

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA

Monday, December 20, 2021 – 7:00 PM–TOWN HALL** (MASKS REQUIRED-NO EXCEPTIONS)**

NOTE: THIS MEETING WILL BE HELD IN PERSON ONLY. A mask or face covering is required to enter Town buildings per local health department & CDC guidelines. There are NO EXCEPTIONS to this policy!

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members, Alternates, and Guests.**
- 3. Seating of Alternates.**
- 4. Election of Officers per Bylaws: (Chair, Vice-Chair, Clerk/Secretary).**
- 5. First Audience for Citizens. (Note: limited to TEN minutes & subject to Chair discretion).**
- 6. Guests: None expected.**
- 7. Additions or changes to the agenda: None permitted.**
- 8. 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) FY 2023-27 CIP Committee: R. Weingart
 - 5) BOF digital access to meeting and budget documents: L. Diwan
 - b. Staff reports:
 - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 21-22); identify questions for follow up.
 - 2) BOE/CES: Review and accept monthly CES 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.
- 9. Approval of Minutes.**
 - a. Regular meeting: November 8, 2021.
- 10. Correspondence.**
- 11. Old Business.**
 - a. Review action items from previous meetings – see minutes.
 - b. Review and update BOF Annual Activity/Project Calendar.
 - c. Consider and act on FY 2022-23 budget calendar, budget policies, and Town Agency budget request letter
- 12. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - 1) Library FY 2021-22 budget adjustment request.
 - b. Review FY 2022-27 CIP Plan and establish preliminary CIP budget for FY 2022-23.
 - c. Approve members to attend 2022 COST Town Meeting on February 8, 2022.
 - d. Review Board of Finance organizational documents.
 - 1) Assign members/alternates to review of BOF Bylaws.
 - e. Review excess expenditure and payment for CIP project #3315.8 – Electronic Sign.
- 13. 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
- 14. Second Audience for Citizens. Note: 5 minutes. Comments limited to agenda items & subject to Chair discretion.**
- 15. Agenda suggestions for next Regular/Special meeting.**
 - a. Regular meeting: Standard meeting agenda.
 - b. Presentation of FY 2020-21 Town Audit by Offerdahl Emerson & Company, LLC.
 - c. Continue review of the BOF Town Agency Budget Management policy.
- 16. Time and place of next Regular/Special Meetings.**
 - a. **Wednesday, December 15, 2021: First Meeting of CIP Committee @ 7:00 pm. (Senior Center Craft Room)**
 - b. **Monday, January 10, 2022: Regular Meeting @ 7:00 pm. (Town Hall)**
 - c. **Monday, February 14, 2022: Regular Meeting @ 7:00 pm. (Town Hall)**
- 17. Adjourn.**

Submitted by: Richard G. Weingart, Chair