

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING & BUDGET WORKSHOP AGENDA**  
**Monday, March 9, 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) Annual Report for FY 2018-19 and BOF report: L. Diwan
  - 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 required.
8. **Approval of Minutes.**
  - a. Regular meeting-February 10, 2020.
9. **Correspondence.**
10. **Old/New Business.**
  - a. Review Board of Education (BOE/CES) FY 2019-20 budget report.
  - b. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - c. Consider and act on BOF bylaws (time permitting).
11. **Budget Workshop for FY 2020-21.**
  - a. Review CCM & COST analysis of Chaplin FY 2020-21 revenues in Governor’s budget.
  - b. Review first draft of total Chaplin FY 2020-21 anticipated revenues.
  - c. Review preliminary Board of Education/CES budget for FY 2020-21.
  - d. Review Capital Projects Plan.
    - FY 2021 – 2025 CIP Plan to be presented to CIP Committee on March 12<sup>th</sup>, 2020.
    - Review completed CIP projects for potential closure.
  - e. Review Town agency budget requests; identify individual budgets for examination/additional information/adjustment.
  - e. Review FY 2018-19 Audit numbers for General Fund Balances.
  - f. Review BOF Budget Development Calendar for FY 2020-21; establish dates for Board of Finance special budget meetings.
  - g. Other budget issues for consideration
12. **Continuing Business.**
  - a. Review Board goals and policies for FY 2019-20.
    - 1) Board bylaws.
    - 2) Board policies.
      - a) Revise BOF Agency Budget Management policy.
      - b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
      - c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
      - 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. BOF budget workshop and BOE budget presentation.
  - b. Consider and act on BOF bylaws.
15. **Time and place of next Regular/Special Meetings.**
  - a. **Thursday, March 12, 2020:** CIP Committee Meeting @ 4:30 pm (Town Hall)
  - b. **Monday, March 16, 2020:** **Special Meeting and BOE Budget presentation @ 7:00 pm (Town Hall)**
  - c. **Monday, March 23, 2020:** Special Meeting and BOS Budget presentation @ 7:00 pm (Town Hall)
  - d. **Monday, March 30, 2020:** Special Meeting and Budget Workshop
16. **Adjourn.**

Submitted by: Richard G. Weingart, Chair