

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA
Monday, November 26, 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: Chaplin Board of Selectmen re: Employee Compensation.

6. Additions or changes to agenda. None permitted.

7. Reports.

- a. First Selectman monthly report (limited to 10 minutes): See also #5.
- 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. Review BOF Budget Development Calendar for FY 2019-20.
- c. Consider and act on final BOF FY 2019-20 Budget Development Policies.
- d. Review draft #2 of BOF Town Agency Budget Management Policy.

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 budget letter to Town agencies for FY 2019-20.
- c. Review Board of Education (BOE/CES) FY 2018-19 budget status.
 - 1) BOE meeting on 11/14/18: Business Manager reported approx. \$85,000 in unanticipated expenses for FY 2018-19.
 - 2) Use of BOE Non-Lapsing Contingency Account.
- d. Consider and act on BOF member attendance at COST CT Town Meeting, Wed. January 16, 2019 – Aqua Turf.
- e. Review draft BOF General and CIP Fund policies.
- f. 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