

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA

Tuesday, October 14, 2014 – 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: Monthly Reports

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: October 2, 2014: R. Weingart
- Other Board reports:
 - FY 2013-14 Annual Report: D. Fiasconaro

7. Approval of Minutes.

a. 09/22/2014 – Special meeting.

8. Correspondence.

9. Old Business.

- a. Review FY 2013-14 Audit progress.
- b. Review appointment of Alternate BOF members.

10. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Consider and act on Chaplin BOE request to use Non-Lapsing Carryover Fund for school security upgrades.
- c. Initiate FY 2015-16 budget process.
 - 1) Review policies.
 - 2) Review BOF correspondence to Town agencies.
 - 3) Review budget calendar.
 - 4) Discuss procedures for handling documents pertaining to budget requests.
- d. Other urgent business.

11. Continuing Business.

- a. Review 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 they can be added and cost documentation).
 - 2) Board bylaws.
 - 3) Board member handbook.
- b. BOE Non-Lapsing Carryover Fund Account Procedures.
- c. 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 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(s): Chaplin/Hampton Ambulance Corps.

14. Time and place of next Regular/Special Meetings.

- a. Monday, November 10, 2014 – Regular Meeting @ 7:00 pm (Town Hall)
- b. Tentative: Late November 2014 – Special Meeting to review FY 2013-14 Audit @ 7:00 pm (Town Hall)
- c. Monday, December 8, 2014 – Regular Meeting @ 7:00 pm (Town Hall)

15. Adjourn.

Submitted by: Richard G. Weingart, Chair