

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, June 12, 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 monthly Financial Statements; identify questions for follow up.
    - Tax Collector: Review and accept monthly Collections report; identify questions for follow up.
    - Assessor: Reports as needed.
    - Treasurer: Reports as needed.
    - Other Staff reports:
  - c. Board Members' reports:
    - Selectmen's monthly meeting: R. Weingart
    - Legislative budget report: D. Dubitsky
    - Annual report for FY 2015-16: L. Diwan; Consider and act on FY 2015-16 Board of Finance annual report.
    - Auditors for FY 16-17: Mr. Darin Offerdahl, MAWC LLC: R. Weingart
    - Meeting to consider shared services between Board of Education and town: R. Weingart
    - Other Board reports:
- 8. Approval of Minutes.**
  - a. Special meeting June 5, 2017.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review CES FY 2016-17 budget deficit projections.
  - b. Review town FY 2016-17 budget for projected surplus/deficit.
  - c. Review BOF budget calendar for FY 2017-18.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on FY 2017-18 town revenue budget pending State budget passage.
  - c. Consider and act on suggestion for changing manner of recording amendments/corrections to BOF minutes.
  - d. Review draft BOF CIP Fund policy.
  - 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) 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.
  - b. Consider partial funding for BOF member attendance at 2-day QuickBooks Level 1 (Basic) training session.
  - c. 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 CES FY 2016-17 budget deficit projections.
  - b. Review town FY 2016-17 budget for projected surplus/deficit.
  - c. Standard Regular meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
  - a. Monday, July 10, 2017: Regular Meeting @ 7:00 pm (Town Hall)
  - b. Monday, August 14, 2017: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair