

**CHAPLIN BOARD OF FINANCE  
REGULAR MEETING AGENDA**

**Monday, August 12, 2019 – 7:00 PM – Chaplin Town Hall**

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF Members, Alternates, and Guests.**
- 3. Seating of Alternates.**
- 4. First Audience for Citizens (limited to TEN minutes).**
- 5. Guests: Mr. William Rose IV, First Selectman (limited to 30 minutes).**
  - a. Board of Selectmen recommendation for salary increase for Public Works director.
  - b. Report on North Bear Hill road drainage project bids and project status.
  - c. Report on shared services options being investigated by Board of Selectmen.
- 6. Additions or changes to agenda.**
- 7. Reports.**
  - a. Board Member reports (limited to 5 minutes each):
    - 1) Selectmen's monthly meeting: R. Weingart
    - 2) Financial Procedures Working Group: R. Weingart
    - 3) Annual Report for FY 2018-19: L. Diwan
    - 4) Audit for FY 2018-19: R. Weingart
  - 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 & Treasurer: Reports as necessary.
- 8. Approval of Minutes.**
  - a. Regular meeting-July 8, 2019.
- 9. Correspondence.**
- 10. Old Business.**
  - a. Review Board of Education (BOE/CES) FY 2018-19 budget status.
  - b. Review draft BOF Annual Activity Calendar.
  - c. Continue to identify requirements for Board of Finance policies/procedures and Member Handbook; consider responsibilities for development.
  - d. Review summary of NECCOG EMS Study Committee report
- 11. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Consider and act on FY 2018-19 year-end closing entries.
  - c. Consider and act on unauthorized CIP Fund expenditure at Chaplin Elementary School.
  - d. Review draft BOF bylaws.
  - e. 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.
      - e) Policy for dissemination of Personal Information of Board Members.
    - 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. Standard regular meeting agenda.
- 15. Time and place of next Regular/Special Meetings.**
  - a. **Monday, September 9, 2019: Regular Meeting @ 7:00 pm (Town Hall)**
  - b. Monday, October 21, 2019: Special Meeting @ 7:00 pm (Town Hall)
  - c. Monday, November 4, 2019: Regular Meeting @ 7:00 pm (Town Hall)
- 16. Adjourn.**

Submitted by: Richard G. Weingart, Chair