

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, January 12, 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: MAWC Presentation of FY 2013-14 Audit.**
 - a. BOF to consider and act on Audit report.
5. **Additions or changes to Agenda:**
6. **Reports.**
 - a. First Selectman monthly report:
 - b. Staff reports:
 - Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
 - Treasurer: Monthly report.
 - Tax Collector: Review and accept monthly reports; identify questions for follow up.
 - Assessor: Ad hoc reports as submitted.
 - Other Staff reports:
 - c. Board Members' reports:
 - Selectmen's Meeting: January 5, 2015: R. Weingart
 - Other Board reports:
 - FY 2013-14 Annual Report: D. Fiasconaro
 - Chaplin/Hampton Ambulance Corps contract update: D. Fiasconaro
7. **Approval of Minutes.**
 - a. 12/08/2014 – Regular meeting.
8. **Correspondence.**
 - Letter from Noelle Cormier in response to minutes from BOE meeting.
9. **Old Business.**
 - a. **Consider and act on BOF FY 2015-16 budget.**
 - b. Continue with tasks related to FY 2015-16 budget process.
 - 1) Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies.
 - 2) Review draft FY 2015-16 Budget calendar.
 - 3) RSD11 FY 2015-16 budget: Reduced Chaplin enrollment (as of 10/01/2014) and projected Assessment percentage decrease.
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 chair to attend GFOA-CT Winter meeting (February 5).
 - c. **Consider rescheduling February BOF meeting (Chair schedule conflict).**
 - d. Other urgent business.
11. **Continuing Business.**
 - a. Consider and act on appointment of Alternate BOF members.
 - b. Monitor FY 14-15 BOE/CES budget for Special Education costs.
 - c. 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.
 - d. BOE Non-Lapsing Carryover Fund Account Procedures.
 - e. 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 2015-16 budget process – timeline, tasks, and procedures.
 - b. Begin review of Agency budget requests.
 - c. Review progress on Board goals and initiatives for FY 2014-15.
14. **Time and place of next Regular/Special Meetings.**
 - a. **Monday, February 9, 2015 – Regular Meeting @ 7:00 pm (Town Hall): May be rescheduled.**
 - b. Monday, March 9, 2015 – Regular Meeting @ 7:00 pm (Town Hall): Town Agency budget presentations.
 - c. Monday, March 16, 2015 – Special Meeting @ 7:00 pm (Town Hall): Chaplin BOE budget presentation.
15. **Adjourn.**

Submitted by: Richard G. Weingart, Chair