

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, November 8, 2021 – 7:00 PM–*TOWN HALL*** (IN PERSON ONLY-MASKS REQUIRED)**

NOTE: 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.**
 - a. New Member/Alternate statements, if desired.
 - b. Recognition of service by retiring member.
- 3. Seating of Alternates.**
- 4. First Audience for Citizens (limited to TEN minutes subject to Chair discretion).**
- 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 2020-21 Annual Report: P. Haines
 - 3) FY 2020-21 Audit: R. Weingart
 - 4) BOF digital access to meeting documents; 'You Tube' information about Chromebooks: L. Diwan, V. Boomer
 - 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. Special meeting: October 13, 2021.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review and update BOF Annual Activity/Project Calendar.
 - b. Consider and act on FY 2022-23 budget calendar, budget policies, and Town Agency budget request letter
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on calendar year 2022 Board of Finance meeting schedule.
- 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. Potential: Presentation of FY 2020-21 Town Audit by Offerdahl Emerson & Company, LLC.
 - c. Continue review of the BOF Town Agency Budget Management policy.
 - d. First review of the BOE Non-Lapsing Carryover Account policy.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, December 13, 2021: Regular Meeting @ 7:00 pm. (Town Hall)**
 - b. Thursday, December 16, 2021: First Meeting of CIP Committee @ 5:00 pm. (Town Hall)
 - c. Monday, January 10, 2022: Regular Meeting @ 7:00 pm. (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair