

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**

**Monday, January 10, 2022 – 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. First Audience for Citizens. (Note: 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) FY 2023-27 CIP Committee: R. Weingart
    - 5) BOF digital access to meeting and budget documents: L. Diwan
      - a) Review plusses/minuses of December meeting document review via computer and projector.
  - 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.
- 8. Approval of Minutes.**
  - a. Regular meeting: November 8, 2021.
- 9. Correspondence.**
- 10. 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 Board of Education (BOE) budget request letter.
  - d. Consider and act on Library FY 2021-22 budget adjustment request.
  - e. Review members to attend 2022 COST Town Meeting on February 8, 2022.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on alternate date for the February 2022 regular meeting.
  - c. Consider and act on adding another BOF member to CIP Committee.
  - 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.
- 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: 5 minutes. Comments limited to agenda items & subject to Chair discretion.**
- 14. Agenda suggestions for next Regular/Special meeting.**
  - a. Special VIRTUAL meeting: Presentation of FY 2020-21 Town Audit by Offerdahl Emerson & Company, LLC.
  - b. Regular meeting: Standard meeting agenda.
  - c. Continue review of BOF Bylaws.
- 15. Time and place of next Regular/Special Meetings.**
  - a. TBD, January ??, 2022: **Special Remote Meeting to Review Audit @ 7:00 pm. (Town Hall)**
  - b. Monday, February 14, 2022: **Regular Meeting @ 7:00 pm. (Town Hall)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair