

CHAPLIN BOARD OF FINANCE
Chaplin Town Hall
Chaplin, Connecticut
Regular Meeting Minutes
November 10, 2025

Chair Dick Weingart called the meeting to order at 7:07 PM. Board members present: Link Diwan, Jeremiah Rufini, Victor Boomer, Bill Jenkins, Mike O'Neill. Others present: 1st Selectman James Harrington, PW Director Dave Stone, NECCOG Administrator Jordan Lumpkins. Audience: Jim Randall. Absent: Alternate Matt Foster, Alternate Izzy Alvarez.

Welcome to new Board member Mike O'Neill.

3. SEATING OF ALTERNATES: None (1 open position).

4. FIRST AUDIENCE FOR CITIZENS

Jim Randall asked if moving funds to purchase 2 items for PW needs a town meeting (anything approved for CIP considered appropriated by the Town – BOF can move it without town meeting).

5. GUESTS: NECCOG Town Administrators: M. Calorio and J. Lumpkins

Jordan Lumpkins noted he and Mary have spoken with Boards, Commissions, staff, people in town and observed budget process last year (in the process of writing recommendations to present next month - possible workshop with BOS and BOF).

B. BOS request to transfer within CIP for purchase of equipment:

1st Selectman and PW Director presented proposal to purchase the following equipment (quoted through Sourcewell with 12-15% discount):

- Bandit Chipper (\$54,081.60) – replacing 1 that has reached life expectancy – on replacement schedule (Dave presented copy to the Board).
- John Deere Skidsteer - Track Loader with dozer blade (\$79,163.58) – for clearing snow off new sidewalk and other projects, will greatly increase efficiency of crew, use for grading dirt roads to save labor and material costs, adding Skidsteer would extend life of backhoe 3-4 years.

Total cost - \$133,245.18

- Proposed plan would move \$114,000 from Roads to Equipment Replacement (Current Road balance as of 10/31/2025 - \$215,423, current Equipment Replacement balance - \$21,089.46) to achieve Replacement Equipment balance of \$135,089.46 (includes \$2,000 extra for incidentals). Transfer would leave Road balance of \$107,509.37 – good through June 2027.

Discussion included: consider 2nd hand equipment, confirm transfer doesn't need town meeting, consider rentals (difficult to plan for), snowplowing alternative for tractor (too wide), Chipper parts replacement (chipper blades replaced easily, welds cracking more difficult – built for rental companies), current chipper would generate \$10-\$15,000 at auction, concerns with timing with no additional funding for CIP (Town Administrators looking at alternate ways to fund), reluctant to consider unless emergency (need chipper- welds cracking), concerns with uncertain budget territory last couple years, check for available grants, need to have reliable equipment to increase efficiency, needs and cost if they wait 6-12 months.

- The Board requests a written proposal with available grants, bids and quotes, alternative bids, average depreciation of all equipment, needs and alternatives, urgency.
- Link Diwan commented on Chaplin being small town with limited base for raising funds from real estate taxes.

6. ADDITIONS OR CHANGES TO THE AGENDA:

- ***Motion to add to agenda as Item 5B – BOS Request to transfer within CIP for purchase of equipment, made by Jeremiah Rufini, seconded by Link Diwan and carried unanimously.***

- ***Motion to add to agenda as Item 11c – Proposed transfer of \$54,000 within CIP from Roads to Equipment Replacement for Wood Chipper, made by Jeremiah Rufini, seconded by Link Diwan and carried unanimously.***
- ***Motion to add to agenda as Item 11d - Election of Officers, made by Bill Jenkins, seconded by Jeremiah Jenkins.***
- ***Motion to table motion until the next meeting, made by Link Diwan, seconded by Mike O'Neill and carried with the following vote: YES: Link Diwan, Mike O'Neill, Victor Boomer, Dick Weingart. NO: Bill Jenkins. ABSTAIN: Jeremiah Rufini.***

7. REPORTS

a. Board Member reports:

1) Selectmen's monthly meeting:

- Motion approved to declare extra pickup truck bed as surplus to advertise in state portal (pickup body transferred from PW to Fire Department to outfit for Forestry unit).
- Dick Weingart updated BOS with the following: meeting schedule, audit proceeding well, starting budget process (sending out Town agency request letters).

2) FY 2024-25 Annual Report:

Final reminder sent out with quite a few reports outstanding (Treasurer and BOF waiting for audit).

Bill Jenkins left the meeting.

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

Audit progressing well – aiming to review drafts with Board at December meeting (having another Federal Single Audit for Federal Road Bridge project).

b. Staff Reports:

1) Finance Dept: Review and accept monthly Town Financial Statements (25-26); identify issues for follow up:

Statements not complete with some data missing (QuickBooks quirk – doesn't export information).

- Lighting upgrades partially budgeted.
- Most funds transferred from Webster to Berkshire bank.
- CES budget surplus of about \$160,000 - about half transferred to BOE Unexpended Education Fund with new ground rules (Link would like to see the detail).

Motion to accept October 2025 Town Financial Statements, made by Victor Boomer, seconded by Link Diwan and carried unanimously.

Link Diwan noted carryover from last meeting:

- 31300 Emergency Preparedness - Equipment Purchase overbudget for town radios (should submit request for additional funding if needed before budget goes over, suggest using grant).
- 30300 Bicentennial Arboretum (budget fully expended).
- 38000 Public Works sick and vacation fully expended (goes into Payroll liability).

2) BOE/CES: Review and accept monthly CES Financial Statements (25-26); identify issues for follow up: None

3) Tax Collector: Review and accept monthly Tax Collections report (25-26); identify questions for follow up: None

4) Assessor/Treasurer: None

8. APPROVAL OF MINUTES

a. Regular/Special meeting(s) – October 6, 2025:

Motion to approve October 6, 2025 regular meeting minutes, made by Jeremiah Rufini, seconded by Link Diwan and carried with abstention by Mike O'Neill.

9. CORRESPONDENCE: None

10. OLD BUSINESS

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

Add – Check with Treasurer for specifics of compromised account with Berkshire Bank.

b. Review and update BOF Annual Activity/Project Calendar – FY 2025-26: Reviewed.

c. Consider and act on revised FY 2024-25 year-end budget transfers:

- Transfer from 50050 Contingency Fund to the following: 20000 CIP and Debt Service (\$1,271.70), 23000 Assessor (\$82.25), 26000 Board of Finance (\$5,650.47), 28000 Building Grounds and Maintenance (\$1,515.86), 31500 Employee Fringe Benefits (\$1,956.36), 35000 Library (\$108.16), 36000 Planning & Zoning (\$820.62), 38000 Public Works (\$3,411.06), 39000 Recreation (\$445.69), 40000 Registrars (\$6,131.83).
- Transfer from 29000 Building Inspector to 35000 Library \$1,680.30
- Transfer from 20100 General Expenses to 40000 Registrars \$4,660.60
- Transfer from 31300 Emergency Preparedness to 40000 Registrars \$1,043.62
- Transfer from 40500 Sanitation to 44500 Transfer Station \$2,362.39
- Transfer from 30500 Community Economic to 47000 Vol. Fire Dept. \$1,064.00
- Transfer from 44000 Town Membership to 47000 Vol. Fire Dept. \$1,500.00
- Transfer from 34000 Inland Wetlands to 48000 Zoning Board of Appeals \$690.84
- Total transfers - \$34,395.75

Motion to approve revised year-end budget transfers total of \$34,395.75 for FY 2024-25, made by Victor Boomer, seconded by Link Diwan and carried unanimously.

d. Consider and act on Budget Calendar for FY 2026-27: Reviewed.

e. Consider and act on Budget Policies for FY 2026-27: Reviewed with suggested changes.

f. Consider and act on Budget Letter to Town Agencies for FY 2026-27: Reviewed with suggested changes.
Motion to approve Budget Calendar, Budget Policies, and Budget Letter to Town Agencies as presented for distribution, made by Link Diwan, seconded by Victor Boomer and carried unanimously.

11. NEW BUSINESS

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

b. Consider and act on calendar year 2026 BOF meeting dates:

BOF meets the 2nd Monday of each month except for October (changed to October 5th due to holiday).
January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14,
October 5 (changed due to holiday), November 9, December 14.

Motion to approve 2026 BOF meeting dates listed above, made by Victor Boomer, seconded by Jeremiah Rufini and carried unanimously.

c. Proposed transfer of \$54,000 within CIP from Roads to Equipment Replacement for Wood Chipper:
Motion to table, made by Jeremiah Rufini, seconded by Link Diwan and carried unanimously.

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:

Jim Randall commented on proposal for Skidsteer (suggested hiring Ashford to do roads with their road grader), commented on lighting upgrades, and noted Emergency Preparedness report submitted by deadline.

14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Regular meeting(s): standard meeting agenda
- b. Consider and act on FY 2026-27 Board of Education budget request letter
- c. Consider and act on FY 2027-31 CIP Plan budget request letter
- d. Other necessary business

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

- a. Monday, December 8, 2025: Regular Meeting @7pm (Town Hall)
- b. Monday, January 12, 2026: Regular Meeting @7om (Town Hall)
- c. Monday, February 9, 2026: 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 Berkshire Bank representative.
- Fixed Assets – Public Works only.
- Highlight grant funding in the Budget and Annual Report.
- Check with Treasurer for specifics of compromised account with Berkshire Bank.

16. ADJOURN:

Motion to adjourn (10:01 PM) made by Link Diwan, seconded by Mike O'Neill and carried unanimously.

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