

**CHAPLIN BOARD OF FINANCE**  
**Chaplin Town Hall**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**January 12, 2026**

Chair Dick Weingart called the meeting to order at 8:22 PM. Board members present: Link Diwan, Jeremiah Rufini, Victor Boomer. Others present: 1<sup>st</sup> Selectman James Harrington, Selectman Leslie Ricklin, Finance Manager Val Garrison, Town Clerk Shari Smith, NECCOG Administrators (Mary Calorio and Jordan Lumpkins). Absent: Mike O'Neill, Bill Jenkins, Alternate Matt Foster, Alternate Izzy Alvarez.

**3. SEATING OF ALTERNATES:** None

**4. GUESTS:** Ms. Shari Smith, Chaplin Town Clerk re: Supplemental Budget Request for Digitalization of Town Ordinance.

**a. Consider and act on Town Clerk Supplemental Budget Request for FY 2025-26:**

Shari Smith working on project for all Town Ordinances to be codified. 1<sup>st</sup> part is codification with legislative and attorney review (would need to take to Town Meeting for proposed changes – process would take about a year with \$8,500 cost covered by grants). Looking for BOS and BOF support for hosting fee likely not to start until 2027 with annual cost of \$1,295.

- Link Diwan noted hosting nicely done by other towns (easy to browse), and asked about creating hyperlink Pdf to share on Town website without hosting (rely on professional companies for ordinances to be accurate and legal, super secure, formatting data – some doesn't transfer).
- Victor likes the project (could do same process for Zoning & Wetland ordinances in the future).
- Leslie Ricklin supports the project (anything to make services more available and secure).
- Victor likes the project (could do same process for Zoning & Wetland Ordinances in the future).
- Jeremiah Rufini clarified that search capability has more than just keyword.

Consensus of the Board is to support project with hosting fee when it becomes necessary.

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

**6. ADDITIONS OR CHANGES TO THE AGENDA:**

*Link Diwan motioned to add to agenda as Item 6A – Tabled motion from previous meeting. Motion seconded by Jeremiah Rufini and carried unanimously.*

**a. Tabled motion from previous meeting - Victor Boomer motioned that Town Administrators will assume responsibility for preparation and management of FY 2026-27 budget document, seconded by Jeremiah Rufini.**

Link Diwan asked Dick how he envisions the process (would need a lot of communication with Town Administrators and Finance office, consider significant role BOS plays in developing certain budgets needed in timely manner (PW, BOS, General Government), hit target dates to avoid last minute decisions before Public Hearing), and asked Administrators if they can plan and prepare documents for presentation (will take BOF guidance on what they wish to see, can gather cut list from departments where needed) – goal is to reduce number of meetings.

***Motion carried unanimously.***

**7. REPORTS**

**a. Board Member reports:**

**1) Selectmen's monthly meeting:**

- Reviewed grants and stages of Bedlam Road Bridge workup.

Dick Weingart updated BOF with the following: finalized audit, followup needed in OPM portal, CIP Plan solicitations are out, preliminary approval of BOF budget. Monthly Reports on Town Administrator projects posted on Town website with BOS minutes.

**2) FY 2024-25 Annual Report:**

Economic Development still outstanding – leave report with blank page or state as no report (check previous reports). Audit numbers need to be added to Treasurer and BOF Reports and submitted.

**3) FY 2026-27 CIP Process:** Started (delayed by lots of activity) – requests are out (due back this month).

**b. Staff Reports:**

**1) Finance Dept: Review and accept monthly Town Financial Statements (FY25-26); identify issues for follow up:**

**a) BOF member review:** By Link Diwan

14140 Pistol Permits – over double the amount; 18000 Tax Collections - tracks for December; 20175 Eastern Highland Health – payment ¼ ahead of schedule; 20200.4 Software – more than budgeted; Town Insurance – slightly overbudget; 26000 BOF – overbudget (needed Federal Audit); 30300 Bicentennial Arboretum – request to budget in categories intending to spend; 30500 Economic Development – only 20% expended; 31300 Emergency Preparedness – 90% expended (communicated to request extension before going overbudget); 33000 Historic District – overbudget (may need more funding); 38000 Public Works – trending where it should be; 39000 Rec – 75% expended (most from Activities); 47000 Fire Department – no expenses in Stipends (paid out in January).

BOE Unexpended Education Fund - Meeting with Superintendent to ask about plans for using fund.

***Victor Boomer motioned to accept December 2025 Town Financial Statements, seconded by Link Diwan and carried unanimously.***

**2) BOE/CES: Review and accept monthly CES Financial Statements (FY25-26); identify issues for follow up:** Tuition amount represents taking in another student. 34.7% of budget spent to date.

***Link Diwan motioned to accept November 2025 CES Financial Statements, seconded by Jeremiah Rufini and carried unanimously.***

**2) Tax Collector: Review and accept monthly Tax Collections report (FY25-26); identify questions for follow up:** Tax Collections at 56.77% through November.

***Link Diwan motioned to accept November 2025 Tax Collections report, seconded by Victor Boomer and carried unanimously.***

**3) Assessor/Treasurer:** None

**8. APPROVAL OF MINUTES**

**a. Regular/Special meeting(s) – December 8, 2025:**

***Link Diwan motioned to approve December 8, 2025 special meeting minutes, seconded by Victor Boomer and carried unanimously.***

**9. CORRESPONDENCE:** None

**10. OLD BUSINESS**

**a. Review action items from previous meetings – see minutes:** Nothing completed.

**b. Review and update BOF Annual Activity/Project Calendar – FY 2025-26:** Most up to date.

**c. Review Budget Calendar for FY 2026-27 fiscal year:** No changes.

**11. NEW BUSINESS**

- a. Consider and act on funds transfers and budget line additions/adjustments as requested: None
- b. Review members to attend 2026 COST Town Meeting on January 28, 2026 at Aqua Turf: Dick Weingart, Mike O'Neill, 1<sup>st</sup> Selectman James Harrington, Selectman Leslie Ricklin will attend.
- c. Consider and act on FY 2026-27 BOF budget request: Will approve next month. Proposed \$32,500 for General Budget Contingency.
- d. Consider and act on draft of FY 2026-27 Board of Education/Chaplin Elementary School budget request letter: Working on.

**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:** None

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

- a. Regular meeting(s): standard meeting agenda
- b. Assessor presentation of October 2025 Grand List
- c. First Review of preliminary FY 2026-27 Revenue Budget
- c. Review FY 2026-27 Budget process and potential agency presentations
- d. Other necessary business

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

- a. Monday, February 9, 2026: Regular Meeting @7pm (Town Hall)
- b. February 2026 TBD: Special Meeting(s) @7pm (Location TBD)
- c. Monday, March 10, 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.

**16. ADJOURN:**

*Victor Boomer motioned to adjourn (9:43 PM), seconded by Link Diwan and carried unanimously.*

*Respectfully submitted by,  
Recording Clerk Kathleen Scott*