

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA
Friday, April 21, 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:** None expected.
7. **Reports.**
 - a. Staff reports:
 - Accountant: Review and accept monthly Financial Statements; identify questions for follow up.
8. **Approval of Minutes.** Special meeting-04/17/2017.
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 the following: Town Agency budget review and adjustment.
 - 1) Review FY 2016-17 budget performance.
 - 2) Review Town Agency budget requests; identify agency budget adjustments, with concentration on:
 - General Expenses, Board of Selectmen, Building-Grounds & Maintenance, Employee Fringe Benefits, Police Protection, Public Works, Town Memberships, Transfer Station, Volunteer Fire Department, Contingency Accounts.
 - 3) Review Board of Selectmen recommended Salary increases.
 - 4) Review FY 2017-18 & 2018-19 budget forecasts, projected surplus/deficit, and mill rate implications.
 - 5) **Approve FY 2017-2018 town government budget for Town Meeting.**
 - b. Consider and act on the following: CIP Fund review and adjustment.
 - 1) Review existing CIP projects for potential closure.
 - 2) Review FY 2018 – 2022 CIP Plan as recommended by CIP Committee; identify CIP plan adjustments.
 - 3) Review BOE request for additional CIP funds (boiler piping change).
 - 4) **Recommend to Town Meeting transfers between CIP projects to eliminate deficits & repurpose funding.**
 - 5) **Approve FY 2018-2022 CIP Plan for Town Meeting.**
 - c. Consider and act on the following: BOE budget review and adjustment.
 - 1) Review BOE adjusted budget.
 - 2) **Approve FY 2017-2018 BOE budget for Town Meeting.**
 - d. **Approve FY 2017-18 total town budget for Town Meeting.**
 - e. **Recommend to Town Meeting the appropriation of \$125,000 to the FY 2016-17 Board of Education (CES) budget to cover a projected budget deficit.**
 - f. Review FY 2017-18 budget calendar & schedule; plan for April 24 budget workshop and May 8 Town Meeting.
 - g. Other budget issues for consideration.
11. **Old/New Business.**
 - a. Consider and act on the following funds transfers:
 - 1) Transfer \$10,000 from General Fund account 10701.3 LoCIP Fund Balance to CIP unassigned fund balance.
 - 2) Transfer \$8,990 from General Fund account 0701.10 BOE Non-Lapsing Education to CIP unassigned fund balance.
 - b. Consider and act on changes to classification of General Fund Balances.
 - 3) Remove Assignment of \$52,721 to balance following fiscal year budget.
 - 4) Commit Fund Balance of \$125,000 to cover projected BOE/CES FY 16-17 budget deficit.
 - b. Review status of BOF & Town annual report.
 - c. 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. **Monday, April 24, 2017** -- Special Meeting @ 7:00 pm (Town Hall) - Budget Workshop
 - 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) - Budget Workshop (if necessary)
14. **Adjourn.**

Submitted by: Richard G. Weingart, Chair