

**CHAPLIN BOARD OF FINANCE  
SPECIAL MEETING AGENDA**

**Monday, February 28, 2022 – 7:00 PM–\*\*TOWN HALL\*\* (MASKS ARE OPTIONAL)**

**CANCELLED**

**NOTE: This meeting will be held IN PERSON ONLY. When entering town buildings, a mask or face covering is OPTIONAL per order of the Board of Selectman.**

- 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):** None expected.
- 6. Additions or changes to the agenda:** None permitted.
- 7. Reports.**
  - a. Board Member reports (limited to 5 minutes each):
    - 1) FY 2020-21 Annual Report: P. Haines
    - 2) FY 2020-21 Audit & OPM FHMS System reporting: R. Weingart
    - 3) FY 2023-27 CIP Committee: R. Weingart
      - a) Consider and act on FY 2022-23 budget allocation guidance (amount & projects) for CIP Committee.
    - 4) BOF digital access to meeting and budget documents: L. Diwan
      - a) Review budget document access via One-Drive.
  - 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. Special meeting: February 7, 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 potential action on Library FY 2021-22 budget adjustment request.
  - d. Report on attendance at 2022 COST Town Meeting on February 8, 2022: Board members.
  - e. Review/establish BOF Budget workshop dates for March and April: March 21, 28 & April 4, 18,25.
- 11. New Business/Budget Workshop.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Budget Workshop: 1) Review initial Revenue projections for FY 2022-23.  
2) Review FY 2022-23 agency budgets received to date.
  - c. Review Board of Finance organizational documents and Bylaws.
    - 1) Members & Alternates to review BOF Bylaws.
- 12. 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.
- 13. Time and place of next Regular/Special Meetings.**
  - d. **Monday, March 14, 2022:** Regular Meeting & BOS Budget Presentation@ 7:00 pm. (Town Hall)
  - e. **Monday, March 21, 2022:** Special Meeting & BOE Budget Presentation@ 7:00 pm. (Town Hall)
  - f. **Monday, March 28, 2022:** Special Meeting & Budget Workshop@ 7:00 pm. (Town Hall)
- 14. Adjourn.**

Submitted by: Richard G. Weingart, Chair