

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, July 8, 2019 – 7:00 PM – Chaplin Town Hall**

- 1. Call to order by Chairperson.**
  - 2. Introduction of BOF Members, Alternates, and Guests.**
  - 3. Seating of Alternates.**
  - 4. First Audience for Citizens (limited to TEN minutes).**
  - 5. Guests: None expected.**
  - 6. Additions or changes to agenda.**
  - 7. Reports.**
    - a. Board Member reports (limited to 5 minutes each):
      - 1) Selectmen's monthly meeting: Scheduled for July 11<sup>th</sup> due to July 4<sup>th</sup> holiday.
      - 2) Financial Procedures Working Group: R. Weingart
      - 3) Annual report for FY 2018-19: L. Diwan
        - a. Approve Annual Report letter to Town agencies.
    - b. Staff reports:
      - 1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
      - 2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up.
      - 3) Assessor & Treasurer: Reports as necessary.
  - 8. Approval of Minutes.**
    - a. Regular meeting-June 10, 2019.
  - 9. Correspondence.**
  - 10. Old Business.**
    - a. Review Board of Education (BOE/CES) FY 2018-19 budget status.
    - b. Review draft BOF Annual Activity Calendar.
    - c. Review of policy for dissemination of Personal Information of Board Members.
    - d. Continue to identify requirements for Board of Finance policies/procedures; consider responsibilities for development.
    - e. Continue to identify requirements for Board of Finance Member Handbook; consider responsibilities for development.
  - 11. New Business.**
    - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - b. Reschedule BOF October 2019 regular meeting; propose Monday, October 21, 2019.
    - c. Review NECCOG EMS Study Committee report.
    - d. Other urgent business.
  - 12. Continuing Business.**
    - a. Review Board goals and policies for FY 2018-19.
      - 1) Board bylaws.
      - 2) Board policies.
        - a) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
        - b) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
        - c) Revise BOF Agency Budget Management policy.
        - d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
      - 3) Board member handbook.
    - b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections: NECCOG Paramedic Study Comm.
  - 13. Second Audience for Citizens. Note: Comments are limited to agenda items and subject to Chair discretion (5 minutes).**
  - 14. Agenda suggestions for next Regular/Special meeting.**
    - a. Standard regular meeting agenda.
  - 15. Time and place of next Regular/Special Meetings.**
    - a. **Monday, August 12, 2019: Regular Meeting @ 7:00 pm (Town Hall)**
    - b. Monday, September 9, 2019: Regular Meeting @ 7:00 pm (Town Hall)
    - c. Monday, October 21, 2019: Special Meeting @ 7:00 pm (Town Hall) (Tentative)
  - 16. Adjourn.**
- Submitted by: Richard G. Weingart, Chair