

CHAPLIN BOARD OF FINANCE
SPECIAL MEETING & BUDGET WORKSHOP AGENDA
Monday, April 27, 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): **1 877 309 2073** Access Code: **780-293-965**

This meeting will also be recorded, and an audio file will be available on the town website (www.chaplinct.org) 7 (seven) 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 22, 2020.
- 7. Budget Workshop for FY 2020-21.**
 - a. Review Town agency budget requests as necessary.
 - b. Review Board of Education/CES budget, RSD11 PHMS/HS Budget, and COC Budget for FY 2020-21 as necessary.
 - c. Review FY 2021 – 2025 Capital Projects Plan (CIP) as proposed by CIP Committee on March 12th, 2020 as necessary.
 - d. 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.
 - e. Review BOF Budget Development Calendar for FY 2020-21.
 - f. Establish date for Remote Budget Approval Meeting.
 - g. Review and accept Financial Statements; identify questions for follow up.
 - 1) March 2020 Town statements.
 - 2) February 2020 Board of Education statements.
 - h. Consider and act on budget explanatory notes.
 - i. Consider and act on preliminary town budget for presentation at Budget Public Hearing.
 - j. Review BOF Budget Development Calendar for FY 2020-21.
 - k. Other budget issues for consideration.
- 8. Old/New Business.**
 - a. Consider and act on funds transfers and budget line additions/adjustments as requested.
 - b. Consider and act on appointment of auditor for FY 2019-20.
 - c. 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 (if necessary) or BOF Budget Public Hearing.
- 11. Time and place of next Regular/Special Meetings and Events:**
 - a. **Wednesday, April 29, 2020: Special Meeting and Budget Workshop @ 7:00 pm (Remote DIAL IN)**
 - b. **Saturday, May 2, 2020: Publish Legal Notice for Town Budget Public Hearing**
 - c. **Monday, May 11, 2020: 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