

**CHAPLIN BOARD OF FINANCE**  
**BUDGET PUBLIC HEARING & REGULAR MEETING AGENDAS**  
**Monday, April 10, 2017 – 7:00 PM – Chaplin Senior Center**

**Budget Public Hearing for FY 2017-18 Chaplin Town and Board of Education Budgets:**

1. Open Public Hearing.
2. Introduction of BOF Members and Alternates; Board of Education Representatives.
3. Read Public Hearing Legal Notice.
4. Review Ground Rules for Public Hearing.
5. Summary Statement of Budget Process; Review Key Budget Policies and Assumptions.
6. Presentation of Board of Education and Town Budgets; Audience Questions.
7. Announce Time and Place of Future Meetings.
8. Adjourn Public Hearing.

**Board of Finance Regular Meeting (following the Budget Public Hearing):**

1. **Call to order by Chairperson.**
2. **Introduction of BOF members and Alternates.**
3. **Seating of Alternates.**
4. **Audience for Citizens.**
5. **Additions or changes to Agenda.**
6. **Guests:** Chaplin Volunteer Fire Department
  - a. Consider and act on CVFD budget supplemental request for FY 2016-17.
7. **Reports.**
  - a. First Selectman monthly report:
  - b. Staff reports:
    - Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
    - Tax Collector: Review and accept monthly Collections report; identify questions for follow up.
    - Assessor: Review of Oct. 2016 Grand List for Personal Property – Algonquin depreciation schedule.
  - c. Board Members' reports:
    - Selectmen's monthly meeting: R. Weingart
    - Legislative report: D. Dubitsky
    - Other Board reports:
8. **Approval of Minutes.** Special meeting-03/30/2017.
9. **Correspondence.** As received.
10. **FY 2017-18 Budget Workshop: Consider and Act On Budget Public Hearing Testimony and Comments.**
  - a. Consider and act on Board of Education adopted budget; Request for additional CIP funds (boiler ducting change).
  - b. Consider and act on Board of Selectmen recommended Salary increases.
  - c. Budget review and adjustment:
    - Review FY 2016-17 & FY 2017-18 budget forecasts, projected surplus/deficit, and Mill Rate implications.
    - Review Town Agency budget requests; identify agency budget adjustments with, concentration on:
      - 1) General Expenses, Board of Selectmen, Building-Grounds & Maintenance, Employee Fringe Benefits, Police Protection, Public Works, Town Memberships, Transfer Station, Volunteer Fire Department, Contingency Accounts, and others.
  - d. Review FY 2018 – 2022 CIP Plan as recommended by CIP Committee.
  - e. Review BOF budget calendar & schedule; plan for April 17, 21, & 24 budget workshops.
  - f. Other budget issues for consideration.
11. **Old/New Business.**
  - a. Review status of BOF & Town annual report.
  - b. Consider and act on BOF statement to all agencies re: budget management if/when deficit is anticipated.
12. **Agenda Suggestions for next meeting.**
  - a. Continue budget workshops.
13. **Time and place of next Regular/Special Meetings.**
  - a. **Monday, April 17, 2017; Friday, April 21, 2017; Monday, April 24, 2017.**
    - Special Meetings @ 7:00 pm (Town Hall) - Budget Workshops
  - b. **Monday, May 8, 2017 -- Annual Town Meeting and BOF Budget Presentation @ 7:00 pm (Senior Center)**
14. **Adjourn.**

Submitted by: Richard G. Weingart, Chair