

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, August 9, 2021 – 7:00 PM – Town Hall (IN PERSON ONLY *MASKS REQUIRED*)

PLEASE NOTE: THIS MEETING WILL BE HELD IN PERSON ONLY. A mask or face covering is required to enter the Town Hall if you have not yet been vaccinated, per the CDC guidelines.

- 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: Meeting cancelled.
 - 2) FY 2020-21 Annual Report: P. Haines
 - a) Review meeting with Administrative Assistant to review requirements and procedures.
 - b) Set Annual Report submission due date – September 30, 2021 is proposed.
 - 3) FY 2020-21 Audit: R. Weingart
 - 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-July 12, 2021.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review and update BOF Annual Activity/Project Calendar.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Resolve (\$230) Unassigned Fund Balance in 'Permanent Fund – Cemetery' from FY 2019-20 audit and previous.
 - c. Review BOF Town Agency Budget Management policy: Second review.
- 12. Continuing Business.**
 - a. Review Board goals and policies for FY 2021-22.
 - 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. Continuing review of the BOF Town Agency Budget Management policy.
 - c. First review of the BOE Non-Lapsing Carryover Account policy.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, September 13, 2021: Regular Meeting @ 7:00 pm. (Town Hall)**
 - b. Monday, October 4, 2021: Regular Meeting @ 7:00 pm. (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair