

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, September 10, 2018 – 7:00 PM – Chaplin Town Hall

CANCELLED DUE TO LACK OF QUORUM

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. First Selectman monthly report (limited to 15 minutes):
- b. Board Member reports (limited to 5 minutes each):
 - Selectmen's monthly meeting: R. Weingart
 - Annual report for FY 2017-18: L. Diwan.
 - 1) Review the new OPM policy on submission of Town Annual Report; identify person responsible for submission.
 - Salary Study Committee: C. Beltran
 - Financial Procedures Working Group: 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 requested.

8. Approval of Minutes.

- a. Regular meeting-August 13, 2018.

9. Correspondence.

- a. Resignation of Principal Patricia King, Chaplin Elementary School.

10. Old Business.

- a. Review CES FY 2017-18 final budget position.
- b. Review draft BOF annual calendar from June meeting.
- c. Consider and act on draft Chaplin Audit Corrective Action Plan.
- d. Consider and act on 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.
 - Equipment rental for tree removal equipment.
- b. Consider and act on an update to the BOF policy for the Non-Lapsing Education Carryover Account Policy.
- c. Consider and act on a request from the Board of Education for a transfer of funds to the Non-Lapsing Education Carryover Account.
- d. Review draft Agency budget management policy.
- e. Other urgent current business.

12. Continuing Business.

- a. Review Board goals and policies for FY 2018-19.
 - 1) Board bylaws.
 - 2) Board policies.
 - a) N
 - 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, October 1, 2018: Regular Meeting @ 7:00 pm (Town Hall) (change due to Columbus Day holiday).**
- b. **Monday, November 12, 2018: Regular Meeting @ 7:00 pm (Town Hall) (change due to Columbus Day holiday).**

16. Adjourn. Submitted by: Richard G. Weingart, Chair