

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA

Monday, February 23, 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: Chandler Rose, Assessor

- a. Report on October 2014 Grand List and answer Board questions.

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; identify questions for follow up.
- Treasurer: Monthly report; Discussion/Action re: moving Non-Lapsing BOE Fund into General Fund Restricted line item
- Tax Collector: Review and accept monthly reports; identify questions for follow up.
- Assessor: Report on October 2014 Grand List.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's Meeting: February 5, 2015: R. Weingart
- Other Board reports:
 - FY 2013-14 Annual Report; Chaplin/Hampton Ambulance Corps contract update: D. Fiasconaro
 - GFOA-CT Quarterly Meeting: R. Weingart

7. Approval of Minutes.

- a. 01/12/2015 – Regular meeting.

8. Correspondence.

9. Old Business.

- a. Continue with tasks related to FY 2015-16 budget process.
 - 1) Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies.
 - 2) Review draft FY 2015-16 Budget calendar.

10. New Business.

- a. Consider and act on funds transfers and budget line additions/adjustments as requested.
- b. Appt. of Alternate BOF member: Jason Chilly.
- c. Review FY 2015-16 Budget data and procedures:
 - 1) Agency requests; BOS recommendation re: Town Clerk salary.
 - 2) CIP Committee recommendations; BOE request to use Non-Lapsing funds for equipment purchase.
 - 3) Administrative Assistant help with Budget workbook.
- d. Governor's Budget funding implications for Chaplin.
- e. Other urgent business.

11. Continuing Business.

- a. Consider and act on appointment of Alternate BOF members.
- b. Monitor FY 14-15 BOE/CES budget for Special Education costs.
- c. Review Board initiatives and goals for FY 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; Board member handbook.
- d. BOE Non-Lapsing Carryover Fund Account Procedures.
- e. 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. Agency budget presentations.
- b. Review FY 2015-16 budget process – timeline, tasks, and procedures.
- c. Continue review of Agency budget requests.
- d. Review progress on Board goals and initiatives for FY 2014-15.

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