

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, July 11, 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: None expected.

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.
- Tax Collector: Review and accept monthly report; identify questions for follow up.
- Treasurer: Monthly report.
- Assessor: Report re: initial inspection of Algonquin facility expansion.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's monthly meeting: R. Weingart
- Other Board reports:

8. Approval of Minutes.

a. Regular meeting June 13, 2016.

9. Correspondence.

a. Letter received from RSD11 Board of Education chair.

10. Old Business.

a. Select BOF representative for RSD11 Addition/Withdrawal Study Committee.

b. Update/review of BOE/CES FY 2015-16 budget.

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Review preliminary FY 2015-16 Audit schedule.
- c. Consider revised BOF Agency Budget Management policy.
- d. Review BOF member assignments to draft policies and procedures per 05/21/2015 Special meeting.
- e. Other urgent business.

12. Continuing Business.

a. 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. Review BOF/BOE Non-Lapsing Carryover Fund account procedures.

b. Status of FY 2015-16 Audit.

c. Standard Regular meeting agenda.

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

a. Monday, August 8, 2016: Regular Meeting @ 7:00 pm (Town Hall)

b. Monday, September 12, 2016: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn.

Submitted by: Richard G. Weingart, Chair