

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, December 9, 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. Conduct BOF officer elections (Chair, Vice Chair, Secretary).**
- 5. First Audience for Citizens (limited to TEN minutes).**
- 6. Guests:** None expected.
- 7. Additions or changes to agenda.**
- 8. Reports.**
 - a. Board Member reports (limited to 5 minutes each):
 - 1) Selectmen's monthly meeting: R. Weingart.
 - 2) Financial Procedures Working Group: R. Weingart
 - 3) Annual Report for FY 2018-19: L. Diwan
 - 4) Audit for FY 2018-19: R. Weingart
 - 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.
- 9. Approval of Minutes.**
 - a. Regular meeting-November 4, 2019.
- 10. Correspondence.**
- 11. Old Business.**
 - a. Review Board of Education (BOE/CES) FY 2019-20 budget report.
 - b. Review BOF Annual Activity Calendar; continue to identify additional requirements for calendar & BOF policies.
 - c. Consider and act on BOF bylaws.
- 12. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on Board of Finance meeting dates for CY 2020.
 - c. Consider and act on BOF budget letter to Board of Education for Chaplin Elementary School FY 2020-21 budget.
 - d. Review draft BOF Town Agency Budget Management policy.
 - e. Other urgent business.
- 13. Continuing Business.**
 - a. Review Board goals and policies for FY 2019-20.
 - 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.
 - e) Policy for dissemination of Personal Information of Board Members.
 - 3) Board member handbook.
- 14. Second Audience for Citizens. Note: Comments limited to agenda items & subject to Chair discretion (5 minutes).**
- 15. Agenda suggestions for next Regular/Special meeting.**
 - a. Review and approval of FY 2018-19 Audit.
 - b. Standard regular meeting agenda.
- 16. Time and place of next Regular/Special Meetings.**
 - a. **Monday, January 13, 2020: Regular Meeting @ 7:00 pm (Town Hall)**
 - b. Monday, February 10, 2020: Regular Meeting @ 7:00 pm (Town Hall)
 - c. Monday, March 9, 2020: Regular Meeting @ 7:00 pm (Town Hall)
- 17. Adjourn.**

Submitted by: Richard G. Weingart, Chair