

**CHAPLIN BOARD OF FINANCE**  
**\*\*\* REGULAR MEETING AGENDA \*\*\*AMENDED\*\*\***  
**Monday, August 12, 2024 – 7:00 PM \*\*\* TOWN HALL\*\*\***

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-2024.08.12’**

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 FIVE minutes per speaker & 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 2023-24 Annual Report: J. Rufini
    - 3) FY 2023-24 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 issues for follow up.
      - a) Consider and act on FY 2023-24 Year-End budget adjustments.
      - b) Consider and act on BOF member responsibility for monthly review.
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 23-24); identify issues for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 23-24 & 24-25); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
8. **Approval of Minutes.**
  - a. Regular/Special meeting(s): August 5, 2024.
9. **Correspondence.**
10. **Old Business.**
  - a. Review action items from previous meetings – see minutes.
  - b. Review and update BOF Annual Activity/Project Calendar – FYs 2023-24 & 2024-25.
  - c. Review agency comments re: potential FY 2024-25 budget reductions.
  - d. Review of **REVISED** BOF budget calendar, schedule, and other budget issues.
11. **New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - 1) Transfer CIP funds to General Fund as requested by Bicentennial Comm.
  - b. Consider and act on BOF Coordinator(s) to update Fixed Assets inventory.
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: 3 minutes per speaker - Agenda items only & subject to Chair discretion.)**
14. **Agenda suggestions for next Regular/Special meeting: Special meeting: August 19, 2024, 6:00 PM @ Senior Center**
  - a. **Budget Workshop to finalize FY 2024-25 Budget.**
  - b. Approve recommended dates for Special Town Meeting and Referendum for #2 Revised FY 2024-25 Budget.
  - c. Other necessary business.
15. **Time and place of next Regular/Special Meetings.**
  - a. **Monday, August 19 , 2024:** **Budget Workshop to finalize FY 2024-25 Budget.**
  - b. **Monday, September 9, 2024:** **Special Town Budget Meeting @ 7:00 pm. (Senior Center).**
  - c. **Monday, September 16, 2024:** **Special BOF Monthly Meeting @ 7:00 pm (Town Hall)**
  - d. **Tuesday, September 17, 2024:** **Town Budget Referendum @ Firehouse (Noon to 8:00 pm)**
  - e. **Monday, September 23, 2024:** **Special Meeting to set Mill Rate and approve Revenue Budget for FY 2024-25 @ 6:00 pm (Town Hall)**
  - f. **Monday, October 7, 2024:** **Regular Meeting @ 7:00 pm (Town Hall)**
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair