

CHAPLIN BOARD OF FINANCE
Chaplin Town Hall
Chaplin, Connecticut
Special Meeting Minutes
June 16, 2025

Chair Dick Weingart called the meeting to order at 6:00 PM. Board members present: Jeremiah Rufini, Victor Boomer, Alternate Peter Haines. Others present: 1st Selectman Juan Roman, Finance Manager Val Garrison, NECCOG Town Administrator Jordan Lumpkins, Library Board (Chair Leslie Ricklin, Adele Swart, Director Sandy Horning). Audience: Jim Randall. Absent: Link Diwan, Linda Caron, Bill Jenkins, Alternate Matt Foster, Alternate Izzy Alvarez.

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

4. FIRST AUDIENCE FOR CITIZENS:

Library Board Chair Leslie Ricklin noted Library Board took suggestion to come up with 1.5% reduction for their budget and can manage \$1,300 (this evening's proposal has higher amount).

5. GUESTS: None

6. ADDITIONS OR CHANGES TO THE AGENDA: None permitted

7. REPORTS

- a. **Board member reports:** No Reports
- 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):** June 9, 2025

Motion to approve June 9, 2025 special meeting minutes, made by Victor Boomer, seconded by Peter Haines 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:**

Reviewed Town Agency budgets with proposed reductions based on budget vs actuals for the following – **General Government** (add \$200 back to Cell Phones and take \$200 from Chaplin Special Needs, add \$1,500 back for Legal Fees for upcoming contract negotiations), Accountant, Assessor, Board of Assessment Appeals, Board of Finance, **Board of Selectmen** (add \$300 back to Office), **Building Grounds Maintenance** (add \$1,000 back for Monument/Marker Maintenance), Building Official, Community Economic Development, Emergency Management, Historic District, Inland Wetlands, **Library** (flat \$2,000 reduction – Library to manage where to take from), Planning & Zoning, **Public Works** (add \$500 back to Safety Replacement & Materials, add \$500 back to Equipment Rental, reduce \$4,500 to zero for Infrastructure and reduce \$4,500 to zero for Road Maintenance – use from CIP), **Registrars** (add \$500 back for Election Expenses), Sanitation, **Senior Center** (add \$325 back for telephone), Tax Collections, **Town Clerk** (add \$500 back for Copier Supplies), Transfer Station, Treasurer, **Tree Warden** (add \$75 back for Dues), Vital Statistics, Zoning Board of Appeals. Revised Town Government budget - \$2,254,197.

- Jeremiah Rufini asked if any cost savings from Election Expenses by combining Referendums (may help, would like to do with RD11).

- 1st Selectmen Juan Roman asked to go back to Library budget – they went with 1.5% reduction suggested at last meeting (no firm decisions made - took different approach).
- Victor Boomer asked for difference from original budget (\$23,676) and would like to hear from the Library Board regarding additional \$500 reduction (they will work hard on finding in their budget) - Peter suggested reducing additional \$500 (have Contingency Fund if needed).
- b. Consider and act on Town Government budget:**
Motion to approve FY 2025-26 Town Government budget of \$2,254,197 as amended from \$2,257,747 and send new budget to the Town for Referendum, made by Peter Haines, seconded by Jeremiah Rufini and carried unanimously.
- c. Consider and act on preliminary mill rate for FY 2025-26:**
Looking at preliminary mill rate of 31.5 (budget started off with loss in revenue of about 1 mill from state/federal funding and change in Grand List).
- d. Consider and act on Budget Letter for budget hearing:** Same format as last year.
- e. Discussion of General Fund budget parameters for FY 2025-26:** None
- f. Consider and act on date for Revised Budget hearing and second budget referendum:**
RD11 meeting June 18th on their budget. BOS meeting June 18th to set Referendum (would like to hold for RD11 and the Town same day with earliest date July 1st). BOF meeting June 18th at 6:30pm. Budget Information Meeting June 25th at 7pm (Senior Center).
- g. Other budget issues for consideration:** None

11. OLD/NEW BUSINESS

- a. Consider and act on funds transfers and budget line additions/adjustments as required:** None
- b. Review action items from previous meetings – see minutes:** None
- c. 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 is pursuing the Fire Department Forestry Grant (matches \$2,500) that hasn't been used in a long time to see if still available (waiting to hear from the state).

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING

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

15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETING

- a. Wednesday, June 18, 2025: Special Meeting @6:30pm (Town Hall)
- b. Wednesday, June 25, 2025: Budget Information Meeting @7pm (Senior Center)
- c. Tuesday, July 2025: TBD – Town Budget Referendum – noon to 8pm (Fire Department)
- d. June/July 2025: TBD – Special Meeting to set Mill Rate for FY 2025-26
- e. 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 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 (8:29 PM) by Victor Boomer, seconded by Jeremiah Rufini and carried unanimously.

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