

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, March 8, 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 scheduled with remote access as follows:

**Join the meeting from your computer, tablet or smartphone:** <https://global.gotomeeting.com/join/718075037>

**You can also dial in using your telephone:** United States (Toll Free): [1 877 309 2073](tel:18773092073) United States: [+1 \(646\) 749-3129](tel:+16467493129)

**Access Code:** [718-075-037](tel:718075037)

This meeting will also be recorded, and an audio file will be available on the town website ([www.chaplinct.org](http://www.chaplinct.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: Mr. Darin Offerdahl of AO & Company, LLC; Presentation of the FY 2019-20 Chaplin Audit. (30 min.)**
  - a. Review audit; Q&A for BOF members.
  - b. Consider and act on BOF approval of Chaplin FY 2019-20 Audit.

**Chaplin Board of Selectmen Budget Presentation:**

  - c. Review and discussion of Board of Selectmen proposed budgets for FY 2021-22.
  - d. Review selected Board of Selectmen FY 2020-21 financial reports for February (any accounts over budget).
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 Annual Report - Approval of BOF Annual Report: L. Diwan/P. Haines.
    - 3) FY 2021-22 CIP Committee scheduled meetings and review.
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up.
    - 2) BOE/CES: Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 20-21); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
8. **Approval of Minutes.**
  - a. Regular meeting-February 8, 2021.
9. **Correspondence.**
10. **Old Business.**
  - a. Review BOF budget calendar for FY 2021-22.
  - b. Review FY 2021-22 online budget book development project – Selectmen's budget presentation.
11. **New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on Suspense List as recommended by Tax Collector.
  - c. Review and discussion of Governor's FY 2021-22 budget and municipal aid to Chaplin.
  - d. Review of impact on FY 2021-22 budget approval calendar for lapsing pandemic State of Emergency restrictions in mid-April.
  - e. 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. Regular meeting: Standard meeting agenda.
  - b. Special meeting(s): FY 2021-22 Budget workshops.
15. **Time and place of next Regular/Special Meetings.**
  - a. **Monday, March 22, 2021:** Special Meeting and BOE budget presentation @ 7:00 pm (Remote DIAL IN)
  - b. **Monday, March 29, 2021:** Special Meeting and Budget Workshop @ 7:00 pm (Remote DIAL IN)
  - c. **Monday, April 5, 2021:** (Tentative) Special Meeting and Budget Workshop @ 7:00 pm (Remote DIAL IN)
  - d. **Monday, April 12, 2021:** Regular Meeting and Budget Workshop @ 7:00 pm (Remote DIAL IN)
16. **Adjourn.** Submitted by: Richard G. Weingart, Chair