

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA

Monday, August 24, 2015 – 7:00 PM – Chaplin Town Hall

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF members and Audience.**
- 3. First Audience for Citizens.**
- 4. Guests:** None expected.
- 5. Additions or changes to Agenda:** None permitted.
- 6. Reports.**
 - a. First Selectman monthly report:
 - b. Staff reports:
 - Accountant: Review and accept June and July monthly Financial Statements; identify questions for follow up.
 - Treasurer: Monthly report.
 - Tax Collector: Review and accept June monthly reports; identify questions for follow up. Review pending tax sales.
 - Assessor: No report scheduled.
 - Other Staff reports:
 - c. Board Members' reports:
 - Selectmen's Meeting – June 16 & August 6, 2015: R. Weingart
 - FY 2014-15 Annual Report: D. Fiasconaro
 - Legislative report: D. Dubitsky
 - Other Board reports:
- 7. Approval of Minutes.**
 - a. 06/08/2015 regular meeting.
- 8. Correspondence.**
- 9. Old Business.**
 - a. Review FY 2014-15 BOE/CES budget deficit and FY 2015-16 Minimum Budget Requirement (MBR).
 - b. Review draft of revised BOF Agency Budget Management policy.
- 10. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - 1) CVFD request for additional firefighter turnout gear.
 - b. Consider and act on FY 2015-16 Town Revenue budget.
 - c. Consider and act on FY 2014-15 budget transfers to close fiscal year.
 - d. Consider and act on application for Office of Policy and Management (OPM) Neglected Cemetery Grant.
 - e. Review status of FY 2014-15 Audit.
 - f. Review Chaplin/Hampton Ambulance Corps contract for Chaplin.
 - g. Other urgent business.
- 11. Continuing Business.**
 - a. Review status of BOF member assignments to draft policies and procedures per 05/21/2015 Special meeting.
 - b. Monitor FY 2014-15 BOE/CES budget deficit and FY 2015-16 Minimum Budget Requirement (MBR).
 - c. Review Board goals and policies for FY 2015-16.
 - 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.
- 12. Second Audience for Citizens. Note:** Comments are limited to agenda items and subject to Chair discretion.
- 13. Agenda suggestions for next meeting.**
 - a. Invite BOE and Staff to present final results for FY 2014-15 budget and FY 2015-16 MBR.
 - b. Review status of FY 2014-15 Audit.
 - c. Review progress on Board goals and policies.
 - d. Standard regular meeting agenda.
- 14. Time and place of next Regular/Special Meetings.**
 - a. Monday, September 14, 2015 – Regular Meeting @ 7:00 pm (Town Hall)
 - b. **Tuesday, October 13, 2015 – Regular Meeting @ 7:15 pm (Town Hall)**
- 15. Adjourn.**