

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, January 11, 2021 – 7:00 PM - REMOTE MEETING**

**PLEASE NOTE:** Due to the COVID-19 pandemic the town hall building is closed to the public until further notice. This meeting is still scheduled with the option to conference in via phone by calling the number below and entering the access code when prompted:

**Phone Number (Toll Free): 1 877 568 4106    Access Code: 965-923-509**

This meeting will also be recorded, and an audio file will be available on the town website ([www.chaplinc.org](http://www.chaplinc.org)) 7 (seven) business days following the meeting. **REMINDER:** The public is allowed to speak only during Audience for Citizens or at the discretion of the chair.

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members, Alternates, and Guests.**
- 3. Seating of Alternates.**
- 4. First Audience for Citizens (limited to TEN minutes).**
- 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 2019-20 Audit: R. Weingart.
    - 3) FY 2019-20 Annual Report: L. Diwan.
    - 4) FY 2021-22 CIP Committee scheduled meetings and review.
  - b. Staff reports:
    - 1) Accountant: Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up.
    - 2) Tax Collector: Review and accept monthly Tax Collections report (FY 20-21); identify questions for follow up.
    - 3) Assessor & Treasurer: Reports as necessary.
- 8. Approval of Minutes.**
  - a. Regular meeting-December 14, 2020.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review Board of Education (BOE/CES) FY 2020-21 budget report(s) (December 2020 not yet reviewed by BOE).
  - b. Review BOF budget calendar for FY 2021-22.
  - c. Review draft BOF - BOE Non-Lapsing Carryover Account policy & procedures: second review.
  - d. Discuss BOF needs for FY 2021-22 online budget book development project (organized by First Selectman, Assistant, and Finance Office).
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on fund transfer request, from General Fund to CIP Fund, for STEAP Grant match (electronic sign at CVFD).
  - c. Consider and act on proposed BOF proposed budget request for FY 2021-22.
  - d. Set tentative BOF Special Meeting date (01/25/2021) to review and approve FY 2019-20 audit.
  - e. Review COST Annual Town Meeting agenda and attendees.
  - f. Other urgent business.
- 12. Continuing Business.**
  - a. Review Board goals and policies for FY 2020-21.
    - 1) Board policies and Board Member handbook.
      - a) Revise BOF Town Agency Budget Management policy and procedures: SECOND REVIEW.
      - b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
      - c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
      - d) Revise BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank, G/F accounts, and format.
      - e) Policy for dissemination of Personal Information of Board Members.
- 13. Second Audience for Citizens. Note: Comments limited to agenda items & subject to Chair discretion (5 minutes).**
- 14. Agenda suggestions for next Regular/Special meeting.**
  - a. Special meeting: Review and approve FY 2019-20 audit.
  - b. Regular meeting: Standard meeting agenda.
  - c. Continue discussion of FY 2021-22 online budget book development project.
  - d. Continue review of draft BOF - Town Agency Budget Management policy & procedures.
  - e. Continue review of draft BOF - BOE Non-Lapsing Carryover Account policy & procedures.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, January 25, 2021: Special Meeting @ 7:00 pm (Remote DIAL IN) (Tentative)**
  - b. **Monday, February 8, 2021: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
  - c. **February xx, 2021 (tentative): Special Meeting to begin review of FY 2021-22 budget requests.**
- 16. Adjourn.** Submitted by: Richard G. Weingart, Chair