

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, December 11, 2023 – 7:00 PM \*\*\* TOWN HALL \*\*\***

**NOTE: THIS MEETING WILL BE HELD IN PERSON ONLY.**

Documents for this meeting can be found by following this web browser navigation path:

**[www.chaplinct.org](http://www.chaplinct.org)> Select Meeting Date from Event Calendar >Select Board of Finance Meeting>Select Board of Finance Meeting Documents>Select 0-BOF Meeting Documents Folder>Select Meeting-2023.12.11**

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members, Alternates, and Guests.**
- 3. Seating of Alternates.**
- 4. Election of Officers per Bylaws: (Chair, Vice-Chair, Clerk/Secretary).**
- 5. First Audience for Citizens. (Note: Limited to TEN minutes & subject to Chair discretion).**
- 6. Guests:** None expected.
- 7. Additions or changes to the agenda.**
- 8. Reports.**
  - a. Board Member reports (limited to 5 minutes each):
    - 1) Selectmen's monthly meeting: R. Weingart
    - 2) FY 2022-23 Annual Report: P. Haines
    - 3) FY 2022-23 Audit by Hoyt, Filippetti & Malaghan LLC: R. Weingart
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 23-24); identify questions for follow up.
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
- 9. Approval of Minutes.**
  - a. Regular/Special meeting(s): November 13, 2023.
- 10. Correspondence.**
- 11. Old Business.**
  - a. Review action items from previous meetings – see minutes.
  - b. Review and update BOF Annual Activity/Project Calendar – FY 2023-24.
  - c. Review budget calendar for FY 2024-25 fiscal year.
    - 1) Review draft of FY 2024-25 Board of Education/Chaplin Elementary School budget request letter.
  - d. Continue review of policies under revision:
    - 1) BOE Unexpended Education Funds
    - 2) Budget management for agencies near budget limit
    - 3) General Fund Unallocated Fund Balance
  - e. Continue review of Treasurer job duties and job description.
- 12. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Approve members to attend 2024 COST Town Meeting on February 8, 2024.
  - c. Review Board of Finance organizational documents.
    - 1) Assign members/alternates to review BOF Bylaws.
- 13. Continuing Business.**
  - a. Review Board goals and policies for FY 2023-24. **All items moved to Follow Up section of meeting minutes.**
- 14. Second Audience for Citizens. Note: 5 minutes. Limited to agenda items & subject to Chair discretion.**
- 15. Agenda suggestions for next Regular/Special meeting.**
  - a. Regular meeting(s): Standard meeting agenda.
  - b. Review of FY 2022-23 audit with HFM, LLC.
  - c. Initial review of FY 2022-23 BOF budget request.
  - d. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets.
  - e. COST Town Meeting on January 11, 2023: BOF members attending.
- 16. Time and place of next Regular/Special Meetings.**
  - a. **Monday, January 8, 2024: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, February, 2024: Regular Meeting @ 7:00 pm (Town Hall)**
- 17. Adjourn.**

Submitted by: Richard G. Weingart, Chair