

**CHAPLIN BOARD OF FINANCE**  
**\*\*\* REGULAR MEETING AGENDA \*\*\***  
**Monday, January 13, 2025 – 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.chaplinc.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-2025.01.13’**

- 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: (no report)
    - 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 Reports (FY 24-25); identify issues for follow up.
      - a) BOF member review by:
    - 2) BOE/CES: Review and accept monthly CES Financial Reports (FY 24-25); identify issues for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections Reports (FY 24-25); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
- 8. Approval of Minutes.**
  - a. Regular/Special meeting(s): December 9, 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 and update FY 2025-26 budget calendar.
  - d. Approve final FY 2025-26 Board of Education/Chaplin Elementary School budget request letter.
  - e. Confirm members attending 2025 COST Town Meeting on January 29, 2025 at Aqua Turf and confirm travel plans.
  - f. Review FY 2025-26 General Fund and FY 2026-30 CIP Fund budget planning.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - 1) Town Clerk budget augmentation request for FY 2024-25.
  - b. Initial review of FY 2025-26 BOF budget request.
  - c. 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 27, 2025:** **Special Meeting @ 6:00 pm (Town Hall)** to receive & approve FY 2023-24 Audit Report
  - b. Thursday, January 30, 2025 (TBD) CIP Committee first meeting @ 6:00 pm (Senior Center)
  - c. Monday, February 10, 2025: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair