

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA
Tuesday, October 13, 2015 – 7:15 PM – Chaplin Town Hall

1. Call to order by Chairperson.

2. Introduction of BOF members and Audience.

3. First Audience for Citizens.

4. Guests: Ms. Gay St. Louis, Windham/Chaplin Tax Collector re:

- a. June 30 Collection reports; FY 14-15 Collections review; overall status of delinquent taxes.

5. Additions or changes to Agenda:

6. Reports.

a. First Selectman monthly report:

b. Staff reports:

- Accountant: Review and accept September Financial Statements; identify questions for follow up.
- Treasurer: Monthly report.
- Tax Collector: See item #4.
- Assessor: No report scheduled.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's Meeting: October – R. Weingart
- FY 2014-15 Annual Report: D. Fiasconaro
- Other Board reports:

7. Approval of Minutes.

- a. 09/14/2015 meeting.

8. Correspondence.

- a. E-mail from COST re: State reductions in municipal funding.
- b. E-mail from First Selectman re: Darling Pond STEAP grant.
- c. E-mail from Supt. Henrici re: CES Special Education costs.
- d. E-mail from OPM staff re: STEAP grant omission from State Single Audit for FY 13-14.

9. Old Business.

- a. Review status of FY 2014-15 Audit.
- 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.
- b. Consider and act on recommendation that the sum of \$28,275 be transferred from the General Fund to line 37100 – Resident Trooper Salary for the remainder of FY 2015-16, subject to final approval at a Town Meeting.
- c. Consider and act on recommendation that the sum of \$450,000 in previously awarded STEAP grant funds be transferred from the Bedlam Road Bridge project to the North Bear Hill Road Bridge project, subject to final approval at a Town Meeting.
- d. 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. Approve FY 2016-17 budget request letters for Town agencies and Board of Education.
- 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, November 9, 2015 – Regular Meeting @ 7:00 pm (Town Hall)
- b. Monday, December 14, 2015 – Regular Meeting @ 7:00 pm (Town Hall)

15. Adjourn.

Submitted by: Richard G. Weingart, Chair