

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, January 8, 2024 – 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> **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-2024.01.08**

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members, Alternates, and Guests.**
- 3. Seating of Alternates.**
- 4. First Audience for Citizens. (Note: Limited to TEN minutes & subject to Chair discretion).**
- 5. Guests:** None expected.
- 6. Additions or changes to the agenda.**
- 7. 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
 - 4) FY 2025-2029 CIP Committee: 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.
- 8. Approval of Minutes.**
 - a. Regular/Special meeting(s): December 11, 2023.
- 9. Correspondence.**
- 10. 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) Approve final FY 2024-25 Board of Education/Chaplin Elementary School budget request letter.
 - d. Confirm members to attend 2024 COST Town Meeting on February 8, 2024 and discuss travel logistics.
 - e. Review Board of Finance organizational documents.
 - 1) Review BOF Bylaws.
 - f. 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
 - g. Continue review of Treasurer job duties and job description.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Initial review of FY 2024-25 BOF budget request.
- 12. Continuing Business.**
 - a. Review Board goals and policies for FY 2023-24. **All items moved to Follow Up section of meeting minutes.**
- 13. Second Audience for Citizens. Note: 5 minutes. Limited to agenda items & subject to Chair discretion.**
- 14. Agenda suggestions for next Regular/Special meeting.**
 - a. **Special meeting(s): January 22nd @ 7:30 pm - Review of FY 2022-23 audit with HFM, LLC.**
 - b. Regular meeting(s): February 5 - Standard meeting agenda.
 - c. Final approval of FY 2024-25 BOF budget request.
 - d. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, January 22, 2024: Special Meeting @ 7:30 pm (Town Hall)**
 - b. Monday, February 5, 2024: Regular Meeting @ 7:00 pm (Town Hall)
 - c. Monday, March 10, 2024: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair