

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA
Tuesday, August 25, 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: 373-510-789

This meeting will also be recorded, and an audio file will be available on the town website (www.chaplinc.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: None permitted.**
- 7. Reports.**
 - a. Board Member reports (limited to 5 minutes each):
 - 1) FY 2019-20 Audit: R. Weingart.
 - 2) FY 2019-20 Annual Report: L. Diwan
 - b. Staff reports:
 - 1) Accountant: Review and accept monthly (June 2020 amended) 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. Regular meeting-July 13, 2020.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review Board of Education (BOE/CES) FY 2019-20 budget report.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested – FY 2019-20 close outs.
 - b. Review BOF Town Agency Budget Management policy: Introduction and first review.
 - c. Other urgent business.
- 12. Second Audience for Citizens. Note: Comments limited to agenda items & subject to Chair discretion (5 minutes).**
- 13. Agenda suggestions for next Regular/Special meeting.**
 - a. Standard regular meeting agenda.
 - b. Continue review of draft BOF - Town Agency Budget Management policy & procedure.
 - c. Begin review of draft BOF - BOE Non-Lapsing Carryover Account policy & procedure.
- 14. Time and place of next Regular/Special Meetings.**
 - a. **Monday, September 14, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
 - b. **Monday, October 5, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN) (Note change due to Oct. 12 holiday)**
- 15. Adjourn.**

Submitted by: Richard G. Weingart, Chair