

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, February 5, 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](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-2024.02.05**

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: Mr. Chandler Rose, Chaplin Assessor: Presenting the October 2023 Chaplin Grand List.
  - a. Q&A for BOF members after presentation.
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 issues for follow up.
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify issues for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify issues for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
8. Approval of Minutes.
  - a. Regular/Special meeting(s): January 8, 2024; January 29, 2024
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. Confirm members to attend 2024 COST Town Meeting on February 8, 2024 and discuss travel logistics.
  - d. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets and schedule.
    - 1) Review budget calendar for FY 2024-25 fiscal year.
    - 2) Final approval of FY 2024-25 BOF budget request.
  - e. Review Board of Finance organizational documents.
    - 1) Review BOF Bylaws.
  - f. Continue review of policies under revision:
    - 1) BOE Unexpended Education Funds
    - 2) General Fund Unallocated Fund Balance
    - 3) Budget management for agencies near budget limit (move to Continuing Business in Meeting Minutes)
  - 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 2023-24 DRAFT Chaplin assessment percentage for RSD11 budget (if available).
  - c. Set Special Meeting dates for February and March 2024.
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): Feb. 26 - Standard meeting agenda & pertinent tasks from Annual Activity/Project Calendar.**
  - b. Initial review of DRAFT FY 2024-25 Revenues estimates.
  - c. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets and schedule.
15. Time and place of next Regular/Special Meetings.
  - a. **Monday, February 26, 2024: Special Meeting @ 7:00 pm (Town Hall)**
  - b. Monday, March 3, 2024: Special Meeting @ 7:00 pm (Town Hall)
  - c. Monday, March 17, 2024: Special Meeting @ 7:00 pm (Town Hall)
16. Adjourn. Submitted by: Richard G. Weingart, Chair