCBA Bottles, UTV Water Tank & Pump and remainder for Vehicle Replacement.
- Link Diwan suggested moving portion of CIP funding into budget to avoid withdrawing too much from Unassigned Fund Balance (Juan suggested showing taxpayers where existing funding coming from).

Board presented with loss of revenue from Algonquin (over million dollars) over past 7 years with increase in expenses for Town Government (½ million dollars), CES (little more than ½ million dollars), Parish Hill (more than doubled) – will point out at Town Meeting.

- ***Motion to approve total CIP Plan of \$526,937, made by Link Diwan, seconded by Peter Haines and carried with the following vote:***

YES: Peter Haines, Victor Boomer, Link Diwan.

NO: Bill Jenkins, Jeremiah Rufini.

- Jeremiah Rufini expressed concerns about tax increase.
- Bill Jenkins believes all CIP funding should come from Unassigned Fund Balance.

- ***Motion to approve CIP funding sources from LOCIP (\$38,823), transfer from existing CIP Accounts (\$100,409), transfer from General Fund Reserved Account (\$35,000) with source for remainder to be determined, made by Link Diwan, seconded by Peter Haines.***

Source for remainder of funding could come from General Fund, bonds, next year's operating budget.

- ***Motion to table motion to approve CIP funding, made by Link Diwan, seconded by Peter Haines.***

6. ADDITIONS OR CHANGES TO THE AGENDA: None permitted

7. REPORTS

a. Board member reports

- 1) **Selectmen's monthly meeting:** No Report
- 2) **FY 2023-24 Annual Report**
 - a) **Consider and act on approval of FY 2023-24 Annual Report:** None

b. Staff reports

- 1) **Finance Dept. – Review & accept monthly Town Financial Statements (FY24-25):** No Report
- 2) **BOE/CES – Review & accept monthly CES Financial Statements (FY24-25):** No Report
- 3) **Tax Collector – Review and accept monthly Tax Collections report (FY24-25):** No Report
- 4) **Assessor:** No Report

8. APPROVAL OF MINUTES

- a. **Regular/Special meeting(s): April 7, 2025:** None

9. CORRESPONDENCE: None

10. BUDGET WORKSHOP FOR FY 2025-26

a. Consider and act on Town Agency budget requests for FY 2025-26; identify budgets for additional information, and/or adjustment:

Employee Benefits – reduced \$5,000 from Annuity; Registrars – increase for Registrars and Early Voting – requirements also pertain to local elections (14 days); Sanitation – contractual increase; Senior Center – 2.5% increase (Salary, cancelled Charter Internet/Cable – will piggy back off service of Library); Tax Collection Services – contractual increase; Town Clerk – .76% increase (Salaries, Assistant - several retired Town Clerks cover conferences, vacations, training, BOF approved adding back \$3,840); Town Memberships – no increase; Transfer Station – no increase, no BOF reduction; Treasurer - 2.5% increase (Salary); Tree Warden – 2.5% increase (Salary); Vital Statistics – 2.5% increase (Salary); Volunteer Fire Department – 10.36% increase (consider reducing Forestry Grant to zero – used for training, prevention, equipment purchases, fire related purchases - last used 2007); Zoning Board of Appeals – increase (Salary, Legal Notices); Town Contingency – approved \$3,840 for Town Clerk, \$4,766 for Town Administrator.

- Bill Jenkins expressed concerns about cost for early voting.
- Peter Haines asked if more money needed for current Registrar's budget (current budget over – will need to use Contingency Fund).
- Dick Weingart asked about maintenance for Garrison Park (Building Grounds Maintenance for fields – no funds for lime or fertilizer in over a year, Rec Maintenance for buildings).
- Link Diwan suggested bringing budgets down close to 4% increase for Assessor (check on need for Pricing Guides), Board of Finance, Building Grounds Maintenance, Rec, ZBA to reduce overall budget increase to 4.36% (about \$31,000).

Looking at budget increase of 4.49% with deficit of \$106,000 (60% set aside for difference in mill rate) and mill rate of 32.345 (8% tax increase). Discussion of budget included: importance of Public Works and Fire Department, concerns about out-of-control education budgets (can do something about Parish Hill by voting their budget down), presenting Central Office Budget and history to the Town, essential Town Services (determined by BOS), importance of Library, changes needed if Board can't support 8% increase, adding portion of CIP to budget and sending to the Town, presenting budget as is (CES budget is

reasonable), 8% increase too much for people to bear, high school biggest budget eater, getting all budgets for approval the same day (would require change to ordinance).

- Link Diwan suggested adding \$150,000 to the budget to fund CIP (would increase mill rate to 32.92 (10% tax increase) with \$150,000 earmarked for CIP the following year).

Motion to add \$150,000 to FY2025-26 General Fund Operating Budget to fund CIP and reduce same from transfer from Unassigned Fund Balance, made by Link Diwan, seconded Peter Haines and failed with the following vote:

YES: Link Diwan, Peter Haines.

NO: Victor Boomer, Jeremiah Rufini, Dick Weingart.

- b. Consider and act on Board of Education/CES budget for FY2025-26 and identify questions/comments for Board of Education: None
- c. Consider and act on Capital Projects Plan
 - 1) FY 2026-30 CIP Plan proposed by CIP Committee and consider alternate funding proposal: Done
 - 2) Review completed CIP projects for potential closure: None
- d. Consider and act on preliminary mill rate for FY 2025-26: None
- e. Consider and act on preliminary FY 2025-26 anticipated revenue: None
- f. Discussion of General Fund and CIP Fund budget parameters for FY 2025-26: None
- g. Consider and act on legal notice for Budget Public Hearing: None
- h. Review BOF Budget Schedule & dates for Budget Public Hearing/Annual Town Budget Meeting: None
- i. Discuss Potential BOF CIP meeting with Fire Dept., Public Works, or Chaplin Elementary School: None
- j. Other budget issues for consideration: 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. Regular/Special meeting(s) - FY 2025-26 Budget workshop

15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETING

- a. Monday, April 21, 2025: Special Meeting @6pm (Senior Center) – Budget workshop
- b. Monday, April 28, 2025: Budget Public Hearing @7pm (Senior Center)
- c. Monday, April 28, 2025: Special Meeting following Public Hearing (Senior Center) – Budget workshop
- d. Monday, May 12, 2025: Annual Town Budget Meeting @7pm (Senior Center)

16. ADJOURN:

Motion to adjourn (9:30 PM) made by Victor Boomer, seconded by Link Diwan and carried unanimously.

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