

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, September 9, 2019 – 7:00 PM – Chaplin Town Hall

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: Not held.
- 2) Financial Procedures Working Group: R. Weingart
- 3) Annual Report for FY 2018-19: L. Diwan
- 4) Audit for FY 2018-19: R. Weingart

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 & Treasurer: Reports as necessary.

8. Approval of Minutes.

- a. Regular meeting-August 12, 2019.

9. Correspondence.

10. Old Business.

- a. Review Board of Education (BOE/CES) FY 2018-19 budget status.
- b. Review draft BOF Annual Activity Calendar.
- c. Continue to identify requirements for Board of Finance policies/procedures and Member Handbook.
- d. Review draft BOF bylaws.
- e. Review summary of NECCOG EMS Study Committee report

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Consider and act on FY 2018-19 year-end closing entries.
- c. Consider and act on Recommendation to Town Meeting to:
 - 1) Add project #3300.12, Chaplin Elementary School flooring, to the FY 2019-20 Capital Improvement Plan.
 - 2) Transfer the sum of \$12,900 from the General Fund Unallocated Fund Balance to the CIP Fund to fully fund project #3300.12, Chaplin Elementary School flooring.
- d. Review draft BOF Town Agency Budget Management policy.
- e. Other urgent business.

12. Continuing Business.

- a. Review Board goals and policies for FY 2019-20.
 - 1) Board bylaws.
 - 2) Board policies.
 - a) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
 - b) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
 - c) Revise BOF Agency Budget Management policy.
 - 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.
- b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections: NECCOG Paramedic Study Comm.

13. Second Audience for Citizens. Note: Comments are limited to agenda items and subject to Chair discretion (5 minutes).

14. Agenda suggestions for next Regular/Special meeting.

- a. Standard regular meeting agenda.

15. Time and place of next Regular/Special Meetings.

- a. **Monday, October 21, 2019: Regular Meeting @ 7:00 pm (Town Hall)**
- b. Monday, November 4, 2019: Regular Meeting @ 7:00 pm (Town Hall)
- c. Monday, December 9, 2019: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn.

Submitted by: Richard G. Weingart, Chair