

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, June 13, 2022 – 7:00 PM–* TOWN HALL*** (MASKS ARE OPTIONAL)**

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

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

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-2022.06.13

- 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) BOF digital access to meeting and budget documents: All Members.
 - a) “Lessons Learned” to improve this process going forward and written comments from BOF members and Staff.
 - b. Staff reports:
 - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 21-22); identify questions for follow up.
 - a) Examine budgets with BOF budget reductions.
 - b) Review actual and potential use of ARP funds.
 - 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: May 23, 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.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on Revenue Budget for FY 2022-23.
 - c. Consider and act on revoking all previous allocations of funds in General Fund (G/F).
 - d. Consider and act on new G/F allocations: for FY 2022-23 projected deficit and future transfers to CIP Fund.
 - e. Draft Letter of Resolution for Better Budget Control – L. Diwan.
 - f. Review Board of Finance organizational documents and Bylaws.
 - 1) Members & Alternates to review BOF Bylaws.
- 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. Limited to agenda items & subject to Chair discretion.**
- 14. Agenda suggestions for next Regular/Special meeting.**
 - a. Regular meeting(s): Standard meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, July 11, 2022:** Regular Meeting @ 7:00 pm (Town Hall)
 - b. **Monday, August 8, 2022:** Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**