

CHAPLIN BOARD OF FINANCE
Chaplin Town Hall
Chaplin, Connecticut
Regular Meeting Minutes
July 14, 2025

Chair Dick Weingart called the meeting to order at 7:08 PM. Board members present: Link Diwan, Victor Boomer, Alternate Peter Haines. Others present: NECCOG Town Administrator Jordan Lumpkins. Absent: Linda Caron, Jeremiah Rufini, Bill Jenkins, Alternate Matt Foster, Alternate Izzy Alvarez.

3. SEATING OF ALTERNATES: Alternate Peter Haines seated for Bill Jenkins.

4. FIRST AUDIENCE FOR CITIZENS: None

5. GUESTS: None

6. ADDITIONS OR CHANGES TO THE AGENDA: 7a2) should be FY 2024-25 Audit.

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

- Department of Administrative Services has a portal (suggested by Jordan) that towns can use to post requests for services (quotes, bids) to help get more competition.
- England Road Bridge might open this week (Peter pleased with bridge, Route 198, patching Pumpkin Hill Rd, new Fire Pond).

2) FY 2024-25 Audit by Hoyt, Filippetti & Malaghan LLC:

Received Audit Engagement Letter that binds the parties (will have Zoom meeting in August to set schedule for onsite work).

b. Staff Reports:

1) Finance Dept: Review and accept monthly Town Financial Statements (FY 24-25); identify issues for follow up:

Net Income \$262,000 (BOE to make adjustments in transportation charges from EASTCONN – about \$100,000).

- Most budgets finished the year underbudget except: Fire Department, Transfer Station, Registrars, Recreation, Public Works, Planning & Zoning, Employee Fringe Benefits, BOF, Assessor. Link Diwan asked about ARPA Fund (\$83,251 remaining balance), and asked about remaining balance in CIP projects for Electric Room and Pump House at the school and Senior Center Roof (projects completed – funds transferred to FY 2025-26 projects).

Motion to accept June 2025 Town Financial Statements, made by Link Diwan, seconded by Peter Haines and carried unanimously.

2) BOE/CES: Review and accept monthly CES Financial Statements (FY 24-25); identify issues for follow up: Hoping to finish the year with a surplus.

Motion to accept June 2025 CES Financial Statements, made by Victor Boomer, seconded by Peter Haines and carried unanimously.

3) Tax Collector: Review and accept monthly Tax Collections report (FY 24-25); identify questions for follow up:

Motion to accept June 2025 Tax Collections Report, made by Victor Boomer, seconded by Link Diwan and carried unanimously.

4) Assessor/Treasurer: None

8. APPROVAL OF MINUTES

a. Regular/Special meeting(s) – June 16, 2025; June 18, 2025; June 25, 2025; July 7, 2025:

- *Motion to approve June 16, 2025 special meeting minutes, made by Peter Haines, seconded by Link Diwan and carried with abstention by Link Diwan.*
- *Motion to approve June 18 special meeting minutes, made by Link Diwan, seconded by Peter Haines and carried unanimously.*
- *Motion to approve June 25, 2025 special meeting minutes, made by Link Diwan, seconded by Peter Haines and carried unanimously.*
- *Motion to approve July 7, 2025 special meeting minutes, made by Victor Boomer, seconded by Link Diwan and carried unanimously.*

9. CORRESPONDENCE:

Teacher Negotiations Letter received from Superintendent with invitation to attend meetings and option to attend joint meeting to confer within 30 days prior to start of negotiations on August 20th (Link suggested scheduling meeting right before August 11th BOF meeting and will represent the BOF).

10. OLD BUSINESS

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

Check status of Fixed Assets with Auditors. Ask Treasurer to attend meeting about Berkshire Bank. Jordan Lumpkins noted maintaining grants spreadsheet with about 60-80 grants (on the radar for construction projects – CES roof).

b. Review and update BOF Annual Activity/Project Calendar – FYs 2024-25 & 2025-26:

Work on audit items beings in August. Data needs to be entered into FHMS for current year.

11. NEW BUSINESS

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

b. Consider and act on appointment of BOF Annual Report coordinator, and establish schedule for FY 2024-25 report:

Motion to appoint Jeremiah Rufini as FY 2024-25 BOF Annual Report coordinator, made by Peter Haines, seconded by Victor Boomer and carried unanimously.

Thanks to Peter Haines for all his work last several years as Annual Report coordinator.

12. CONTINUING BUSINESS:

a. Review Board goals and policies for FY 2025-26: All moved to follow up section of meeting minutes.

13. SECOND AUDIENCE FOR CITIZENS:

Peter Haines asked about reviewing budget process with Town Administrators (Jordan and Mary will be reaching out in next few weeks to meet with BOF Chair, 1st Selectman and Finance Manager to evaluate budget process (comparing to other towns) and working together on game plan for how to proceed.

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

a. Regular meeting(s):

- 1) Standard meeting agenda
- 2) Progress of NECCOG Town Administrator(s) in reviewing Chaplin budget process

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

- a. Monday, August 11, 2025: Regular Meeting @7pm (Town Hall)
- b. Monday, September 8, 2025: Regular Meeting @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 Acct.: 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, 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.
- Contact Treasurer about presentation by a Berkshire Bank representative.
- Fixed Assets – Public Works only.
- Highlight grant funding in the Budget and Annual Report.

16. ADJOURN:

***Motion to adjourn (9:10 PM) made by Link Diwan, seconded by Peter Haines and carried unanimously.
Respectfully submitted by,
Recording Clerk Kathleen Scott***