

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, December 10, 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. 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: 2017 Supplemental Motor Vehicle List.

8. Approval of Minutes. Audit RFP Sub-Committee Special mtg-10/23/2018; Special mtg-11/26/2018.

9. Correspondence.

10. Old Business.

- a. Review draft BOF Annual Activity Calendar.
- b. Consider and act on pending Board of Selectmen Employee Compensation Proposal (Salary).
- c. Review pending Board of Selectmen Employee Compensation Proposal (Longevity).
- d. Review Board of Education (BOE/CES) FY 2018-19 budget status.
- e. Review BOF member attendance at COST CT Town Meeting, Wed. January 16, 2019 – Aqua Turf.
- f. Review draft #3 of BOF Town Agency Budget Management Policy.
- g. Review BOF Budget Development Calendar for FY 2019-20.

11. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Approve BOF meeting dates for 2019.
- c. Consider and act on BOF budget letter to Board of Education for Chaplin Elementary School FY 2019-20 budget.
- d. 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. Auditor presentation of FY 2017-18 Chaplin Audit.

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

- a. **Monday, December 17, 2018: CIP Committee Meeting @ 5:00 pm (Town Hall)**
- b. **Monday, January 14, 2019: Regular Meeting @ 7:00 pm (Town Hall)**
- c. **Monday, February 11, 2019: Regular Meeting @ 7:00 pm (Town Hall)**

16. Adjourn.

Submitted by: Richard G. Weingart, Chair