

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, December 11, 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. Guests:** - Mr. Darin Offerdahl of MAWC, LLC; Chaplin Board of Education: Ms. Jaclyn Chancey, Chair and Ms. Patricia King, Principal CES; Chaplin Board of Selectmen members have been invited.

a. Presentation of the FY 2016-17 Chaplin Audit. (45 min.)

b. Consider and act on BOF approval of Chaplin FY 2016-17 Audit.

c. Review audit exceptions for FY 16-17 and prior. (45 min.)

- MW-08-01 – Entity Level Controls.

- MW-17-01 – Material Weakness over Budget Monitoring.

d. Consider and act on recommendation to Town Meeting for an appropriation to cover BOE/CES FY 2016-17 budget deficit.

**5. First Audience for Citizens.**

**6. Additions or changes to agenda.**

**7. Reports.**

a. First Selectman monthly report:

b. Board Member reports (limited to 5 minutes):

- Selectmen's monthly meeting: R. Weingart
- Annual report for FY 2016-17: L. Diwan

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 & Treasurer: Reports as needed.

**8. Approval of Minutes.**

a. Regular meeting-October 2, 2017; Special Meeting-October 30, 2017; Regular meeting-November 13, 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. Conduct BOF officer elections (Chair, Vice Chair, Secretary).

c. Approve regular BOF meeting schedule for 2018.

d. Review draft BOF budget letter to Board of Education/CES for FY 2018-19.

e. Other urgent business.

**12. Continuing Business.**

a. Consider and act on recommendation to Town Meeting for an 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. Consider and act on BOF budget letter to BOE/CES for FY 2018-19.

b. Review and approve BOF budget 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, January 8, 2018: Regular Meeting @ 7:00 pm (Town Hall)

b. Monday, February 5, 2018: Regular Meeting @ 7:00 pm (Town Hall)

a. **Monday, February 26, 2018: Special Meeting for Town Agency budget presentations @ 7:00 pm (Town Hall)**

**16. Adjourn** Submitted by: Richard G. Weingart, Chair