

**CHAPLIN BOARD OF FINANCE**  
**SPECIAL MEETING AGENDA**  
**Monday, February 22, 2016 – 7:00 PM – Chaplin Town Hall**

**1. Call to order by Chairperson.**

**2. Introduction of BOF Members and Audience.**

**3. Seating of Alternates.**

**4. First Audience for Citizens.**

- 5. Guests:** Mr. Darin Offerdahl of MAWC, LLC presenting the FY 2014-15 Chaplin Audit.  
a. Consider and act on BOF approval of FY 2014-15 Chaplin Audit.

**6. Additions or changes to agenda: None permitted.**

**7. Reports.**

a. First Selectman monthly report:

b. Staff reports:

- Accountant: Review and accept January monthly Financial Statements; identify questions for follow up.
- Treasurer: Monthly report.
- Tax Collector: Review and accept monthly report; identify questions for follow up.
- Assessor: Report of October 2015 Grand List and 2014 Motor Vehicle Supplement.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's monthly meeting: R. Weingart
- Other Board reports:
  - 1) Town Attorney inquiry into appeal of FY 15-16 Education MBR shortfall: D. Dubitsky
  - 2) Report on Governor's FY 16-17 proposed budget for municipal aid: R. Weingart

**8. Approval of Minutes.**

- a. Regular meeting January 11, 2016.

**9. Correspondence.**

**10. Old Business.**

- a. Review and approve BOF annual report.  
b. Review and approve FY 2016-17 BOF budget request.  
c. Review BOF budget calendar.

**11. New Business.**

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.  
b. Establish date for BOF Special Meeting on Budget.  
c. Review and act on BOF policy for considering Salary Equity adjustments.  
d. Other urgent business.

**12. Continuing Business.**

- a. Review upcoming milestones and dates for BOF budget timeline for 2016-17  
b. Monitor BOE FY 2015-16 Minimum Budget Requirement (MBR).  
c. Review Board goals and policies for FY 2016-17.
  - 1) 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) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
  - 2) Board bylaws.
  - 3) Board member handbook.
- d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee.

**13. Second Audience for Citizens. Note: Comments are limited to agenda items and subject to Chair discretion.**

**14. Agenda suggestions for next meeting.**

- a. Initial review of FY 2016-17 Town Agency budgets.

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

- a. **TO BE DETERMINED** – **Special Budget Meeting @ 7:00 pm (Town Hall)**  
b. Monday, March 14, 2016 – Regular Meeting for Town Agency budget presentations @ 7:00 pm (Town Hall)  
c. Monday, March 21, 2016 – Special Meeting for BOE/CES budget presentation @ 7:00 pm (Town Hall)

**16. Adjourn.**

Submitted by: Richard G. Weingart, Chair