

CHAPLIN BOARD OF FINANCE  
**REGULAR MEETING AGENDA**

Monday, June 8, 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:** Ms. Gay St. Louis, Windham/Chaplin Tax Collector re:
  - a. May Collection reports; FY 14-15 Suspense List; Tax Sales.
- 5. Additions or changes to Agenda:**
- 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.
    - Tax Collector: Review and accept monthly reports; identify questions for follow up.
    - Assessor: No report scheduled.
    - Other Staff reports:
  - c. Board Members' reports:
    - Selectmen's Meeting – June 4, 2015: R. Weingart
    - FY 2014-15 Annual Report: D. Fiasconaro
    - Legislative report: D. Dubitsky
    - Other Board reports:
- 7. Approval of Minutes.**
  - a. 05/21/2015 – Special meeting.
- 8. Correspondence.**
- 9. Old Business.**
  - a. Review and act on salary equity increase requests for Town Clerk and Administrative Assistant.
  - b. Monitor FY 14-15 BOE/CES budget and projected deficit.
    - Review BOE Attorney opinion re: Minimum Budget Requirement (MBR).
  - c. Review and potential approval of revised BOF Agency Budget Management policy.
  - d. Review status of BOF member assignments to draft policies and procedures per 05/21/2015 Special meeting.
- 10. New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Review Chaplin/Hampton Ambulance Corps contract received from Hampton.
  - c. Other urgent business.
- 11. Continuing Business.**
  - a. Appointment of Alternate BOF members.
  - b. Monitor FY 2014-15 BOE/CES budget deficit.
  - 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.
    - 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 2015-16 Town Revenue budget.
  - b. Review/approve revised BOE Non-Lapsing Carryover Fund account Procedures.
  - c. Review FY 2014-15 Audit kick-off meeting (June 24).
  - d. Review progress on Board goals and initiatives for FY 2014-15.
- 14. Time and place of next Regular/Special Meetings.**
  - a. Monday, July 13, 2015 – Regular Meeting @ 7:00 pm (Town Hall)
  - b. Monday, August 10, 2015 – Regular Meeting @ 7:00 pm (Town Hall)
- 15. Adjourn.**

Submitted by: Richard G. Weingart, Chair