

CHAPLIN BOARD OF FINANCE  
**REGULAR MEETING AGENDA**

Monday, December 14, 2015 – 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 June and August monthly Financial Statements; 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: December Meeting.
    - Other Board reports:
- . **Approval of Minutes.**
  - a. 11/30/2015 Special meeting and Regular Meeting October 13, 2015
- . **Correspondence.**
- . **Old Business.**
  - a. Review and approve 2016-17 budget request letters for Town Agencies and Boards of Education
  - b. Review and approve 2016-17 Budget Policy Letter
  - c. Review 2016-17 Budget Calendar
- 0. New Business.**
  - a. Discuss and act on appointment of Cesar Beltran to full BOF member to fill the vacancy created by resignation of Diana Fiasconaro.
  - b. Approve regular BOF meeting Schedule for 2016
  - c. Election of BOF officers
  - d. Other urgent business.
- 1. Continuing Business.**
  - a. Review status of BOF member assignments to draft policies and procedures per 05/21/2015 Special meeting.
  - 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, January 12 , 2016** – Regular Meeting @ 7:00 pm (Town Hall)
  - b. Monday, February 9, 2016 – Regular Meeting @ 7:00 pm (Town Hall)
- 5. Adjourn.**

ubmitted by: Bruce Raymond