

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

**Monday, October 3, 2022 – 7:00 PM–\*\*\* TOWN HALL\*\*\* (MASKS ARE REQUESTED)**

**NOTE: THIS MEETING WILL BE HELD IN PERSON. The wearing of masks is now REQUESTED in Town Hall.**

Documents for this meeting can be found by following this web browser navigation path:

**[www.chaplinct.org](http://www.chaplinct.org)> Select Meeting Date from Event Calendar >Select Board of Finance Meeting>Select Board of Finance Meeting Documents>Select 0-BOF Meeting Documents Folder>Select Meeting-2022.10.03**

- 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: Scheduled for October 6<sup>th</sup>.
    - 2) FY 2021-22 Audit by Offerdahl Emerson & Company, LLC: R. Weingart
    - 3) FY 2021-22 Annual Report: P. Haines
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 22-23); identify questions for follow up.
      - a) Board member(s) responsible for monthly review of financial statements.
      - b) Review ARPA account report.
    - 2) BOE/CES: Review and accept monthly CES Financial Statements (FY 22-23); identify questions for follow up.
      - a) Review FY 2021-22 expenditures and surplus by Object Code – General Fund.
    - 3) Tax Collector: Review and accept monthly Tax Collections report (FY 22-23); identify questions for follow up.
    - 4) Assessor/Treasurer: Reports as necessary.
- 8. Approval of Minutes.**
  - a. Regular meeting: September 12, 2022.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review action items from previous meetings – see minutes.
  - b. Review and update BOF Annual Activity/Project Calendar.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - 1) CIP transfer to correct posting error of \$1,182.23 from FY 2021-22 CIP Fund.
      - a) Transfer \$1,182.23 from CIP Project #3305.4 – Roads to #3340.20 - Generator Replacement.
  - b. Review Fixed Asset Inventory and Depreciation schedule.
  - c. Establish FY 2022-23 Audit RFP Subcommittee.
  - d. Begin discussion regarding FY 2023-24 General Fund and FY 2024-28 CIP Plan budgets, and budget calendar.
- 12. Continuing Business.**
  - a. Review Board goals and policies for FY 2022-23.
    - 1) Board policies and Board Member handbook.
      - a) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.
      - b) Review Board of Finance organizational documents and Bylaws.
      - c) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
      - d) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
      - e) Policy for dissemination of Personal Information of Board Members
- 13. Second Audience for Citizens. (Note: 5 minutes. Limited to agenda items & subject to Chair discretion.)**
- 14. Agenda suggestions for next Regular/Special meeting.**
  - a. Regular meeting(s): Standard meeting agenda and pertinent tasks from Annual Activity/Project Calendar.
  - b. Review audit RFP draft documents.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, November 14, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, December 12, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
  - c. **TBD, December, 2022: First CIP Committee Meeting**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair