

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, September 14, 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 the access code when prompted:

**Phone Number (Toll Free): 1-866-899-4679 Access Code: 175-122-957**

This meeting will also be recorded, and an audio file will be available on the town website ([www.chaplinct.org](http://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 the agenda.**
- 7. Reports.**
  - a. Board Member reports (limited to 5 minutes each):
    - 1) Selectmen's monthly meeting: R. Weingart.
    - 2) FY 2019-20 Audit: R. Weingart.
    - 3) FY 2019-20 Annual Report: L. Diwan
  - b. Staff reports:
    - 1) Accountant: Review and accept monthly Financial Statements (FY 19-20 to June 2020 amended & FY 20-21); 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-August 25, 2020.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review Board of Education (BOE/CES) FY 2019-20 budget report(s).
  - b. Review BOF Town Agency Budget Management policy: Second review.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Review need for transfer from General Fund to CIP Fund to cover 20% cost of boundary study by State for England Road bridge replacement project.
  - c. Review Board of Education request for transfer of funds in accordance with the BOF-BOE Non-Lapsing Carryover Account policy.
  - d. Begin review of draft BOF - BOE Non-Lapsing Carryover Account policy & procedure.
  - e. Other urgent business.
- 12. Continuing Business.**
  - a. Review Board goals and policies for FY 2020-21.
    - 1) Board member handbook.
    - 2) Board policies and Board Member handbook.
      - 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. Consider and act on BOF FY 2021-22 Town Agency budget request letter.
  - c. Continue review of draft BOF - Town Agency Budget Management policy & procedure.
  - d. Continue review of draft BOF - BOE Non-Lapsing Carryover Account policy & procedure.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, October 5, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN) (Note date change due to Oct. 12 holiday)**
  - b. **Monday, November 9, 2020: Regular Meeting @ 7:00 pm (Remote DIAL IN)**
- 16. Adjourn.**