

CHAPLIN BOARD OF FINANCE

REVISED SPECIAL MEETING AGENDA

Wednesday, October 13, 2021 – 7:00 PM–*TOWN HALL*** (IN PERSON ONLY-MASKS REQUIRED)**

NOTE 1: PLEASE NOTE CHANGE IN LOCATION. MEETING WILL BE HELD AT TOWN HALL.

NOTE 2: THIS MEETING WILL BE HELD IN PERSON ONLY. A mask or face covering is required to enter Town buildings, per local & 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: None permitted.**
7. **Reports.**
 - a. Board Member reports (limited to 5 minutes each):
 - 1) Selectmen's monthly meeting: R. Weingart
 - 2) FY 2020-21 Annual Report: P. Haines
 - 3) FY 2020-21 Audit: R. Weingart
 - 4) BOF digital access to meeting documents, etc.: L. Diwan
 - b. Staff reports:
 - 1) Finance Dept: Review and accept monthly Financial Statements (FY 21-22); identify questions for follow up.
 - 2) BOE/CES: Review and accept monthly Financial Statements (FY 21-22); identify questions for follow up.
 - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 21-22); identify questions for follow up.
 - 4) Assessor/Treasurer: Reports as necessary.
8. **Approval of Minutes.**
 - a. Regular meeting: September 13, 2021.
9. **Correspondence.**
10. **Old Business.**
 - a. Review and update BOF Annual Activity/Project Calendar.
 - b. Review BOF Town Agency Budget Management policy: Second review.
11. **New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Final approval of FY 2020-21 budget transfers: due to accrued payroll (audit requirement).
 - c. Begin review of FY 2022-23 budget calendar, policies, and Town Agency budget request letter.
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. Consider and act on BOF policies for development of the FY 2022-23 budget.
 - c. Consider and act on BOF budget letter to Town agencies for FY 2022-23.
 - d. Continue review of the BOF Town Agency Budget Management policy.
 - e. First review of the BOE Non-Lapsing Carryover Account policy.
15. **Time and place of next Regular/Special Meetings.**
 - a. **Monday, November 8, 2021: Regular Meeting @ 7:00 pm. (Town Hall)**
 - b. **Monday, December 13, 2021: Regular Meeting @ 7:00 pm. (Town Hall)**
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair