

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA

Monday, February 7, 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. Guest(s):** Mr. Chandler Rose, Chaplin Assessor presenting 2021 Chaplin Grand List.
 - a. Q&A by Board Members after presentation.
- 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) FY 2023-27 CIP Committee: R. Weingart
 - 5) BOF digital access to meeting and budget documents: L. Diwan
 - a) Determine the nature of Budget Workshop meetings: In-person only or In-person & Remote for document access.
 - 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: January 10, 2022; Special meeting: January 31, 2022.
- 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 proposed BOF budget for FY 2022-23.
 - d. Consider and act on Library FY 2021-22 budget adjustment request.
 - e. Review requirements 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. Set BOF Budget workshop dates for February and March.
 - c. Review Board of Finance organizational documents and Bylaws.
 - 1) Members & Alternates to review BOF Bylaws.
 - d. Review initial Revenue projections for FY 2022-23.
- 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 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 meeting(s): FY 2022-23 Budget Workshop.
 - b. Regular meeting(s): Standard meeting agenda and FY 2022-23 Budget Workshop.
 - c. Continue review of BOF Bylaws.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, February 28, 2022:** **Special Meeting for Budget Workshop @ 7:00 pm. (Town Hall)**
 - b. **Monday, March 14, 2022:** **Regular Meeting & BOS Budget Presentation @ 7:00 pm. (Town Hall)**
 - c. **Monday, March 21, 2022:** **Special Meeting & BOE Budget Presentation @ 7:00 pm. (Town Hall)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair