

**CHAPLIN BOARD OF FINANCE**  
**Library Meeting Room**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**June 2, 2025**

Chair Dick Weingart called the meeting to order at 6:00 PM. Board members present: Linda Caron, Jeremiah Rufini, Victor Boomer, Bill Jenkins, Alternate Peter Haines. Others present: 1<sup>st</sup> Selectman Juan Roman, BOE (Chair Jaclyn Chancey, Will Hooper), Superintendent Andrew Skarzynski, Principal Kevin Chavez. Absent: Link Diwan, Alternate Matt Foster, Alternate Izzy Alvarez.

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

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

**5. GUESTS:** None

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

**7. REPORTS**

- a. Board member reports - 1) Reports as necessary: None
- b. Staff reports: 1) Finance Dept., 2) BOE/CES, 3) Tax Collector, 4) Assessor/Treasurer: No Reports

**8. APPROVAL OF MINUTES**

- a. Regular/Special meeting(s): April 28 Public Hearing and April 28, 2025 Special Meeting
  - *Motion to approve April 28, 2025 Public Hearing minutes, made by Linda Caron, seconded by Jeremiah Rufini and carried unanimously.*
  - *Motion to approve April 28, 2025 special meeting minutes, made by Linda Caron with the following correction:*  
Item #10a regarding separate Referendum should read – “done once before and failed”.  
*Motion seconded by Jeremiah Rufini and carried unanimously.*

**9. CORRESPONDENCE:** None

**10. Budget Workshop for FY 2025-26**

- a. Consider and act on Town agency budget requests for FY 2025-26:

Dick Weingart presented approach to limit budget increases:

- Take amount of salary increase for each agency to find somewhere else to take from in their budget (reviewed each agency budget - totals \$27,063 with no salaries in some budgets or not feasible in others). This approach would reduce Total Town Government budget from \$10,275,000 to \$10,219,000 (includes reduction for RD11) with minimal impact to mill rate (about ¼ mill decrease). Discussion included: anything taken out of Fire Department with no salary (eliminated Forestry Grant) or Public Works with union (took out salary), concerns about making budgets whole that were cut last year (Rec Commission), both education budgets need to be reduced (Bill Jenkins left the meeting), ideas to help get budget passed, how to get people to vote, don't see how school can get to zero increase with budget low and reasonable, people don't want cuts to Fire Department or Public Works while other budgets aren't touched, ask Town Attorney about one Referendum to vote on Town and school budget separately (can adjust mill rate when RD11 budget passes), concerns about negative comments on

Facebook, take same approach with CES budget as the Town, concerns about number of people that came out to vote (236 out of 1600 registered voters), send budget back to referendum with additional reductions from CES and RD11 (about \$84,000) while still maintaining necessary services, reduce Library 1 day of services or cut 10% - consider alternative of reducing Books line (Juan noted monthly reports received from Library – they are busy, working on new phone system with substantial savings to the Town).

- Allow agencies to determine how they would reduce their budgets (Chair and 1<sup>st</sup> Selectman will determine agencies to send requests to).

Possible Schedule - come to agreement on Town & CES budget (June 9<sup>th</sup>), Budget Presentation (June 16<sup>th</sup>), Referendum (June 24<sup>th</sup>). Board presented Legal Notice from Ashford on how they handle their budgets with Town and school budgets voted on at the same time moving forward based on results (would like to hold combined Referendum when RD11 budget passes).

- 1<sup>st</sup> Selectman noted that \$4 million of budget is for RD11, \$4 million is for CES, \$2 million is for Town Government (gives people actual sense of scale to see where things are going).

**b. Consider and act on Board of Education/CES budget request for FY 2025-26:**

Letter sent to BOE asking about impact to CES budget with 0% increase. Superintendent Andrew Skarzynski responded the budget already came in lean with 1.8% increase - can't cut anymore. Shared Services is a way for small schools to function. CES is currently providing Special Ed services for out-of-district student that arrived in March (anticipated to continue with projected revenue of \$54,000 for the coming year and not calculated in the budget) - would reduce budget to 0.4% increase. Program keeps the student in a school setting benefitting both the student and Town. Chair Jaclyn Chancey noted existing policy for out-of-town tuition has been in place for a long time. Will Hooper noted many recommendations for shared services.

- Jeremiah Rufini asked about plan going forward (small town Superintendent network discussing how to work together).
- 1<sup>st</sup> Selectman Juan Roman asked how additional revenue affects MBR (needs further clarification).
- Dick Weingart believes money cannot be netted against BOE budget – needs to be deposited into General Fund with line item for revenue in Town budget.
- Will Hooper asked why revenue generated this way would be different from the school generating revenue for Preschool or Afterschool programs (not General Fund money).
- Peter Haines asked for clarification of new revenue from Special Ed program (need to make clear what income is for).
- Jeremiah Rufini asked if new revenue would offset tax burden regardless of how accounted for (no guarantee).
- Juan Roman asked how \$54,000 in revenue reduces the budget – not really a reduction with money moved around (will check with Town Attorney).

**c. Consider and act on preliminary mill rate for FY 2025-26: None**

**d. Discussion of General Fund budget parameters for FY 2025-26: None**

**e. Consider and act on date for Revised Budget hearing and second budget referendum: None**

**f. 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. Select meeting date to set mill rate following the budget referendum: None**

**d. Review and update BOF Annual Activity/Project Calendar – FY 2024-25: None**

**12. CONTINUING BUSINESS:**

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

**13. SECOND AUDIENCE FOR CITIZENS:**

Jim Randall suggested eliminating CIP budget (not part of budget, \$342,000 appropriated from the General Fund – can't change), asked about \$35,000 for Public Works truck swap with Fire Department (to outfit it for Fire Department), asked about bridge funding (total of \$830,000 appropriated for England Road and Bedlam Road bridges), and asked about Fund Balance (expected to be \$1,030,000 – about 10%).

**14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING**

- a. Regular/Special meeting (s) – 1) FY 2025-26 Budget Workshop – Set the mill rate

**15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETING**

- a. Monday, June 2025: TBD – Budget Hearing @7pm (Senior Center)
- b. Tuesday, June 2025: TBD – Town Budget Referendum – noon to 8pm (Fire Department)
- c. Monday, June 2025: TBD – Special Meeting to set Mill Rate for FY 2025-26, Approve Revenue Budget for FY 2025-26, June meeting @7pm (Town Hall)
- d. Monday, July 14, 2025: Regular Meeting and Approve Revenue Budget for FY 2025-26 @7pm (Town Hall)

**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 the 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 (8:47 PM) made by Peter Haines, seconded by Jeremiah Rufini and carried unanimously.  
Respectfully submitted by,  
Recording Clerk Kathleen Scott***