Vice-Chair Bruce Raymond called the meeting to order at 7:00 PM. Present were Board members, Jean Lambert, Marc Johnson and alternate Cesar Beltran seated for absent Board member Dick Weingart. Unable to attend was Board member Doug Dubitsky. Others present were First Selectman Matt Cunningham and Emergency Director Jim Randall.

3. **FIRST AUDIENCE FOR CITIZENS:**
   Jim Randall presented request for new and repair of existing dry hydrants. The hydrant at the intersection of Tower Hill Road and Federal Road needs a new filter and fitting (it has been inoperable for a while). The cost would be approximately $500. A dry hydrant for Cedar Swamp Road and Darling Pond could be installed through a Forestry Grant up to $1,500 that is due by December 31st.

4. **GUESTS:** None

5. **ADDITIONS OR CHANGES TO AGENDA:**
   Motion to change item #6b to Review and accept October and November monthly Financial Statements, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously

6. **REPORTS:**
   a. **First Selectman monthly report:**
   - A water test was done at the Library/Senior. The clean water tap in the basement needs to be fixed.
   - STEAP Grants are proposed for the North Bear Hill Road project. There are funds in the budget for Town Engineering ($13,000). Road drainage will be wrapped into the project.
   - Bujak Road and Tower Hill Road projects are done.
   - Working with Algonquin Public Relations Ed Harney on permit ($118,000 estimate) that may be part of solution for MBR.
   - Scotland contributed $500 towards the basketball program.
   - There is $138,000 left from the 1st STEAP Grant. An extra $200,000 was awarded from the state.
   - The Transfer Station position was posted.
   - The GIS mapping system has been switched to MainStreet GIS with an approximate savings of 25%.

   b. **Staff reports:**
   - **Accountant:** **Review and accept October and November monthly Financial Statements; identify questions for follow up:**
     Motion to accept the October and November Financial Statements, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously.

   - **Treasurer:** **Monthly report:** None

   - **Tax Collector:** **Review and accept monthly report; identify questions for follow up. Review result of tax sales:** No Report

   - **Assessor:** No report scheduled

   - **Other staff reports:** None

c. **Board Members reports:**
- **Selectmen's Meeting: December Meeting**
  Bruce Raymond presented the highlights of the Selectmen's meeting:
  - A copy of the Hampton/Chaplin Ambulance contract was received.

- **Other Board reports:** None

7. **APPROVAL OF MINUTES:**
   a. **11/30/2015 Special meeting and Regular Meeting October 13, 2015**
      Motion to approve special meeting of 11/30/15 and regular meeting of October 13, 2015 as presented, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

8. **CORRESPONDENCE:**
   - Letter from Dick Weingart regarding seating alternate Board members.
   - Copy of the Hampton/Chaplin Ambulance Contract.

9. **OLD BUSINESS:**
   a. **Review and approve 2016-17 budget request letters for Town Agencies and Boards of Education:**
      Motion to approve 2016-17 Budget Request Letters for Town Agencies and Boards of Education as presented, contingent upon minor date changes, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

   b. **Review and approve 2016-17 Budget Policy Letter:**
      Motion to approve 2016-17 Budget Mission Statement, Policies and Guidelines as presented, was made by Marc Johnson, seconded by Jean Lambert and carried unanimously.

   c. **Review 2016-17 Budget Calendar:** Will review at the next meeting

10. **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:**
       Motion to appoint Cesar Beltran as a full BOF member to fill the vacancy created by resignation of Diana Fiasconaro, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

    b. **Approve regular BOF meeting Schedule for 2016:**
       The Board was presented with meeting schedule for 2016. The Board of Finance meets on the 2nd Monday of the month at 7pm at the Town Hall unless otherwise noted.

January 11	July 11
February 8	August 8
March 14	September 12
April 11	October 11 (Tuesday at 7:15pm due to Columbus Day)
May 9 (Annual Town Meeting)	November 14
June 13	December 12

       Motion to approve regular BOF Meeting Schedule for 2016 as listed above, was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

    c. **Election of BOF officers:**
Bruce Raymond suggested re-electing the current slate of officers.
Motion to re-elect the current slate of officers with Dick Weingart as Board Chair, Bruce Raymond as Board Vice-Chair and Jean Lambert as Secretary, was made by Marc Johnson, seconded by Cesar Beltran and carried unanimously.

    d. **Other urgent business:** None

11. 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:**
Diana Fiasconaro will be asked for an update for the next meeting.

12. SECOND AUDIENCE FOR CITIZENS:
Jim Randall asked if he could make a recommendation for CIP funding. Bruce Raymond reported that recommendations should be presented to the CIP Committee through the Board of Selectman's office.

13. 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

14. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:
    a. Monday, January 11, 2016 – Regular Meeting @ 7pm (Town Hall)
    b. Monday, February 8, 2016 – Regular Meeting @ 7pm (Town Hall)

15. ADJOURN:
Motion to adjourn (8:18 PM) was made by Jean Lambert, seconded by Marc Johnson and carried unanimously.

Minutes will be approved at the next regular meeting.

Respectfully submitted by Kathleen Scott
Recording Secretary