

CHAPLIN BOARD OF FINANCE  
**REGULAR MEETING AGENDA**

**Monday, January 11, 2016 – 7:00 PM – Chaplin Town Hall**

- . **Call to order by Chairperson.**
- . **Introduction of BOF members and Audience.**
- . **First Audience for Citizens.**
- . **Guests:** None Expected
- . **Additions or changes to agenda**
- . **Reports.**
  - a. First Selectman monthly report:
  - b. Staff reports:
    - Accountant: Review and accept December monthly Financial Statement; identify questions for follow up.
    - Treasurer: Monthly report.
    - Tax Collector: Review and accept monthly report; identify questions for follow up. Review result of tax sales.
    - Assessor: No report scheduled.
    - Other Staff reports:
  - c. Board Members' reports:
    - Selectmen's Meeting: January Meeting.
    - Other Board reports:
- . **Approval of Minutes.**
  - a. Regular Meeting December 14, 2015
- . **Correspondence.**
- . **Old Business.**
  - a. Review status of 2014-15 Auditors Report
  - b. Update and discussion of BOE/CES Minimum Budget Requirement shortfall status
  - c. Review BOF annual report
- 0. New Business.**
  - a. Review and approve 2016-17 BOF budget request
  - b. Discuss and act on BOF expenditure for COST conference attendance
  - c. Other urgent business.
- 1. Continuing Business.**
  - a. Review upcoming milestones and dates for BOF budget timeline for 2016-17
  - b. Monitor BOE/CES FY 2015-16 Minimum Budget Requirement (MBR).
  - c. Review Board goals and policies for FY 2016-17.
    - 1) 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) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
    - 2) Board bylaws.
    - 3) Board member handbook.
  - d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections; NECCOG Paramedic Study Committee.
- 2. Second Audience for Citizens. Note:** Comments are limited to agenda items and subject to Chair discretion.
- 3. Agenda suggestions for next meeting.**
  - a. Review status of FY 2014-15 Audit.
  - b. Review progress on Board goals and policies.
  - c. Standard regular meeting agenda.
- 4. Time and place of next Regular/Special Meetings.**
  - a. **Monday, February 8, 2016** – Regular Meeting @ **7:00 pm** (Town Hall)
  - b. **Monday, March 14, 2016** – Regular Meeting @ **7:00 pm** (Town Hall)
- 5. Adjourn.**

ubmitted by: Bruce Raymond