

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, October 2, 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.

c. Board Members' reports (limited to 5 minutes):

- Selectmen's monthly meeting: R. Weingart
- Annual report for FY 2015-16 & 2016-17: L. Diwan
- Legislative budget report: D. Dubitsky
- Auditors for FY 16-17, MAWC LLC: R. Weingart
- RSD11 Addition/Withdrawal & Dissolution Committees: M. Foster & C. Beltran

8. Approval of Minutes.

a. Regular meeting September 11, 2017.

9. Correspondence.

10. Old Business.

- a. Report of Shared Services meeting with Chaplin BOE (09/12/2017).
- b. Consider creation of a Contingency Plan for town funding in the event of State budget approval delay beyond October 1st.
 - 1) Review Chaplin's projected municipal aid based on Gov. Exec Order & approved Republican budget outline.
 - 2) Consider and act on recommendation for an immediate "budget freeze" for Town and CES budgets.
- c. Consider and act on changes to BOF budget calendar for FY 2018-19.

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Consider and act on BOF budget letter to Town agencies for FY 2018-19.
- c. Consider and act on recommendation from BOF Chair to hold BOF officer elections at December regular meeting.
- d. Approve reimbursement (\$90.00) for two attendees at COST State Budget and Legislative Update (09/20/2017).
- e. Review draft BOF General and CIP Fund policies.
- f. Other urgent business.

12. Continuing Business.

- a. Review Board goals and policies for FY 2017-18.
 - 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. 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 Contingency Plan for town funding; State budget delay.
- b. Consider and act on BOF budget letter to BOE/CES for FY 2018-19.
- c. Review draft BOF General and CIP Fund policies.
- d. Standard Regular meeting agenda.

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

- a. Monday, November 13, 2017: Regular Meeting @ 7:00 pm (Town Hall)
- b. Monday, December 11, 2017: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn.

Submitted by: Richard G. Weingart, Chair