

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, February 8, 2021 – 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 scheduled with remote access as follows:

Join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/339001797>

You can also dial in using your telephone: United States (Toll Free): [1 866 899 4679](tel:18668994679) United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 339-001-797

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 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.
 - 4) FY 2021-22 CIP Committee scheduled meetings and review.
 - b. Staff reports:
 - 1) Accountant: Review and accept monthly Financial Statements (FY 20-21); identify questions for follow up.
 - 2) Tax Collector: Review and accept monthly Tax Collections report (FY 20-21); identify questions for follow up.
 - 3) Assessor: October 2020 Grand List. Treasurer: Reports as necessary.
- 8. Approval of Minutes.**
 - a. Regular meeting-January 11, 2021.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review Board of Education (BOE/CES) FY 2020-21 budget report(s): December 2020.
 - b. Review BOF budget calendar for FY 2021-22.
 - c. Review FY 2021-22 online budget book development project (organized by First Selectman, Assistant, and Finance Office).
 - d. Review draft BOF - BOE Non-Lapsing Carryover Account policy & procedures: second review.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on funds transfer request, from General Fund to CIP Fund, for STEAP Grant match (electronic sign at CVFD).
 - c. Set tentative BOF Special Meeting date (02/22/2021 suggested) to review and approve FY 2019-20 audit.
 - d. Consider and act on FY 2019-20 audit entry to resolve 'due to/due from' between General Fund and permanent Cemetery Fund.
 - e. Other urgent business.
- 12. Continuing Business.**
 - a. Review Board goals and policies for FY 2020-21.
 - 1) Board policies and Board Member handbook.
 - a) Revise BOF Town Agency Budget Management policy and procedures: SECOND REVIEW.
 - 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) Revise BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank, G/F accounts, and format.
 - 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. Special meeting: Review and approve FY 2019-20 audit and begin review of FY 2021-22 budget.
 - b. Regular meeting: Standard meeting agenda.
 - c. Continue discussion of FY 2021-22 online budget book development project.
 - d. Continue review of draft BOF - Town Agency Budget Management policy & procedures.
 - e. Continue review of draft BOF - BOE Non-Lapsing Carryover Account policy & procedures.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, February xx, 2021: Special Meeting @ 7:00 pm (Remote DIAL IN) (Tentative)**
 - b. **Monday, March 8, 2021: Regular Meeting and BOS budget presentation @ 7:00 pm (Remote DIAL IN)**
 - c. **Monday, March 22, 2021: Special Meeting and BOE budget presentation @ 7:00 pm (Remote DIAL IN)**
- 16. Adjourn.** Submitted by: Richard G. Weingart, Chair