

**CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA**

Monday, February 11, 2019 – 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:** Mr. Darin Offerdahl of MAWC, LLC; Presentation of the FY 2017-18 Chaplin Audit. (45 min.)
 - a. Consider and act on BOF approval of Chaplin FY 2017-18 Audit.
 - b. Review audit exception for prior years: Corrective Action Plan for MW-08-01 – Entity Level Controls. (15 min.)
- 6. Additions or changes to agenda.**
- 7. Reports.**
 - a. First Selectman monthly report (limited to 30 minutes):
 - 1) Review Chaplin/Hampton Ambulance Corps status and future plans.
 - b. Board Member reports (limited to 5 minutes each):
 - 1) Selectmen’s monthly meeting: R. Weingart
 - 2) Annual report for FY 2017-18: L. Diwan
 - 3) Financial Audit RFP-set Subcommittee Special Meeting date: L. Diwan
 - 4) Salary Study Committee: C. Beltran
 - 5) Financial Procedures Working Group: R. Weingart
 - c. Staff reports:
 - 1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
 - 2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up.
 - 3) Assessor: Review October 2018 Grand List and potential impact on FY 2019-20 revenue/mill rate.
- 8. Approval of Minutes.** Regular mtg-01/14/2019.
- 9. Correspondence.**
- 10. Old Business.**
 - a. Review draft BOF Annual Activity Calendar.
 - b. Review Board of Education (BOE/CES) FY 2018-19 budget status.
 - c. 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. Review draft Revenue projections for FY 2019-20 (if available).
 - c. Review revised FY 2019-20 CIP plan per CIP Comm. meeting of 02/06/2019; Review CIP target funding level.
 - d. Establish dates for Board of Finance special budget meetings (first meeting Feb. 25/March 4).
 - e. Review draft of BOF-Board of Education budget reporting policy.
 - 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. Special Meeting - Budget Workshop.
- 15. Time and place of next Regular/Special Meetings.**
 - a. **February 25/March 4, 2019: Special Meeting for FY 2018-19 budget workshop.**
 - b. **Monday, March 11, 2019: Regular Meeting @ 7:00 pm (Town Hall)**
 - c. **Monday, March 18, 2019: Special Meeting for Board of Education FY 2019-20 budget @ 7:00 pm (Town Hall)**
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair