



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

**November 18, 2021 at 7:00 PM Zoom meeting**

**Call to order**

- Welcome and Introduction
- Seating of Full Members
- Seating of Alternate members

**Audience of Citizens**

**New Business**

- Suspension List from Tax Collector, M. Meyers and vote
- Funds request for training new Town Clerk from First Selectwoman
- Funds request for Phase II environmental work from First Selectwoman

**Continued Business**

- American Rescue Plan Act (ARPA) approx. \$623,000 first year: policy, process and projects and vote
- Preparation of Meeting minutes – Nov. R. Nygard – Dec. tbd

**Reports:**

- Noteworthy updates
- Monthly Financials
- First Selectwoman's Report
- Audit progress

**Approval of minutes:**

- Oct. 21, 2021 Nov. 1, 2021
- Revised Meeting minutes for Nov. 1, 2021

**Election of Chair, Vice Chair and Clerk**

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

- Update on Chester's Audit report – Recommendations to Management  
-Town Clerk App – pending new floor design
- Review "Financial and Accounting Policy and Procedures Manual" for any updates and vote for approval by October meeting - status – on hold
- Discussion – New software for enhanced reporting vs. in house support – review of ad hoc reports – status – On hold

**Audience of Citizens**

Adjourn

**Town of Chester**  
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Chester, CT 06412



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**Attachments:**

- Agenda
- Suspense List Letter
- Town Clerk Training Funds Request
- Phase II Environmental Funds Request
- ARPA List of projects (excel spreadsheet)
- ARPA Allocation Roll-up
- Monthly Financials
- Meeting Minutes: Oct 21, 2021 and Initial and **Revised** Nov. 1, 2021

*Please ensure the following is on the website with the meeting agenda and the above attachments – this detail has been distributed to all BoF and BoS members already making these documents available to be accessed by BoF members and interested public*

- ARPA specific project requests detail: Hose Co. Boat, WPCA, Tri-Town, RiverCog, Generator, Tech upgrades, Mednick letter

*Prepared by Virginia Carmany*

**Join Zoom Meeting**

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**Passcode: 847122**

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