

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, January 8, 2018 – 7:00 PM – Chaplin Town Hall**

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members and Alternates.**
- 3. Seating of Alternates.**
- 4. Election of BOF Officers:** Chair, Vice Chair, and Secretary to be elected.
- 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
    - CIP Committee meeting-12/18: 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 & Treasurer: Reports as needed.
- 8. Approval of Minutes.**
  - a. Special meeting-October 30, 2017; Regular meeting-November 13, 2017; Regular meeting-December 11, 2017.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Approve revised FY 2016-17 Financial Statements per audit.
  - b. Review Chaplin’s projected municipal aid for FY 2017-18 based on approved State budget.
  - c. Consider and act on Chaplin Revenue Budget for FY 2017-18.
  - d. Approve BOF budget letter to Board of Education/CES for FY 2018-19.
  - e. Review 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 total CIP budget for FY 2018-19.
  - c. Approve charge to BOF joint Working Group for financial procedures (BOF, BOS, BOE).
  - d. Review draft BOF budget for FY 2018-19.
  - e. 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.
  - 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. Fixed assets presentation by guest presenter.
  - b. Review and approve BOF budget for FY 2018-19.
  - c. Review October 2017 Grand List from Assessor.
  - 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, February 5, 2018: Regular Meeting @ 7:00 pm (Town Hall)
  - b. **Monday, February 26, 2018: Special Meeting for Town Agency budget presentations @ 7:00 pm (Town Hall)**
  - c. Monday, March 10, 2018: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair