



**Notice of Regular Meeting**  
**CHESTER BOARD OF FINANCE**

**October 21, 2021 at 7:00 PM Zoom meeting**

**Call to order**

- Welcome and Introduction
- Seating of Full Members
- Seating of Alternate members
- Approval of minutes – Sept. 16 and Sept. 20, 2021

**Audience of Citizens**

**New Business**

**Continued Business**

- Preparation of Meeting minutes - tbd
- Review “Financial and Accounting Policy and Procedures Manual” for any updates and vote for approval by October meeting - status
- Discussion – New software for enhanced reporting vs. in house support – review of ad hoc reports - status
- American Rescue Plan Act (ARPA) approx. \$623,000 annually – policy, process and possible projects – attached - updates
- Follow-up: Appointments to BoF alternate position vacancies and review of Memorandum from Attorney Roberts

**Reports:**

- Noteworthy updates
- Monthly Financials
- First Selectwoman’s Report

**Open items in old business and follow-up**

- a) Update on Chester’s Audit report – Recommendations to Management  
-Town Clerk App – pending new floor design

**Audience of Citizens**

Adjourn

**Attachments:**

- *ARPA List of projects*
- *Memorandum Sept. 20, 2021 from Attorney Richard Roberts*

*Prepared by Virginia Carmany*

**Town of Chester**  
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