

**CHAPLIN BOARD OF FINANCE**  
**SPECIAL MEETING & BUDGET WORKSHOP AGENDA**  
**Wednesday, April 22, 2020 – 7:00 PM – REMOTE MEETING**

**PLEASE NOTE:** Due to the COVID-19 pandemic the town hall building is closed to the public until further notice. This meeting is still scheduled with the option to conference in via phone by calling the number below and entering in the access code when prompted:

Phone Number: (Toll Free): [1 877-568-4106](tel:18775684106) Access Code: [164-893-005](tel:164893005)

This meeting will also be recorded, and an audio file will be available on the town website ([www.chaplinct.org](http://www.chaplinct.org)) 7 business days following the meeting. **REMINDER:** The public is allowed to speak only during Audience for Citizens or at the discretion of the chair.

- 1. Call to order by Chairperson and Reading of ‘Go To Meeting’ Remote Meeting Procedures.**
- 2. Introduction of BOF Members, Alternates, and Guests.**
- 3. Seating of Alternates.**
- 4. First Audience for Citizens (limited to TEN minutes).**
- 5. Guests:** None expected.
- 6. Approval of Minutes.**
  - a. Special meeting-April 20, 2020.
- 7. Budget Workshop for FY 2020-21.**
  - a. Consider and act on Legal Notice for Remote Budget Public Hearing.
  - b. Review Town agency budget requests requiring follow up.
  - c. Review Board of Education/CES budget, RSD11 PHMS/HS Budget, and COC Budget for FY 2020-21 and identify questions/comments for Boards of Education.
    - 1) Review Chaplin potential assessment of RSD11 budget.
  - d. Review FY 2021 – 2025 Capital Projects Plan (CIP) as proposed by CIP Committee on March 12<sup>th</sup>, 2020.
  - e. Review preliminary FY 2020-21 overall town budget forecast (Government Operations, Capital (CIP), & Education).
    - 1) Examine use of Unallocated Fund Balance.
    - 2) Review mill rate.
    - 3) Review tax collection rate (%.%) or alternative assignment of Fund Balance for anticipated loss of tax revenue.
  - f. Review BOF Budget Development Calendar for FY 2020-21.
  - g. Establish dates for Remote Public Hearing and Remote Budget Approval Meetings (need date options for scheduling Board of Education representatives).
  - h. Review and accept Financial Statements; identify questions for follow up.
    - 1) March 2020 Town statements.
    - 2) February 2020 Board of Education statements.
  - i. Other budget issues for consideration.
- 8. Old/New Business.**
  - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
  - b. Review completed CIP projects for potential closure.
- 9. Second Audience for Citizens. Note: Comments limited to agenda items & subject to Chair discretion (5 minutes).**
- 10. Agenda suggestions for next Regular/Special meeting.**
  - a. BOF budget workshop.
- 11. Time and place of next Regular/Special Meetings.**
  - a. **Monday, April 27, 2020: Special Meeting and Budget Workshop @ 7:00 pm (Remote DIAL IN)**
  - b. **Wednesday, April 29, 2020: Special Meeting and Budget Workshop @ 7:00 pm (Remote DIAL IN)**
  - c. **Date & Time – TBD: Special Meeting for Town Budget Public Hearing @ 7 pm (Remote DIAL IN)**
  - d. **Date & Time – TBD: Special Meeting to Approve Town Budget & Set Mill Rate @ 7:00 pm (Remote DIAL IN)**
- 12. Adjourn.**

Submitted by: Richard G. Weingart, Chair