

**CHAPLIN BOARD OF FINANCE  
SPECIAL MEETING AGENDA**

**Tuesday, October 10, 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-2023.10.10](#)**

- 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) Selectmen’s monthly meeting: October 5,2023 meeting cancelled.
      - a) Fixed Asset inventory review and update.
    - 2) FY 2022-23 Annual Report: P. Haines
    - 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 23-24); identify questions for follow up.
      - a) Consider and act on additional FY 2022-23 Year-End budget adjustments.
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up.
    - 4) Assessor: Review approximate schedule for completion of Grand List revaluation.
- 8. Approval of Minutes.**
  - a. Regular/Special meeting(s): September 11, 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 potential revisions to the BOE Unexpended Education Funds policy.
  - d. Consider draft town agency budget management memo for agencies near budget limit.
  - e. Consider essential elements of a General Fund policy to include parameters for an Unallocated General Fund Balance.
  - f. 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. Consider draft budget calendar for FY 2024-25 fiscal year.
  - c. Consider parameters for FY 2024-25 budget requests.
- 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.
  - b. Review policies under revision.
  - c. Consider and act on FY 2024-25 budget calendar, policies, and town agency budget request memo.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, November 13, 2023:** **Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, December 11, 2023:** **Regular Meeting @ 7:00 pm (Town Hall)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair