

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, July 11, 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-2022.07.11

- 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 2021-22 Audit by Offerdahl Emerson & Company, LLC: R. Weingart
 - 3) BOF digital access to meeting and budget documents: All Members.
 - a) “Indexing” to permit easy cross referencing between Budget Book (Excel) and Budget Documentation (PDF).
 - 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) Consider and possible action on assigning Board members responsibility for monthly review of financial statements.
 - 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: June 13, 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. Review draft Letter of Resolution for Better Budget Control – L. Diwan.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on FY 2021-22 Year-End budget adjustments.
 - c. Consider and act on establishing Special Revenue Fund, as of June 30, 2022, for receipt and disbursement of all ARPA funds.
 - d. Consider and act on transfer, as of June 30, 2022, of \$15,000 from CIP Fund project #3320.13 Bicentennial to General Fund account #10701.16 Bicentennial Celebration.
 - e. Consider and act on appointment of BOF Annual Report coordinator for FY 2021-22.
 - 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 2022-23.
 - 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, August 8, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
 - b. **Monday, September 12, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
- 16. Adjourn.**