

**CHAPLIN BOARD OF FINANCE**

**\*\*\* REGULAR MEETING AGENDA \*\*\***

**Monday, December 9, 2024 – 7:00 PM \*\*\* IN PERSON AND REMOTE \*\*\***

**PLEASE NOTE:** This meeting is scheduled for both IN PERSON and with REMOTE ACCESS as follows:

**12/9/2024 Board of Finance - Dec 9, 2024, 7:00 – 10:00 PM (America/New York)**

Join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/245145477>

You can also dial in using your phone: United States: + 1 (872) 240-3212 Access Code: 245-145-477

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-2024.12.09’

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:** Ms. Shari Smith, Chaplin Town Clerk
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
    - 4) Fixed Assets Update for Audit: V. Boomer & P. Haines
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 24-25); identify issues for follow up.
      - a) BOF member review by:
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 24-25); identify issues for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 24-25); identify questions for follow up.
    - 4) Assessor: MVSupp Grand List as of 12/01/2024; Treasurer: Reports as necessary.
8. **Approval of Minutes.**
  - a. Regular/Special meeting(s): October 7, 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.
11. **New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on calendar year 2025 BOF meeting dates.
  - c. Approve members to attend 2025 COST Town Meeting on January 29, 2025 at Aqua Turf.
  - d. Begin review of FY 2025-26 General Fund and FY 2026-30 CIP Plan budget documents.
    - 1) Consider and act on FY 2025-26 budget policies and Town Agency budget request letter.
    - 2) Consider and act on FY 2026-30 CIP Plan budget request letter.
  - e. Review draft of FY 2024-25 Board of Education/Chaplin Elementary School budget request letter.
  - f. Consider and act on FY 2025-26 budget calendar.
  - g. Review BOF policies under revision.
12. **Continuing Business.**
  - a. Review Board goals and policies for FY 2024-25. All items moved to Follow Up section of meeting minutes.
13. **Second Audience for Citizens. (Note: THREE min. per speaker. Agenda items only & subject to Chair discretion.)**
14. **Agenda suggestions for next Regular/Special meeting:**
  - a. Regular meeting(s): Standard meeting agenda.
  - b. Possible action on FY 2023-24 Financial Statements and Audit Report.
  - c. Review FY 2025-26 Budget process, agency presentations, and budget documents.
  - d. Other necessary business.
15. **Time and place of next Regular/Special Meetings.**
  - a. **Monday, January 13, 2025: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, February 10, 2025: Regular Meeting @ 7:00 pm (Town Hall)**
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair