

CHAPLIN BOARD OF FINANCE
REGULAR MEETING AGENDA

Monday, March 10, 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: Agency Representatives to Present Budget Proposals.

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. Review Budget Forecast process and status.
- Tax Collector: Reports are provided quarterly – next report in April 2014.
- Assessor: Monthly report on significant activities.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's Meeting: March 6, 2014
- Other Board reports:
 - FY 2012-13 Annual Report
 - WINCOG Committee on EMS services

7. Approval of Minutes.

- a. Regular Meeting: 02/10/2014; Special Meeting: 02/24/2014.

8. Correspondence.

9. Old Business.

- a. FY 2014-15 budget procedures and pertinent documents:
1) BOF Budget & CIP Policies, Budget calendar, other related documents.
- b. Chaplin/Hampton Ambulance Corps contract and future cost projections.
1) Meeting TBD.

10. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Consider and act on MAWC proposal for two-year budget forecast.
- c. Review Agency budgets.
1) Identify budgets that require additional information and assign follow up for March 17 meeting.
2) **DRAFT** Chaplin BOE budget proposals.
3) **DRAFT** RSD11 BOE budget proposals.

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. Chaplin BOE budget presentation.
- b. 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, March 17, 2014 – Special Meeting @ 7:00 pm (Town Hall) - Board of Education Budget presentation
- b. Monday, March 31, 2014 – Special Meeting @ 7:00 pm (Town Hall)
- Budget workshop to prepare for Public Hearing.
- c. Monday, April 14, 2014 – Regular Meeting @ 7:00 pm (Senior Center) - Public Hearing on FY 2014-15 Budget

15. Adjourn.

Submitted by: Richard G. Weingart, Chair