

CHAPLIN BOARD OF FINANCE

***** SPECIAL MEETING AGENDA *****

Monday, March 4, 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-2024.03.04.Special’****

- 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. None Permitted.**
- 7. Reports.**
 - a. Board Member reports (limited to 5 minutes each):
 - 1) FY 2022-23 Annual Report: P. Haines
 - a) Consider and act on approval of FY 2022-23 Annual Report.
 - 2) FY 2025-29 CIP Committee: R. Weingart
 - b. Staff reports:
 - 1) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for follow up.
 - 2) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up.
- 8. Approval of Minutes.**
 - a. Regular/Special meeting(s): February 26, 2024.
- 9. Correspondence.**
- 10. Budget Workshop for FY 2024-25.**
 - a. Review Board of Education/CES **PRELIMINARY BUDGET** for FY 2024-25 and identify questions/comments for BOE.
 - b. Review latest draft of total Chaplin FY 2024-25 anticipated revenues.
 - c. Review Town agency budget requests; identify individual budgets for examination/additional information/adjustment.
 - d. Continue review of BOS recommended Salary Adjustments for Town Officials & Staff.
 - e. Review FY 2024-25 DRAFT Chaplin assessment percentage for RSD11 budget and cost impact on Chaplin.
 - f. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
 - g. Review Capital Projects Plan.
 - 1) FY 2025 – 2029 CIP Plan as proposed by CIP Committee.
 - 2) Review completed CIP projects for potential closure.
 - h. Review dates for Board of Finance special budget workshops, budget Public Hearing, and Annual Town Budget Meeting.
 - i. Review CCM Salary Survey data for 2023-2024.
 - j. Other budget issues for consideration.
- 11. Old/New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Review and update BOF Annual Activity/Project Calendar – FY 2023-24.
 - c. Review Special Meeting dates for March 2024.
 - d. Review BOF Bylaws.
 - e. Continue review of policies under revision:
 - 1) BOE Unexpended Education Funds
 - 2) General Fund Unallocated Fund Balance
- 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): March 18 - Standard meeting agenda & pertinent tasks from Annual Activity/Project Calendar.**
 - b. BOS Budget Presentation
 - c. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
 - d. Continue review of FY 2024-25 agency budget requests.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, March 11, 2024:** Regular meeting cancelled.
 - b. **Monday, March 18, 2024:** Special Meeting & BOS Budget Presentation @ 7:00 pm. (Town Hall)
 - c. **Monday, March 25, 2024:** Special Meeting & BOE Budget Presentation @ 7:00 pm. (Town Hall)
 - d. **Monday, April 1, 2024:** (TBD) Special meeting & CIP Committee Budget Presentation @ 7:00 pm. (Town Hall)
 - e. **Monday, April 8, 2024:** (TBD) Special meeting & Budget Workshop.
- 16. Adjourn.**