

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, March 13, 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: Town Agency FY 2017-18 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.
    - Tax Collector: Review and accept monthly Collections report; identify questions for follow up.
    - Assessor: Review of Oct. 2016 Grand List for Motor Vehicles and Oct. 2015 MV Supplement.
    - Treasurer: Reports as needed.
    - Other Staff reports:
  - c. Board Members' reports:
    - Selectmen's monthly meeting: R. Weingart
    - Legislative report: D. Dubitsky
    - Other Board reports:
- 8. Approval of Minutes.**
  - a. Special meeting February 27, 2017.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Assign BOF annual report coordinator.
  - b. Review BOF budget calendar for FY 2017-18.
  - c. Review CCM analysis of Governor's budget.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - 1) CVFD budget supplemental request for FY 2016-17.
  - b. Consider partial funding for BOF member attendance at 2-day QuickBooks Level 1 (Basic) training session.
  - c. Continue with tasks related to FY 2017-18 budget.
    - 1) Consider possibility of delaying town budget approval pending State budget passage.
      - a) Determine items necessary to research before budget delay decision.
    - 2) Agency budget requests – determine additional information required; Board member budget assignments.
    - 3) CIP Committee recommendations; BOE request to use Non-Lapsing funds to repair roof tower windows.
    - 4) Preliminary Town/BOE revenue forecast.
  - d. 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) Revise BOF Agency Budget Management policy.
      - d) 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 2017-18 budget presentation; Board of Selectmen FY 2017-18 budget presentation.
  - b. Preliminary review of BOF Public Hearing budget presentation.
- 15. Time and place of next Regular/Special Meetings.**
  - a. Monday, March 20, 2017 – Special Meeting for BOE/CES budget presentation @ 7:00 pm (Town Hall)
  - b. Monday, March 27, 2017 – Special Meeting to approve BOF Public Hearing budget details @ 7:00 pm (Town Hall)
  - c. Monday, April 10, 2017 – Budget Public Hearing; Regular meeting @ 7:00 pm (Senior Center)
  - d. April 2017 (TBD) – Special Budget Workshops @ 7:00 pm (Town Hall)

**16. Adjourn.**

Submitted by: Richard G. Weingart, Chair