

**CHAPLIN BOARD OF FINANCE  
SPECIAL MEETING AGENDA  
Monday, April 17, 2017 – 7:00 PM – TOWN HALL**

- 1. Call to order by Chairperson.**
- 2. Introduction of BOF members and Alternates.**
- 3. Seating of Alternates.**
- 4. Audience for Citizens (limited to TEN minutes).**
- 5. Additions or changes to Agenda.** None permitted.
- 6. Guests: Chandler Rose, Assessor.**
  - a. Review of Oct. 2016 Grand List for Personal Property – Algonquin & Eversource depreciation schedules.
  - b. Potential delay in setting mill rate and impact on tax bills.
- 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.
  - 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; Public hearing-04/10/2017; Regular meeting-04/10/2017.
- 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).
    - o Discuss BOF member attendance at Board of Education meeting on 04/19/2017.
  - b. Consider and act on Board of Selectmen recommended Salary increases.
  - c. Budget review and adjustment:
    - o Review FY 2016-17 & FY 2017-18 budget forecasts, projected surplus/deficit, and Mill Rate implications.
    - o 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.
    - o Review all other Town Agency budgets.
  - d. Review FY 2018 – 2022 CIP Plan as recommended by CIP Committee.
  - e. Review BOF budget calendar & schedule; plan for April 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; plan for Annual Town Budget Meeting.
- 13. Time and place of next Regular/Special Meetings.**
  - a. **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)**
  - c. **Monday, May 22, 2017 -- Special Meeting @ 7:00 pm (Town Hall) (if necessary)**
- 14. Adjourn.**