

CHAPLIN BOARD OF FINANCE

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

Monday, April 15, 2024 – 7:00 PM * TOWN HALL *****

NOTE: THIS MEETING WILL BE HELD BOTH IN PERSON AND REMOTELY.

Join the meeting from your computer, tablet, or smartphone: <https://meet.goto.com/690892325>

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Documents for this meeting can be found by following this web browser navigation path:

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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 (potential): **Town Clerk and Registrar of Voters.**
6. Additions or changes to the agenda.
7. Reports:
 - a. Board Member reports (limited to 5 minutes each):
 - 1) CIP Committee 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 quarterly Tax Collections report (FY 23-24); identify questions for follow up.
8. Approval of Minutes.
 - a. Regular/Special meeting(s): April 8, 2024.
9. Correspondence.
10. Budget Workshop for FY 2024-25.
 - a. Consider and act on Board of Education/CES budget for FY 2024-25 and identify questions/comments for Board of Education.
 - b. Consider and act on Town agency budget requests for FY 2024-25; identify budgets for examination, additional information, and/or adjustment.
 - c. Consider and act on Capital Projects Plan.
 - 1) FY 2025 – 2029 CIP Plan as proposed by CIP Committee and consider alternate funding proposal.
 - 2) Review completed CIP projects for potential closure.
 - d. Consider and act on preliminary mill rate for FY 2024-25.
 - e. Consider and act on preliminary FY 2024-25 anticipated revenues.
 - f. Discussion of General Fund and CIP Fund budget parameters for FY 2024-25.
 - g. Consider and act on legal notice for Budget Public Hearing.
 - h. Review BOF Budget Schedule and dates for Budget Public Hearing and Annual Town Budget Meeting.
 - 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 action items from previous meetings – see minutes.
 - c. Review and update BOF Annual Activity/Project Calendar – FY 2023-24.
 - d. Review BOF Bylaws.
 - e. 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. Continue review of FY 2024-25 General Fund and FY 2025-29 CIP Plan budgets, parameters, and schedule.
 - b. Continue review of FY 2024-25 agency, Board of Education, and CIP budget requests.
14. **Time and place of next Regular/Special Meetings.**
 - a. **Thursday, April 18, 2024:** (TBD) **Special meeting & Budget Workshop @ 7:00 pm. (Town Hall).**
 - b. **Monday, April 22, 2024:** (TBD) **Special meeting & Budget Workshop @ 7:00 pm. (Town Hall).**
 - c. **Monday, April 29, 2024:** **Budget Public Hearing & Special Meeting/Budget Workshop @ 7:00 pm. (Senior Center).**
 - d. **Monday, May 13, 2024:** **Annual Town Budget Meeting @ 7:00 pm. (Senior Center).**
15. **Adjourn.**

Submitted by: Richard G. Weingart, Chair