

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, July 9, 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:** None expected.
- 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
    - Salary Study Comm. Update: C. Beltran
  - 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 requested.
- 8. Approval of Minutes.**
  - a. Regular meeting-June 11, 2018.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review CES FY 2017-18 budget deficit projections.
  - b. Review total FY 2017-18 Town budget for projected surplus/deficit.
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on authorization for First Selectman to apply for, and administer, an OPM Neglected Cemeteries grant
  - c. Review Annual Report and Request Letter for FY 2017-18.
  - d. Review draft job description for BOF administrative support position.
  - e. Review previous audit RFP documents and schedule.
  - f. Other current business.
- 12. Continuing Business.**
  - a. Review Board goals and policies for FY 2018-19.
    - 1) Board bylaws.
    - 2) Board policies.
      - a) Revise BOF Agency Budget Management policy.
      - b) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
      - c) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
      - d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
    - 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. Regular meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, August 13, 2018: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. **Monday, September 10, 2018: Regular Meeting @ 7:00 pm (Town Hall)**

**16. Adjourn.**

Submitted by: Richard G. Weingart, Chair