

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, January 9, 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: Reports as needed.
- Other Staff reports:

c. Board Member reports:

- Selectmen's monthly meeting: R. Weingart
- Annual report: C. Beltran
- RSD11 Study Committee meetings: M. Foster & C. Beltran
- Legislative report: D. Dubitsky

8. Approval of Minutes.

a. Regular meeting December 12, 2016.

9. Correspondence.

10. Old Business.

a. Consider and act on FY 2017-18 budget documents: Board of Education/CES budget request letter.

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Review FY 2016-17 State budget cuts for ECS and LoCIP and their impact on Chaplin.
- c. Consider and act on funding for BOF members to attend COST Annual Town Meeting on Jan. 11, 2017 (\$80 per).
- d. Review BOF FY 2017-18 budget calendar.
- e. Review draft BOF policies: General Fund policies and Capital Projects Fund (CIP) policies.

12. Continuing Business.

- a. 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.
- b. Audit exceptions for FY 15-16 and prior: MW-08-01 – Entity Level Controls.
- c. 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. Standard Regular meeting agenda.

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

- a. Monday, February 6, 2017: Regular Meeting @ 7:00 pm (Town Hall)
- b. Monday, February 27, 2017: Special Meeting @ 7:00 pm (Town Hall) (FY 17-18 budget review)

16. Adjourn.

Submitted by: Richard G. Weingart, Chair