

**CHAPLIN BOARD OF FINANCE
SPECIAL MEETING AGENDA
Monday, March 19, 2018 – 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.
 - Tax Collector: Review and accept monthly Collections report; identify questions for follow up.
 - c. Board Members' reports:
8. **Approval of Minutes.** Special meeting-02/26/2018; Regular meeting-03/12/2018.
9. **Correspondence.** As received.
10. **FY 2017-18 Budget Workshop:**
 - a. Consider and act on Board of Selectmen recommended Salary increases.
 - b. Budget review and adjustment:
 - Review FY 2017-18 & FY 2018-19 budget forecasts (revenue and expenditures), 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.
 - Review all other Town Agency budgets.
 - d. Review Board of Education adopted budget.
 - e. Discuss BOF member attendance at Board of Education meeting on 04/11/2018.
 - f. Review FY 2019 – 2023 CIP Plan as recommended by CIP Committee.
 - g. Review BOF budget calendar & schedule; plan for April 9 public hearing.
 - h. Schedule dates for April budget workshops.
 - i. 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. Board of Education budget presentation; continue budget workshops; plan for Budget Public Hearing.
13. **Time and place of next Regular/Special Meetings.**
 - a. **Monday, March 26, 2018:** - **Special Meeting for Board of Ed. budget presentation @ 7:00 pm (Town Hall)**
 - b. Monday, April 9, 2018:
 - Town Budget Public Hearing @ 7 pm (Senior Center)
 - Regular Board of Finance Meeting following Public Hearing
 - c. April (dates TBD) - Budget Workshops @ 7 p.m. (Town Hall)

14. **Adjourn.**

Submitted by: Richard G. Weingart, Chair