

**CHAPLIN BOARD OF FINANCE**

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

**Monday, March 25, 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](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-2024.03.25.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: Chaplin Board of Education/CES, COC, & RSD11 FY 2024-25 Budget Presentations.**
  - a. Review and discussion of Board of Education/CES and Central Office proposed budgets for FY 2024-25.
  - b. Review and discussion of RSD11 proposed budget for FY 2024-25.
  - c. Review Board of Education (BOE/CES) FY 2023-24 budget reports for February.
- 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: 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.
- 8. Approval of Minutes.**
  - a. Regular/Special meeting(s): March 4, 2024; March 18, 2024.
- 9. Correspondence.**
  - a. Board of Selectmen letter of March 13, 2024 re: Appropriation of Funds for the Benjamin Chaplin Cupboard.
- 10. Budget Workshop for FY 2024-25.**
  - a. Review **Board of Education/CES Budget Proposal for FY 2024-25** and identify questions/comments for BOE.
  - b. Review latest draft of total Chaplin FY 2024-25 anticipated revenues.
  - c. Review Town agency budget requests; identify individual budgets for examination/additional information/adjustment.
  - d. Review FY 2024-25 DRAFT Chaplin assessment percentage for RSD11 budget and cost impact on Chaplin.
  - e. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
  - f. Review Capital Projects Plan.
    - 1) FY 2025 – 2029 CIP Plan as proposed by CIP Committee.
    - 2) Review completed CIP projects for potential closure.
  - g. Review dates for Board of Finance special budget workshops, budget Public Hearing, and Annual Town Budget Meeting.
  - h. Continue review of BOS recommended Salary Adjustments for Town Officials & Staff.
  - i. Other budget issues for consideration.
- 11. Old/New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Review and update BOF Annual Activity/Project Calendar – FY 2023-24.
  - c. Review BOF Bylaws.
  - d. Continue review of policies under revision:
    - 1) BOE Unexpended Education Funds
    - 2) General Fund Unallocated Fund Balance
- 12. Second Audience for Citizens. (Note: 5 minutes. Limited to agenda items & subject to Chair discretion.)**
- 13. Agenda suggestions for next Regular/Special meeting.**
  - a. **Special meeting(s): March 25 - Standard meeting agenda & pertinent tasks from Annual Activity/Project Calendar.**
  - b. BOF response to Board of Education Budget Presentation.
  - c. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
  - d. Continue review of FY 2024-25 agency budget requests.
- 14. Time and place of next Regular/Special Meetings.**
  - a. **Monday, April 1, 2024: Special meeting & Budget Workshop @ 7:00 pm. (Town Hall)**
  - b. **Monday, April 8, 2024: Special meeting & Budget Workshop @ 7:00 pm. (Town Hall)**
  - c. **Monday, April 15, 2024: Special meeting & CIP Committee Plan/Budget Presentation @ 7:00 pm. (Town Hall)**
  - d. **Monday, April 22, 2024: Special meeting & Budget Workshop @ 7:00 pm. (Town Hall)**
  - e. **Monday, April 29, 2024: Budget Public Hearing & Special meeting/Budget Workshop @ 7:00 pm. (Senior Center)**
- 15. Adjourn.**