

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, March 14, 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: Town Agency Budget Presentations.

6. Additions or changes to agenda.

7. Reports.

a. First Selectman monthly report:

b. Staff reports:

- Accountant: Review and accept 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 for Motor Vehicles and MV 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: R. Weingart

8. Approval of Minutes.

- a. Special meetings February 22 and March 8, 2016.

9. Correspondence.

10. Old Business.

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

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
b. Continue with tasks related to FY 2016-17 budget.
1) Agency budget requests – determine additional information required; Board member budget assignments.
2) Review Board of Education adopted budget for FY 16-17.
3) CIP Committee recommendations; BOE request to use Non-Lapsing funds for security equipment purchase.
4) Impact of proposed State changes in municipal aid for FY 15-16 and FY 16-17:
c. Other urgent business.

12. Continuing Business.

- a. Monitor BOE FY 2015-16 Minimum Budget Requirement (MBR).
b. 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. Board of Education FY 2016-17 budget presentation; Board of Selectmen FY 2016-17 budget presentation.
b. Finalize BOF Public Hearing budget presentation.

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

- a. Monday, March 21, 2016 – Special Meeting for BOE/CES budget presentation @ 7:00 pm (Town Hall)
b. Monday, April 11, 2016 – Budget Public Hearing; Regular meeting @ 7:00 pm (Senior Center)
c. TO BE DETERMINED – Special Budget Workshops @ 7:00 pm (Town Hall)

16. Adjourn.

Submitted by: Richard G. Weingart, Chair