

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, September 12, 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 Tax Collections report; identify questions for follow up.
    - Treasurer: Reports as needed.
    - Assessor: Reports as needed.
    - Other Staff reports:
  - c. Board Members' reports:
    - Selectmen's monthly meeting: R. Weingart (did not attend)
    - Other Board reports: RSD11 Study Committee meetings – M. Foster & C. Beltran
- 8. Approval of Minutes.**
  - a. Regular meeting July 11, 2016.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review FY 2015-16 Audit schedule.
  - 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 (FY 16-17).
  - b. Consider and act on end-of-year budget transfers (FY 15-16).
  - c. Appoint BOF representative for BOE/CES teacher negotiations.
  - d. Appoint BOF Annual Report coordinator.
  - e. Consider revised BOF/BOE Non-Lapsing Carryover Account procedures.
  - f. Other urgent business.
- 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. 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/Approve BOF/BOE Non-Lapsing Carryover 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, September 12, 2016: Regular Meeting @ 7:00 pm (Town Hall)
  - b. Tuesday, October 11, 2016: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**