

**BOARD OF FINANCE
SPECIAL
MEETING AGENDA
7:00 PM**

November 21, 2017
Municipal Building
1 Municipal Drive, Canterbury, CT

- I. Call to Order – 1 minute**
- II. Establishment of Quorum – 1 minute** (Time Check 7:01 PM)
- III. Pledge of Allegiance – 1 minute** (Time Check 7:02 PM)
- IV. Appointment of Temporary Chairman
(until permanent Chairman is elected) – 5 minutes** (Time Check 7:03 PM)
- V. Appointments – 15 minutes** (Time Check 7:08 PM)
 - 1. Appointment to fill 4 year regular/full member position vacated by Raymond Sulich. Appointment to expire until the next municipal election 11/5/2019 (end of term 11/16/21).
 - 2. Appointment to fill 2 year regular/full member position vacated by Mathiew Bruneaux. Appointment to expire until the next municipal election 11/5/2019 (end of term 11/19/2019).
- VI. Recess for Swearing in of newly appointed Board Members – 5** (Time Check 7:23 PM)
- VII. Election of Board of Finance Officers – 15 minutes** (Time Check 7:28 PM)
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Secretary
- VIII. Public Comment - Agenda Items only – 10 minutes – limit 2 minutes per**
speaker/subject. The same speaker may not comment again until all other comments on
the subject have been heard. The Board reserves the right to extend the period or to
move the agenda. (Time Check 7:43 PM)

IX. New Business – 60 minutes

(Time Check 7:53 PM)

1. Review of unaudited FY2016/2017 year end financials. **UNOFFICIAL, UNAUDITED** financial data.
2. Review of FY2015/2016 audit findings (recommendations made by auditor for process improvement of financial systems and procedures.
3. Review of Audit Response Committee findings, job descriptions for Financial Consultant and Treasurer.
4. Recommendation for funding of Financial Consultant (line 4-0210) in FY2017-18 budget. **Discussion and possible board action.**
5. Discussion of State Budget revenues/grants specifically what cuts were made to what revenue streams in the Town budget.
6. Determine and communicate department budgets based on initial budget proposals and target balances as affected by State Budget grant reductions. **Discussion and possible board action.**
7. Budget Update, discussion and Expenditure/Revenue Spreadsheet FY2017-18
8. Set meeting date for feedback from Town Departments relating to target balances. **Discussion and possible board action.**
9. Set date for 2017-2018 Budget Public Hearing. **Discussion and possible board action.**

IX. Adjournment – 1 minute

(Time Check 8:53 PM)

Respectfully Submitted,

Patricia A. Tracey
Secretary, Canterbury Board of Finance

NOTE: The Canterbury Board of Finance reserves the right to allow public comment during agenda items annotated as items which may lead to possible Board action within the constraints of a special meeting under the Connecticut GCS of the Freedom of Information Act. Public comment must be limited to discussion of items pertaining to agenda items only. This measure will be allowed at the discretion of the Board of Finance Chairman and only while the comments remain productive, and the meeting is progressing at a reasonable pace.