

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, June 8, 2020 – 7:00 PM - REMOTE MEETING

PLEASE NOTE: Due to the COVID-19 pandemic the town hall building is closed to the public until further notice. This meeting is still scheduled with the option to conference in via phone by calling the number below and entering in the access code when prompted:

Phone Number (Toll Free): **1-866-899-4679** Access Code: **504-379-965**

This meeting will also be recorded, and an audio file will be available on the town website (www.chaplinct.org) 7 (seven) business days following the meeting. **REMINDER:** The public is allowed to speak only during Audience for Citizens or at the discretion of the chair.

- 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.
 - 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: Review October 2018 & 2019 Grand Lists for Motor Vehicles & MV Supplemental Lists.
 - 8. Approval of Minutes.**
 - a. Special meeting-May 26, 2020.
 - 9. Correspondence.**
 - 10. Old Business.**
 - a. Review Board of Education (BOE/CES) FY 2019-20 budget report.
 - b. Consider and act on transfer of \$150,000 from the General Fund to the CIP fund for CIP project: Replace Fire Department SCBA system.
 - c. Review completed Capital Projects for potential closure.
 - d. Review BOF Annual Activity Calendar; continue to identify additional requirements for calendar & BOF policies.
 - e. Continue review of proposed BOF bylaws.
 - 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Determine Annual Report Coordinator and schedule for FY 2019-20.
 - 1) Establish requirement for "Procedures" document as part of Annual Report process.
 - c. Consider and act on Revenue budget adjustments:
 - 1) Revised Tax Collection budget for MV/MVS for FY 2019-20.
 - 2) Revised Tax Collection budget for MV/MVS for FY 2020-21.
 - 3) Revised total Revenue budget for FY 2020-21.
 - d. Other urgent business.
 - 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. Continue review of proposed BOF bylaws.
 - b. Consider and act on FY 2019-20 final budget adjustments.
 - c. Standard regular meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, July 13, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
 - b. **Monday, August 10, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair