

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, January 13, 2020 – 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: 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.
8. **Approval of Minutes.**
 - a. Regular meeting-December 9, 2019.
9. **Correspondence.**
10. **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. Review CCM Budget workshop: P. Haines and L. Diwan
 - d. Consider and act on BOF bylaws.
11. **New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on attendees at COST Annual Town Meeting.
 - c. Review initial FY 2020-21 CIP project requests; discuss guidelines for CIP funding level.
 - d. Review draft BOF Town Agency Budget Management policy.
 - e. Other urgent business.
12. **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.
13. **Second Audience for Citizens. Note: Comments limited to agenda items & subject to Chair discretion (5 minutes).**
14. **Agenda suggestions for next Regular/Special meeting.**
 - a. Review and approval of FY 2018-19 Audit.
 - b. Review draft Revenue projections for FY 2020-21 (if available).
 - c. Review draft BOF Town Agency Budget Management policy.
 - d. Standard regular meeting agenda.
15. **Time and place of next Regular/Special Meetings.**
 - a. **Monday, February 10, 2020: Regular Meeting @ 7:00 pm (Town Hall)**
 - b. Monday, March 2, 2020 (Tentative): Special Meeting @ 7:00 pm (Town Hall)
 - c. Monday, March 9, 2020: Regular Meeting and BOS Budget presentation @ 7:00 pm (Town Hall)
 - d. Monday, March 16, 2020: Special Meeting and BOE Budget presentation @ 7:00 pm (Town Hall)
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair