

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, September 14, 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: Board of Education members and CES Administration.

- a. Review details of CES FY 14-15 final budget deficit and answer BOF questions.
- b. Administration recommended course of action re: FY 15-16 Minimum Budget Requirement.
- c. BOF: Consider and act on recommendation that the sum of \$190,193 be transferred from the General Fund to the FY 14-15 Board of Education budget subject to final approval at a Town Meeting.

5. Additions or changes to Agenda:

6. Reports.

a. First Selectman monthly report:

b. Staff reports:

- Accountant: Review and accept June and August 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 result of tax sales.
- Assessor: No report scheduled.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's Meeting: September meeting cancelled.
- FY 2014-15 Annual Report: D. Fiasconaro
- Other Board reports:

7. Approval of Minutes.

- a. 08/24/2015 Special meeting.

8. Correspondence.

- a. Letter from Supt. Henrici regarding RSD11 teacher negotiations.

9. Old Business.

- a. 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 2014-15 budget transfers to close fiscal year.
- c. Review status of FY 2014-15 Audit.
- d. Review Chaplin/Hampton Ambulance Corps contract for Chaplin.
- e. 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 BOE/CES 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 First Selectman and Tax Collector to provide pertinent activity update.
- 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. **Tuesday, October 13, 2015** – Regular Meeting @ **7:15 pm** (Town Hall)
- b. Monday, November 9, 2015 – Regular Meeting @ 7:00 pm (Town Hall)

15. Adjourn.

Submitted by: Richard G. Weingart, Chair