

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, July 10, 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: July meeting cancelled.
 - Legislative budget report: D. Dubitsky
 - Annual report for FY 2015-16: L. Diwan
 - Auditors for FY 16-17, MAWC LLC: R. Weingart
 - Other Board reports:
- 8. Approval of Minutes.**
 - a. Regular meeting June 12, 2017.
- 9. Correspondence.**
 - a. Letter from Chaplin Board of Education chairperson, Jaclyn Chancey.
- 10. Old Business.**
 - a. Review CES FY 2016-17 budget deficit projection.
 - b. 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. Assign coordinator for FY 2016-17 annual report.
 - c. Consider and act on suggestion for changing manner of recording amendments/corrections to BOF minutes.
 - d. Consider changes to BOF budget calendar for FY 2018-19.
 - e. Review draft BOF General and CIP Fund policies.
 - f. 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 draft BOF General and CIP Fund policies.
 - c. Standard Regular meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
 - a. Monday, August 14, 2017: Regular Meeting @ 7:00 pm (Town Hall)
 - b. Monday, September 11, 2017: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**