

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, November 13, 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-2023.11.13****

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
    - 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.
    - 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/Treasurer: Reports as necessary.
8. Approval of Minutes.
  - a. Regular/Special meeting(s): October 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. Review budget calendar for FY 2024-25 fiscal year.
  - d. Continue review of policies under revision:
    - 1) BOE Unexpended Education Funds
    - 2) Budget management for agencies near budget limit
    - 3) General Fund Unallocated Fund Balance
  - e. 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. Approve calendar year 2024 BOF meeting dates.
  - c. Begin review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets.
    - 1) Review draft of FY 2024-25 budget policies and Town Agency budget request letter.
    - 2) Review draft of FY 2025-29 CIP Plan budget request letter.
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. Potential review of FY 2022-23 audit with HFM, LLC.
  - c. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets.
    - 1) Review Board of Education budget request letter.
  - d. Review policies under revision.
15. Time and place of next Regular/Special Meetings.
  - a. Monday, December 11, 2023: Regular Meeting @ 7:00 pm (Town Hall)
  - b. Monday, January 8, 2024: Regular Meeting @ 7:00 pm (Town Hall)
16. Adjourn.

Submitted by: Richard G. Weingart, Chair