

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, December 8, 2014 – 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 anticipated.
- 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: Review and accept October reports.
 - Assessor: Ad hoc reports on significant activities.
 - Other Staff reports:
 - c. Board Members' reports:
 - Selectmen's Meeting: December 4, 2014: R. Weingart
 - Other Board reports:
 - FY 2013-14 Annual Report: D. Fiasconaro
- 7. Approval of Minutes.**
 - a. 11/10/2014 – Regular meeting.
- 8. Correspondence.**
- 9. Old Business.**
 - a. Consider and act on appointment of Alternate BOF members.
 - b. Review FY 2013-14 Audit progress.
 - c. Continue with tasks to initiate FY 2015-16 budget process.
 - 1) Consider and act on BOF budget correspondence to Board of Education.
 - 2) Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies.
 - 3) Review draft FY 2015-16 Budget calendar.
- 10. New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on funding request for BOF members to attend C.O.S.T. 2015 Town Meeting (January 15)
 - c. Review Chaplin/Hampton Ambulance Corps contract.
 - d. Other urgent business.
- 11. Continuing Business.**
 - a. Monitor FY 14-15 BOE/CES budget for Special Education costs.
 - b. Review Board initiatives and goals for FY 2014-15.
 - 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).
 - 2) Board bylaws.
 - 3) Board member handbook.
 - c. BOE Non-Lapsing Carryover Fund Account Procedures.
 - 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. Review FY 2013-14 Audit with MAWC.
 - b. Review FY 2014-15 budget process – timeline, tasks, and procedures.
 - c. Review progress on Board goals and initiatives for FY 2014-15.
 - d. Guest(s): MAWC Auditors.
- 14. Time and place of next Regular/Special Meetings.**
 - a. Monday, January 12, 2015 – Regular Meeting @ 7:00 pm (Town Hall)
 - b. Monday, February 9, 2015 – Regular Meeting @ 7:00 pm (Town Hall)
- 15. Adjourn.**

Submitted by: Richard G. Weingart, Chair