

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, September 12, 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-2022.09.12

- 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) 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) 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.
 - a) Consider and possible action on transfer of FY 21-22 surplus funds up to \$78,136 to Unexpended Educ. Funds Acct.
 - 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: August 8, 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 Town Agency Budget Management Policy.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - 1) CIP transfer to correct closing balance error of \$1,182 for project #3340.20 from FY 2022-23 CIP Plan.
 - b. Review OPM FHMS System.
- 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) 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) Revise BOE Non-Lapsing Carryover Account: Revise to reflect change of Bank, G/F accounts, and format.
 - f) 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.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, October 3, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
 - b. **Monday, November 14, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair