

**CHAPLIN BOARD OF FINANCE**  
**\*\*\* REGULAR MEETING AGENDA \*\*\***  
**Monday, October 7, 2024 – 7:00 PM \*\*\* TOWN HALL \*\*\***

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

**[www.chaplinc.org](http://www.chaplinc.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-2024.10.07’**

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 FIVE minutes per speaker & 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 2023-24 Annual Report: J. Rufini
    - 3) FY 2023-24 Audit by Hoyt, Filippetti & Malaghan LLC: R. Weingart
    - 4) Fixed Assets Update for Audit: V. Boomer & P. Haines
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 24-25); identify issues for follow up.
      - a) BOF member review by: W. Jenkins
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 24-25); identify issues for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 24-25); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
8. **Approval of Minutes.**
  - a. Regular/Special meeting(s): September 9, 2024.
9. **Correspondence.**
10. **Old Business.**
  - a. Review action items from previous meetings – see minutes.
  - b. Review and update BOF Annual Activity/Project Calendar – FYs 2023-24 & 2024-25.
  - c. FY 2024-25 budget issues:
    - 1) Approve Town Revenue Budget for FY 2024-25.
    - 2) RTC flyer re: referendum and tax increase.
    - 3) Other pertinent budget issues for consideration.
11. **New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider draft budget calendar for FY 2025-26 fiscal year.
  - c. Consider parameters for FY 2025-26 budget requests.
  - d. Review BOF policies under revision.
12. **Continuing Business.**
  - a. Review Board goals and policies for FY 2024-25. **All items moved to Follow Up section of meeting minutes.**
13. **Second Audience for Citizens. (Note: THREE min. per speaker. Agenda items only & subject to Chair discretion.)**
14. **Agenda suggestions for next Regular/Special meeting:**
  - a. Regular meeting(s): Standard meeting agenda.
  - b. Consider and act on FY 2025-26 budget calendar, policies, and town agency budget request memo.
  - c. Review BOF policies under revision.
  - d. Other necessary business.
15. **Time and place of next Regular/Special Meetings.**
  - a. **Monday, November 4, 2024: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, December 9, 2024: Regular Meeting @ 7:00 pm (Town Hall)**
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair