

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA

Monday, September 22, 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 expected.
5. **Additions or changes to Agenda:** None permitted.
6. **Reports.**
 - a. First Selectman monthly report:
 - b. Staff reports:
 - Accountant: Review and accept monthly Financial Statements.
 - Treasurer: Monthly report.
 - Tax Collector: Review most recent report.
 - Assessor: Monthly report on significant activities.
 - Other Staff reports:
 - c. Board Members' reports:
 - Selectmen's Meeting: September 4, 2014: R. Weingart
 - Other Board reports:
 - FY 2013-14 Annual Report: D. Fiasconaro
7. **Approval of Minutes.**
 - 08/11/2014 – Regular meeting;
8. **Correspondence.**
9. **Old Business.**
 - a. FY 2013-14 budget issues.
 - Review and approve funds transfers and budget line adjustments to close out FY 2013-14.
 - b. Review FY 2013-14 Audit progress.
 - c. Continue critique of FY 2013-14 budget process – timeline and review procedures.
 - d. Prioritize Board initiatives and goals for 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 can they be added and cost documentation).
 - 2) Board bylaws.
 - 3) Board member handbook.
10. **New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Review approved Town ordinance for Alternate BOF members – effective 09/27/2013.
 - c. Consider and act on R. Weingart request for \$175 fee to attend annual CCM Convention (other members also?)
 - d. Other urgent business.
11. **Continuing Business.**
 - a. BOE Non-Lapsing Carryover Fund Account Procedures.
 - b. Review Chaplin/Hampton Ambulance Corps contract and future cost projections.
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 progress.
 - b. Critique FY 2014-15 budget process – timeline and review procedures.
 - c. Review progress on Board goals and initiatives for 2014-15.
 - d. Guest: Tax Collector or Ambulance Corps.
14. **Time and place of next Regular/Special Meetings.**
 - a. Tuesday, October 14, 2014 – Special Meeting @ 7:15 pm (Town Hall)
 - b. Monday, November 10, 2014 – Regular Meeting @ 7:00 pm (Town Hall)
15. **Adjourn.**

Submitted by: Richard G. Weingart, Chair