

CHAPLIN BOARD OF FINANCE

***** SPECIAL MEETING AGENDA *****

Monday, February 26, 2024 – 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> 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-2024.02.26.Special'

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) FY 2022-23 Annual Report: P. Haines
 - 2) FY 2025-29 CIP Committee: R. Weingart
 - b. Staff reports:
 - 1) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify questions for follow up.
 - 2) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24); identify questions for follow up.
 - 3) Assessor/Treasurer: Reports as necessary.
8. **Approval of Minutes.**
 - a. Regular/Special meeting(s): February 5, 2024.
9. **Correspondence.**
 - a. Board of Selectmen letter of February 14, 2024 re: Salary Adjustments for Town Officials & Staff
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 Special Meeting dates for March 2024.
 - d. Review BOF Bylaws.
 - e. Continue review of policies under revision:
 - 1) BOE Unexpended Education Funds
 - 2) General Fund Unallocated Fund Balance
11. **New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Initial review of FY 2024-25 State budget revenues for Chaplin.
 - c. Initial review of DRAFT FY 2024-25 Revenue estimates.
 - d. Initial review of FY 2024-25 DRAFT Chaplin assessment percentage for RSD11 budget (if available).
 - e. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
 - f. Potential BOF CIP meeting with Fire Department, Public Works, or Chaplin Elementary School.
12. **Continuing Business.**
 - a. Review Board goals and policies for FY 2023-24.
 - 1) Board policies and Board Member handbook. **Move all items 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. **Special meeting(s): March 4 - 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. Begin review of FY 2024-25 agency budget requests.
15. **Time and place of next Regular/Special Meetings.**
 - a. **Thursday, February 29, 2024: CIP Committee Meeting @ 6:00 p.m. (Senior Center)**
 - b. **Monday, March 4, 2024: Special Meeting @ 7:00 p.m. (Town Hall)**
 - c. Monday, March 11, 2024: Regular meeting cancelled.
 - d. Monday, March 18, 2024: Special Meeting & BOS Budget Presentation @ 7:00 pm. (Town Hall)
 - e. Monday, March 25, 2024: Special Meeting & BOE Budget Presentation @ 7:00 pm. (Town Hall)
 - f. Monday, April 1, 2024: Special meeting & CIP Committee Budget Presentation @ 7:00 pm. (Town Hall)
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair