

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA
Monday, June 29, 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: 837-078-189

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 and Reading of ‘Go To Meeting’ Remote Meeting Procedures.**
- 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: None permitted.**
- 7. Approval of Minutes.**
 - a. Regular meeting-June 8, 2020.
- 8. Old/New Business.**
 - a. Continue review of proposed BOF bylaws.
 - b. Consider and act on Revenue budget adjustments: Revised Tax Collection and Total Revenue budgets for FY 2020-21 (MV/MVS).
 - c. Review BOF Policy & Procedures template.
 - d. Review BOF Annual Activity Calendar; continue to identify additional requirements for calendar & BOF policies.
 - 1) Solicit and/or assign volunteer teams to draft policies and procedures for identified activities or projects.
- 9. Continuing Business.**
 - a. Review Board goals and policies for FY 2020-21.
 - 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.
- 10. Agenda suggestions for next Regular/Special meeting.**
 - a. Consider and act on FY 2019-20 final budget adjustments.
 - b. Continue review of proposed BOF bylaws.
 - c. Standard regular meeting agenda.
- 11. 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)**
- 12. Adjourn.**

Submitted by: Richard G. Weingart, Chair