

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, August 13, 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 2017-18: L. Diwan
- Salary Study Committee: C. Beltran
- Financial Procedures Working Group: R. Weingart

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-July 9, 2018.

**9. Correspondence.**

a. State OPM Letter re: Audit corrective action plan.

**10. Old Business.**

- a. Review CES FY 2017-18 budget deficit projections.
- b. Review FY 2018-19 budget document submitted to State OPM.
- c. Review draft BOF annual calendar from June meeting.
- d. Review draft job description for BOF administrative support position.
- e. Review previous audit RFP documents and schedule. Consider nominations for Audit RFP sub-committee.

**11. New Business.**

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - USDA Library/Senior Center Loan Payoff
- b. Review draft Agency budget management policy.
- c. 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, September 10, 2018: Regular Meeting @ 7:00 pm (Town Hall)**

b. **Monday, October 1, 2018: Regular Meeting @ 7:00 pm (Town Hall) (change due to Columbus Day holiday).**

**16. Adjourn.**

Submitted by: Richard G. Weingart, Chair