

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, February 5, 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. First Audience for Citizens.**
- 5. Guest: Mr. Chandler Rose, Chaplin Assessor.**
 - a. October 2017 Grand List Review/Q&A; Chaplin 2018 Revaluation process.
- 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-01/22/18: 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-January 8, 2018.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review revised CIP plan for FY 2018-19 per CIP Committee meeting of 01/22/2018.
 - b. Review charge to BOF joint Working Group for financial procedures (BOF, BOS, BOE).
 - c. 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 BOF budget for FY 2018-19.
 - c. Consider and act on BOF letter to all Town/BOE agencies concerning revised budget management policy.
 - d. 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 Regular/Special meeting.**
 - a. Special meeting - Town agency budget presentations.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **Monday, February 26, 2018: Special Meeting for Town Agency budget presentations @ 7:00 pm (Town Hall)**
 - b. Monday, March 12, 2018: Regular Meeting - First Selectman budget presentations @ 7:00 pm (Town Hall)
 - c. Monday, March 19, 2018: Special Meeting for Board of Education budget presentation @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair