

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA
Monday, September 17, 2018 – 7:00 PM – Chaplin Town Hall

1. Call to order by Chairperson.

2. Introduction of BOF Members and Alternates.

3. Seating of Alternates.

4. First Audience for Citizens.

5. Guests: None expected.

6. Additions or changes to agenda. None permitted.

7. Reports.

- a. First Selectman monthly report (limited to 15 minutes):
- b. Board Member reports (limited to 5 minutes each):
 - Selectmen’s monthly meeting: R. Weingart
 - Annual report for FY 2017-18: L. Diwan.
 - 1) Review the new OPM policy on submission of Town Annual Report; identify person responsible for submission.
 - Salary Study Committee: C. Beltran
 - Financial Procedures Working Group: R. Weingart
- c. Staff reports:
 - Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
 - Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up.
 - Assessor & Treasurer: Reports as requested.

8. Approval of Minutes.

- a. Regular meeting-August 13, 2018.

9. Correspondence.

- a. Resignation of Principal Patricia King, Chaplin Elementary School.

10. Old Business.

- a. Review CES FY 2017-18 final budget position.
- b. Review draft BOF annual calendar from June meeting.
- c. Consider and act on draft Chaplin Audit Corrective Action Plan.
- d. Consider and act on draft job description for BOF administrative support position.
- e. Review previous audit RFP documents and schedule. Consider nominations for Audit RFP sub-committee.

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - FY 17-18: Chaplin Library late invoice.
- b. Consider and act on an update to the BOF policy for the Non-Lapsing Education Carryover Account Policy.
- c. Consider and act on a request from the Board of Education for a transfer of funds to the Non-Lapsing Education Carryover Account.
- d. Review draft Agency budget management policy.
- e. COST & CCM Fall meetings.
- f. Other urgent current business.

12. Continuing Business.

- a. Review Board goals and policies for FY 2018-19.
 - 1) Board bylaws.
 - 2) 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.
 - 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.

14. Agenda suggestions for next Regular/Special meeting.

- a. Regular meeting agenda.

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

a. Monday, October 1, 2018: Regular Meeting @ 7:00 pm (Town Hall) (change due to Columbus Day holiday).

b. Monday, November 12, 2018: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn. Submitted by: Richard G. Weingart, Chair