

CHAPLIN BOARD OF FINANCE
***** SPECIAL MEETING AGENDA *****

Tuesday, November 15, 2022 – 7:00 PM – * TOWN HALL *** (MASKS ARE REQUESTED)**

NOTE: THIS MEETING WILL BE HELD IN PERSON. 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> 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-2022.11.15

- 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: None permitted.**
- 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
 - 4) FY 2020-21 reporting in OPM-FHMS Annual Financial Data Reporting (AFDR) system: R. Weingart
 - 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.
 - 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: October 3, 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) FY 21-22 General Fund budget transfer to adjust Tax Collector budget deficit for audit (oversight in August transfers).
 - b. Continue discussion regarding FY 2023-24 General Fund and FY 2024-28 CIP Plan budgets, and budget calendar.
 - 1) Review draft FY 2023-24 budget calendar, budget policies, and Town Agency budget request letter.
 - c. Review audit RFP draft documents.
 - d. Approve calendar year 2023 BOF meeting dates.
- 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.
 - c. Presentation on upgrade and cost of Assessor’s financial software system.
 - d. Review Fixed Asset Inventory and Depreciation schedule.
 - e. Consider and act on FY 2023-24 budget calendar, budget policies, and Town Agency budget request letter.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, December 12, 2022: Regular Meeting @ 7:00 pm (Town Hall)**
 - b. **Monday, January 9, 2023: Regular Meeting @ 7:00 pm (Town Hall)**
 - c. **TBD, January 2023: First CIP Committee Meeting**
- 16. Adjourn.** Submitted by: Richard G. Weingart, Chair