

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, November 13, 2017 – 7:00 PM – Chaplin Town Hall

1. Call to order by Chairperson.

2. Introduction of BOF Members and Alternates.

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. Board Member reports (limited to 5 minutes):
 - Review budget process & calendar for FY 2018-19: R. Weingart
 - Selectmen's monthly meeting: R. Weingart
 - Annual report for FY 2016-17: L. Diwan
 - Audit for FY 2016-17-MAWC, LLC: R. Weingart
- c. 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.
 - Assessor: Reports as needed.
 - Treasurer: Reports as needed.

8. Approval of Minutes.

- a. Regular meeting October 2, 2017; Special Meeting October 30, 2017

9. Correspondence.

10. Old Business.

- a. Review Chaplin's projected municipal aid for FY 2017-18 based on approved State budget.
- b. Consider and act on Chaplin Revenue Budget 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 BOF budget letter to Town agencies for FY 2018-19.
- c. Review draft BOF General and CIP Fund policies.
- d. Review draft BOF budget letter to BOE/CES for FY 2018-19.
- e. Other urgent business.

12. Continuing Business.

- a. Consider and act on recommendation to Town Meeting for appropriation to cover BOE/CES FY 2016-17 budget deficit.
- b. 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.
- 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 Regular meeting.

- a. Elect BOF officers (Chair, Vice Chair, Secretary).
- b. Approve regular BOF meeting Schedule for 2018.
- c. Consider and act on BOF budget letter to BOE/CES for FY 2018-19.
- d. Review draft BOF General and CIP Fund policies.
- e. Standard Regular meeting agenda.

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

- a. **Monday, November 30, 2017: Special Meeting @ 7:00 pm (Town Hall) (tentative)**
- b. Monday, December 11, 2017: Regular Meeting @ 7:00 pm (Town Hall)
- c. Monday, January 8, 2018: Regular Meeting @ 7:00 pm (Town Hall)

16. Adjourn.

Submitted by: Richard G. Weingart, Chair