

CHAPLIN BOARD OF FINANCE  
**SPECIAL MEETING AGENDA**

Monday, March 16, 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: Chaplin Board of Education Budget Presentation.**

**5. Additions or changes to Agenda:** None permitted.

**6. Reports.**

a. First Selectman monthly report: Not scheduled.

b. Staff reports:

- Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
- Treasurer: Not scheduled.
- Tax Collector: Review and accept monthly reports; identify questions for follow up.
- Assessor: Not scheduled.
- Other Staff reports:

c. Board Members' reports:

- Selectmen's Meeting - March 5, 2015: Not scheduled.
- Other Board reports:
  - FY 2013-14 Annual Report; Chaplin/Hampton Ambulance Corps contract update: D. Fiasconaro

**7. Approval of Minutes.**

a. 02/23/2015 – Special meeting; 03/09/2015 – Regular Meeting.

**8. Correspondence.**

**9. Old Business.**

- a. Continue with tasks related to FY 2015-16 budget.
- 1) Consider and act on establishing BOF sub-committee to review all non-standard requests for salary increases.
  - 2) Agency requests – determine additional information required; Board member budget assignments.
  - 3) CIP Committee recommendations; BOE request to use Non-Lapsing funds for equipment purchase.
  - 4) Review draft FY 2015-16 General Fund and Capital Non-Recurring (CIP) Fund policies.
  - 5) Review draft FY 2015-16 Budget calendar.
  - 6) Governor's Budget funding implications for Chaplin.

**10. New Business.**

- a. Consider and act on funds transfers and budget line additions/adjustments as requested (several are pending).
- b. Consider and act on Treasurer request to change BOE Non-Lapsing Fund to General Fund Restricted Account.
- c. Consider and act on BOE request to transfer FY 2013-14 unexpended funds to BOE Non-Lapsing account/fund.
- d. Town Health Insurance policy renewal; carrier and cost.
- e. Other urgent business.

**11. Continuing Business.**

- a. Appointment of Alternate BOF members.
- b. Monitor FY 2014-15 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 Policy and Procedures.
  - 1) Policy must be updated to reflect change from separate Fund to Restricted General Fund account.
- 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. Continue with tasks related to FY 2015-16 budget.
- b. Review progress on Board goals and initiatives for FY 2014-15.

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

- a. Monday, March 30, 2015 – Special Meeting @ 7:00 pm (Town Hall): Complete Budget for Public Hearing.
- b. Monday, April 13, 2015 – Town Budget Public Hearing @ Senior Center, 7 pm.  
-- Regular Board of Finance Meeting following Public Hearing.
- c. April 2015, dates TBD – Special Meeting(s) @ 7:00 pm (Town Hall): finalize Chaplin budget for Town Meeting.

**15. Adjourn.**

Submitted by: Richard G. Weingart, Chair