

CHAPLIN BOARD OF FINANCE

***** REGULAR MEETING AGENDA *****

Monday, April 8, 2024 – 7:00 PM * TOWN HALL *****

NOTE: THIS MEETING WILL BE HELD BOTH IN PERSON AND REMOTELY.

Join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/569549725>

You can also dial in using your phone: Access Code: [569-549-725](https://www.gotomeeting.com/join/569549725) United States: [+1 \(646\) 749-3122](https://www.gotomeeting.com/join/569549725)

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-2024.04.08’

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.
 - b. Staff reports:
 - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 23-24); identify issues 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): March 25, 2024.
9. Correspondence.
10. Budget Workshop for FY 2024-25.
 - a. Review latest **PRELIMINARY ESTIMATE** of total Chaplin FY 2024-25 anticipated revenues.
 - b. Review Board of Education/CES **PROPOSED BUDGET** for FY 2024-25 and identify questions/comments for BOE.
 - c. Review FY 2024-25 **PRELIMINARY ESTIMATE** Chaplin’s assessment for RSD11 budget and cost impact on Chaplin.
 - d. Review **PRELIMINARY** Capital Projects Plan.
 - 1) FY 2025 – 2029 CIP Plan as compiled by CIP Committee.
 - 2) Review completed CIP projects for potential closure.
 - e. Review **PRELIMINARY** Town agency budget requests; identify individual budgets for examination and adjustment.
 - 1) Continue review of BOS recommended Salary Adjustments for Town Officials & Staff.
 - f. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
 - g. Review dates for Board of Finance special budget workshops, budget Public Hearing, and Annual Town Budget Meeting.
 - h. 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 April 2024.
 - d. Review BOF Bylaws.
 - e. Continue review of policies under revision:
 - 1) BOE Unexpended Education Funds
 - 2) General Fund Unallocated Fund Balance
12. Second Audience for Citizens. (**Note: 5 minutes. Limited to agenda items & subject to Chair discretion.**)
13. Agenda suggestions for next Regular/Special meeting.
 - a. **Special meeting(s): April 15 - Standard meeting agenda & pertinent tasks from Annual Activity/Project Calendar.**
 - b. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
 - c. Continue review of FY 2024-25 agency, Board of Education, and CIP budget requests.
14. Time and place of next Regular/Special Meetings.
 - a. **Monday, April 15, 2024:** **Special meeting & Budget Workshop @ 7:00 pm. (Town Hall).**
 - b. **Monday, April 22, 2024:** (TBD) **Special meeting & Budget Workshop @ 7:00 pm. (Town Hall).**
 - c. **Monday, April 29, 2024:** **Budget Public Hearing & Special Meeting/Budget Workshop @ 7:00 pm. (Senior Center).**
 - d. **Monday, May 13, 2024:** **Annual Town Budget Meeting @ 7:00 pm. (Senior Center).**
15. Adjourn.

Submitted by: Richard G. Weingart, Chair