

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, July 13, 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): 1-877-309-2073 Access Code: 843-094-589

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.
 - 2) FY 2019-20 Annual 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: Reports as necessary.
- 8. Approval of Minutes.**
 - a. Special meeting-June 29, 2020.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review Board of Education (BOE/CES) FY 2019-20 budget report.
 - b. Consider and act on proposed BOF bylaws.
 - c. Consider and act on Revised Tax Collection and total Revenue budget for FY 2020-21.
 - d. Review BOF Annual Activity Calendar; continue to identify additional requirements for calendar & BOF policies.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Review draft BOF - BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
 - c. Other urgent business.
- 12. Continuing Business.**
 - a. Review Board goals and policies for FY 2020-21.
 - 1) Board member handbook.
 - 2) Board policies.
 - a) Revise BOF Town 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.
- 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. Standard regular meeting agenda.
 - b. Continue review of draft BOF - BOE Non-Lapsing Carryover Account policy & procedure.
 - c. Begin review of draft BOF - Town Agency Budget Management policy & procedure.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, August 10, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
 - b. **Monday, September 14, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair