

**CHAPLIN BOARD OF FINANCE**  
**SPECIAL MEETING AGENDA**  
**Monday, November 19, 2018 – 7:00 PM – Chaplin Town Hall**  
**\*\*\*\*CANCELLED\*\*\*\***

**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.** None permitted.

**7. Reports.**

- a. First Selectman monthly report (limited to 10 minutes):
- b. Board Member reports (limited to 5 minutes each):
  - Selectmen's monthly meeting: R. Weingart
  - Annual report for FY 2017-18: L. Diwan
  - Financial Audit RFP: L. Diwan
  - Salary Study Committee: C. Beltran
  - Financial Procedures Working Group: R. Weingart
  - FY 2017-18 Audit: 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 mtg-10/01/2018; Special mtg-10/15/2018; Audit RFP Sub-Committee Special mtg-10/23/2018.

**9. Correspondence.**

**10. Old Business.**

- a. Review draft BOF annual activity calendar.
- b. Consider and act on BOF Town Agency budget management policy.
- c. Review draft BOF calendar for FY 2019-20 budget development.

**11. New Business.**

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - 1) Transfer of \$3,000 for FY 2018-19 from account 50050-Contingency Fund to Account 26102-Auditor. A Federal Audit is required when the Town expends more than \$750,000 in Federal funds, e.g. North Bear Hill Road Bridge.
- b. Consider and act on BOF FY 2019-20 budget development policies.
- c. Consider and act on BOF budget letter to Town agencies for FY 2019-20.
- d. Review Board of Education (BOE/CES) FY 2018-19 budget status.
  - 1) Use of BOE Non-Lapsing Contingency Account.
- e. Consider and act on BOF member attendance at COST CT Town Meeting, Wed. January 16, 2019 – Aqua Turf.
- f. Review draft BOF General and CIP Fund policies.
- g. Consider other urgent 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.
- b. Approve BOF meeting dates for 2019.
- c. Consider and act BOF budget letter to BOE/CES for FY 2019-20 budget.

**15. Time and place of next Regular/Special Meetings.**

- a. **Monday, December 10, 2018: Regular Meeting @ 7:00 pm (Town Hall)**
- b. Monday, January 14, 2019: Regular Meeting @ 7:00 pm (Town Hall)

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