

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, August 14, 2023 – 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-2023.08.14](#)**

- 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
      - a) Consider and act on Annual Report request letter and template.
    - 3) FY 2022-23 Audit by Hoyt, Filippetti & Malaghan LLC: R. Weingart
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 22-23); identify questions for follow up.
      - a) Examine budgets with BOF budget reductions.
      - b) Consider and act on FY 2022-23 Year-End budget adjustments.
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 22-23); identify questions for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 22-23); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
- 8. Approval of Minutes.**
  - a. Regular/Special meeting(s): July 10, 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. Consider essential elements of a General Fund policy to include parameters for an Unallocated General Fund Balance.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - 1) Arboretum Commission budget for FY 2023-24 - \$200.00.
  - b. Consider and act on FY 2022-23 end-of-year budget transfers.
  - c. Consider potential revisions to the BOE Unexpended Education Funds policy.
- 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. Regular meeting(s): Standard meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, September 11, 2023: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, October 2, 2023: Regular Meeting @ 7:00 pm (Town Hall)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair