

CHAPLIN BOARD OF FINANCE  
**REGULAR MEETING AGENDA**

Monday, February 10, 2014 – 7:00 PM – Chaplin Town Hall

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF members and Audience.**
- 3. Guests:** None invited.
- 4. First Audience for Citizens.**
- 5. Additions or changes to Agenda.**
- 6. Reports.**
  - a. First Selectman monthly report:
  - b. Staff reports:
    - Accountant: Review and accept monthly Financial Statements.
    - Treasurer: Monthly report.
    - Tax Collector: Reports are provided quarterly – next report in April 2014.
    - Assessor: October 2013 Grand List and 2012 Motor Vehicle Supplemental List assessment.
    - Other Staff reports:
  - c. Board Members' reports:
    - Selectmen's Meeting: February 6, 2014
    - Other Board reports: FY 2012-13 Annual Report
- 7. Approval of Minutes.**
  - a. Regular Meeting: 01/10/2013.
- 8. Correspondence.**
- 9. Old Business.**
  - a. FY 2014-15 budget procedures and pertinent documents:
    - 1) BOF Budget & CIP Policies, Budget calendar, other related documents.
    - 2) Approve BOF 2014-15 budget request.
  - b. Chaplin/Hampton Ambulance Corps contract and future cost projections.
    - o Meeting with Ambulance Corps is proposed for week of 02/17: Chaplin and Hampton BOS & BOF chairs invited.
- 10. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
    - o Close MBIA accounts per Treasurer request.
  - b. Consider and act on MAWC proposal for two-year budget forecast.
  - c. Review draft CIP budget for FY 14-15 (recently distributed).
- 11. Continuing Business.**
  - a. Update on CVFD plans for fire truck and vehicle replacement/repair progress.
  - b. Review of FY 2011-12 Audit response as requested by OPM – Municipal Finance Services.
    - Determine action plan in coordination with BOS and MAWC, Auditors.
  - c. BOE Non-Lapsing Carryover Fund Account Procedures.
  - d. Review Chaplin/Hampton Ambulance Corps contract and future cost projections.
  - e. Review CES Teacher contract settlement.
  - f. Uniform Chart of Accounts (UCOA) for Municipal revenues and expenditures.
- 12. Second Audience for Citizens. Note:** Comments are limited to agenda items and subject to Chair discretion.
- 13. Agenda suggestions for next meeting.**
  - a. Continue FY 2014-15 budget process.
    - Budget and CIP policies, Budget calendar, etc.
    - Review Agency budget requests submitted to date.
- 14. Time and place of next Regular/Special Meetings.**
  - a. Monday, February 24, 2014 – Special Meeting @ 7:00 pm (Town Hall) - Review FY 2014-15 Budget requests
  - b. Monday, March 10, 2014 – Regular Meeting @ 7:00 pm (Town Hall) - Town Agency Budget presentations
  - c. Monday, March 17, 2014 – Special Meeting @ 7:00 pm (Town Hall) - Board of Education Budget presentation
- 15. Adjourn.**

Submitted by: Richard G. Weingart, Chair