

CHAPLIN BOARD OF FINANCE

**\*\*\* REGULAR MEETING AGENDA \*\*\***

**Monday, January 9, 2023 – 7:00 PM–\*\*\* TOWN HALL\*\*\* (MASKS ARE REQUESTED)**

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

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-2023.01.09****

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
    - 4) FY 2024-28 CIP Committee: R. Weingart
    - 5) Audit RFP Sub-Committee: L. Diwan
  - b. Staff reports:
    - 1) Finance Dept: Review and accept monthly Town Financial Statements (FY 22-23); identify questions for follow up.
      - a) Update on reimbursements for Electronic Sign and Fire Truck.
      - b) Board member(s) responsible for monthly follow up of financial statements questions: D. Dubitsky.
    - 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: December 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.
  - c. COST Town Meeting: confirm attendees and travel logistics.
  - d. Consider and act on Audit RFP documents.
  - e. Update on scheduling CIP meeting with Fire Department.
  - f. Transfer Assessor software budget and expenses from acct. #23112, Reval Assess. to #23103, Computer System.
11. **New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on FY 2022-23 Board of Education/Chaplin Elementary School budget request letter.
  - c. Initial review of FY 2022-23 BOF budget request.
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. Assessor presentation of 2022 Grand List.
  - c. Final approval of FY 2022-23 BOF budget request; Initial review of FY 2022-23 Revenue Estimates.
15. **Time and place of next Regular/Special Meetings.**
  - a. **Thursday, January 12, 2023: First CIP Committee Meeting @ 6:00 p.m. (Senior Center)**
  - b. **Monday, February 13, 2023: Regular Meeting @ 7:00 p.m. (Town Hall)**
  - c. **Thursday, February 9 or 16, 2023: Second CIP Committee Meeting @ 6:00 p.m. (Location TBD)**
  - d. **Monday, February 27, 2023: BOF & CIP Committee Meeting @ 6:00 p.m. (Location TBD)**
16. **Adjourn.** Submitted by: Richard G. Weingart, Chair