

**CHAPLIN BOARD OF FINANCE**  
**REGULAR MEETING AGENDA**  
**Monday, March 12, 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. Guests: Board of Selectmen budget presentation.**
- 6. Additions or changes to agenda.**
- 7. Reports.**
  - a. Board Member reports (limited to 5 minutes):
    - Selectmen’s monthly meeting: R. Weingart
    - Annual report for FY 2016-17: L. Diwan
  - b. 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-February 26, 2018.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review BOF budget calendar for FY 2018-19.
  - b. Review Capital Projects Plan.
    - FY 2019 – 2023 CIP Plan as approved by CIP Committee on 02/26/2018.
    - Review completed CIP projects for potential closure.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Review CCM & COST analysis of municipal aid in Governor’s FY 2018-19 budget.
  - c. Review Town agency budget requests.
    - Identify individual budgets for examination/additional information/adjustment.
    - Review health insurance renewal rate increase.
  - d. Review preliminary FY 2018-19 Revenue & Expense estimates.
  - e. Review preliminary Board of Education/CES budget.
  - 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 Comm.
- 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. Board of Education budget presentation.
  - b. Budget workshop.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, March 19, 2018:** - **Special Meeting for Board of Ed. budget presentation @ 7:00 pm (Town Hall)**
  - b. Monday, March 26, 2018: - Special Meeting - Budget workshop @ 7:00 pm (Town Hall)
  - c. Monday, April 9, 2018: - Town Budget Public Hearing @ 7 pm (Senior Center)  
- Regular Board of Finance Meeting following Public Hearing
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair