

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, February 6, 2017 – 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:** None expected.
- 6. Additions or changes to agenda.**
- 7. Reports.**
 - a. First Selectman monthly report.
 - b. Staff reports:
 - Accountant: Review and accept Financial Statements; identify questions for follow up.
 - Tax Collector: Review and accept Tax Collections report; identify questions for follow up.
 - Treasurer: Reports as needed.
 - Assessor: October 2016 Grand List.
 - Other Staff reports:
 - c. Board Member reports:
 - Board of Selectmen monthly meeting: R. Weingart
 - COST Annual Town Meeting: C. Beltran
 - RSD11 Study Committee meetings: M. Foster & C. Beltran
 - Legislative report: D. Dubitsky
- 8. Approval of Minutes.**
 - a. Regular meeting January 9, 2017.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review status of BOF FY 2015-16 annual report.
 - b. Review BOF FY 2017-18 budget calendar.
- 11. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on BOF FY 2017-18 budget request.
 - c. Establish date for BOF Special Meeting on Budget (Feb. 27 is suggested).
 - d. Review status of CIP projects & extended CIP Plan as of July 1, 2016.
 - e. Review draft BOF policies: General Fund policies and Capital Projects Fund (CIP) policies.
- 12. Continuing Business.**
 - a. Review milestones and dates from BOF FY 2017-18 budget timeline.
 - b. Review Board goals and policies for FY 2016-17.
 - 1) Board policies.
 - a) Revise BOF 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.
 - 2) Board bylaws.
 - 3) Board member handbook.
 - c. Audit exceptions for FY 15-16 and prior: MW-08-01 – Entity Level Controls.
 - d. Hampton/Chaplin 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. Discuss and act on BOF General and CIP Fund policies.
 - b. Review budgets submitted to date; determine follow-up required and assign responsibilities.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, February 27, 2017: (TBD) – Special Budget Meeting @ 7:00 pm (Town Hall)**
 - b. Monday, March 13, 2017 – Regular Meeting for Town Agency budget presentations @ 7:00 pm (Town Hall)
 - c. Monday, March 20, 2017 – Special Meeting for BOE/CES budget presentation @ 7:00 pm (Town Hall)
- 16. Adjourn.**