

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, March 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 (limited to TEN minutes).
5. Guests: **Board of Selectmen:**
 - a. FY 2019-20 Budget presentation (limited to 60 minutes).
 - b. FY 2020-24 CIP Plan as presented to CIP Committee on 02/06/2019 (limited to 20 minutes).
6. Additions or changes to agenda.
7. Reports.
 - a. Board Member reports (limited to 5 minutes each):
 - 1) Annual report for FY 2017-18: L. Diwan
 - 2) Financial Audit RFP-set Subcommittee Special Meeting date: L. Diwan
 - b. 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 Personal Property current depreciation schedules for Eversource & Algonquin.
8. Approval of Minutes.
 - a. Regular meeting February 11, 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.
 - d. Review completed Capital Projects for potential closure.
11. New Business.
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Review and discuss Governor's budget as presented on 02/20/2019.
 - c. Review CCM & COST analysis of municipal aid in Governor's FY 2019-20 budget.
 - d. Review Town agency budget requests.
 - Identify individual budgets for examination/additional information/adjustment.
 - e. Review FY 2017-18 Audit numbers for General Fund Unallocated Fund Balance.
 - f. Review first draft of FY 2019-20 anticipated Revenues.
 - g. Review preliminary Board of Education/CES budget for FY 2019-20.
 - h. Other urgent business.
12. Continuing Business.
 - a. Review Board goals and policies for FY 2018-19.
 - 1) Board bylaws.
 - 2) Board policies.
 - a) General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors.
 - b) CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation).
 - c) Revise BOF Agency Budget Management policy.
 - 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 (5 minutes).**
14. Agenda suggestions for next Regular/Special meeting.
 - a. Board of Education budget presentation.
 - b. Budget workshop.
15. Time and place of next Regular/Special Meetings.
 - a. **Monday, March 18, 2019 – Special meeting for BOE/CES budget presentation @ 7:00 pm (Town Hall)**
 - b. Wednesday, March 20, 2019 – CIP Committee Meeting @ 5:00 pm (Town Hall)
 - c. **Monday, March 25, 2019 – Special Budget Workshop meeting @ 7:00 pm (Town Hall)**
16. Adjourn.

Submitted by: Richard G. Weingart, Chair