

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Monday, February 8, 2016 – 7:00 PM – Chaplin Town Hall
CANCELLED

1. Call to order by Chairperson.

2. Introduction of BOF Members and Audience.

3. Seating of Alternates.

4. First Audience for Citizens.

5. Guests: Mr. Darin Offerdahl of MAWC, LLC presenting the FY 2014-15 Chaplin Audit.

- a. Consider and act on BOF approval of FY 2014-15 Chaplin Audit.

6. Additions or changes to agenda.

7. Reports.

a. First Selectman monthly report:

b. Staff reports:

- Accountant: Review and accept January monthly Financial Statements; identify questions for follow up.
- Treasurer: Monthly report.
- Tax Collector: Review and accept monthly report; identify questions for follow up.
- Assessor: Report of October 2015 Grand List and 2014 Motor Vehicle Supplement.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's monthly meeting: R. Weingart
- Other Board reports:
 - 1) Town Attorney inquiry into appeal of FY 15-16 Education MBR shortfall: D. Dubitsky
 - 2) Report on Governor's FY 16-17 proposed budget for municipal aid: R. Weingart

8. Approval of Minutes.

- a. Regular meeting January 11, 2016.

9. Correspondence.

10. Old Business.

- a. Review and approve BOF annual report.
- b. Review and approve FY 2016-17 BOF budget request.
- c. Review BOF budget calendar.

11. New Business.

- a. Establish date for BOF Special Meeting on Budget (Feb. 22 is suggested).
- b. Review and act on BOF policy for considering Salary Equity adjustments.
- c. Other urgent business.

12. Continuing Business.

- a. Review upcoming milestones and dates for BOF budget timeline for 2016-17
- b. Monitor BOE 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.

13. Second Audience for Citizens. Note: Comments are limited to agenda items and subject to Chair discretion.

14. Agenda suggestions for next meeting.

- a. Initial review of FY 2016-17 Town Agency budgets.

15. Time and place of next Regular/Special Meetings.

- a. **Monday, February 22, 2016 – Special Budget Meeting @ 7:00 pm (Town Hall)**
- b. Monday, March 14, 2016 – Regular Meeting for Town Agency budget presentations @ 7:00 pm (Town Hall)
- c. Monday, March 21, 2016 – Special Meeting for BOE/CES budget presentation @ 7:00 pm (Town Hall)

16. Adjourn.