

CHAPLIN BOARD OF FINANCE  
**SPECIAL MEETING AGENDA**  
**Monday, March 20, 2017 – 7:00 PM – Chaplin Town Hall**

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF members and Audience.**
- 3. Seating of Alternates.**
- 4. Audience for Citizens (limited to TEN minutes).**
- 5. Guests: Chaplin Board of Education & RSD11 Budget Presentations.  
Chaplin Board of Selectmen Budget Presentation.**
- 6. Reports.**
  - a. Board Members' reports:
- 7. Approval of Minutes.**
  - a. 03/13/2017 – Regular meeting.
- 8. Correspondence.**
- 9. Old Business.**
  - a. Review status of Town & BOF annual report.
  - b. Continue with tasks related to FY 2017-18 budget.
    - 1) Agency requests – determine additional information required; Board member budget assignments.
    - 2) Review Board of Education adopted budget.
    - 3) Review RSD11 adopted budget.
    - 4) Review CIP Committee recommendations.
    - 5) Consider impact of proposed State changes in municipal aid for FY 17-18.
    - 6) Review FY 2017-18 budget calendar.
    - 7) Review preliminary Town revenue forecast.
    - 8) Other budget issues for consideration.
  - c. Preliminary review of BOF Public Hearing budget presentation.
  - d. Consider possibility of delaying town budget approval pending State budget passage.
    - 1) Determine factors requiring research prior to budget delay decision.
- 10. New Business.**
  - a. Consider and act on funds transfers and budget line item additions/adjustments as requested.
    - 1) CVFD budget supplemental request for FY 2016-17.
  - b. Consider partial funding for BOF member attendance at 2-day QuickBooks Level 1 (Basic) training session.
  - c. Other urgent business.
- 11. Continuing Business.**
  - a. Review Board goals and policies for FY 2016-17.
    - 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).
      - c) Revise BOF Agency Budget Management policy.
      - d) BOE Non-Lapsing Carryover Account: Revise procedures to reflect change of Bank and G/F accounts.
- 12. Agenda suggestions for next meeting.**
  - a. Review and approve BOF Budget Public Hearing presentation.
- 13. Time and place of next Regular/Special Meetings.**
  - a. Thursday, March 30, 2017 – Special Meeting to approve BOF Public Hearing budget details @ 7:00 pm (Town Hall)
  - b. Monday, April 10, 2017 – Town Budget Public Hearing @ Senior Center, 7 pm.  
-- Regular Board of Finance Meeting following Public Hearing.
  - c. April 2017 (TBD) – Special Meeting(s) @ 7:00 pm (Town Hall): finalize Chaplin budget for Town Meeting.
- 14. Adjourn.**

Submitted by: Richard G. Weingart, Chair