

10/30/15

FY17 BUDGET & TOWN MEETING PLANNING CALENDAR

2015-2016

PLANNED DATE	TASK, ACTION, DEADLINE	PRIMARY RESPONSIBILITY
Tuesday, July 28th	Issue FY2017-FY2021 Capital Improvement Plan request forms	Finance Director
Friday, September 11 th	Dept. CIP requests due to Budget & Finance	Department Heads, School Supt
Tues., Oct 6th & Wed., Oct. 7th	Staff review of Departmental CIP requests	Town Manager, Dept. Heads, School Supt.
Thursday, October 29th	Advertise Tax Classification Hearing and CIP Public Hearing	TM's Executive Asst.
Friday, October 30th	Town Manager's Recommended FY17-FY21 CIP released	Town Manager, Asst. TM, Finance Director
Monday, November 2nd	2016 ATM Warrant opens	Board of Selectmen
Tuesday, November 3rd	Issue FY2017 Operating Budget Request Forms & Instructions	Town Manager, Finance Director
Tuesday, November 10th	Tri-Board Meeting: FY17 Revenue & Expenditures projections update	BoS, Fin. Comm. & Sch. Comm.
Monday, November 16th	Tax Classification Public Hearing / CIP Public Hearing	Board of Selectmen / Chief Assessor
Monday, November 16th	Board of Selectmen to discuss FY2017 Tax Levy	Board of Selectmen / Town Manager
Tuesday, November 17th	Mid-Year Review	Board of Selectmen/Town Manager
Monday, December 7th	Tax Classification vote	Board of Selectmen / Chief Assessor
Wednesday, December 9th	Tri-Board Meeting: CIP Review, FY17 Rev. & Exp. projections	BoS, Fin. Comm. & Sch. Comm.
Friday, December 11th	Town sponsored warrant articles submitted to Town Manager	Department Heads, School Supt., Boards
Monday, December 21st	Selectmen vote to accept FY17 CIP	Board of Selectmen
Thursday, December 31st	FY2017 Operating Budget Requests submitted to Town Manager	Department Heads
Friday, January 29th	Town Meeting Warrant closes	Board of Selectmen
Friday, February 5th	Town Manager's FY17 Recommended Budget released	Town Manager, Asst. TM, Finance Director
Monday, February 22nd	Warrant Article Review & Votes (if ready)	Board of Selectmen
Saturday, February 27th	Department Operating Budget presentations (joint mtg.)	Department Heads
Monday, February 29th	Warrant Article Review & Votes (if ready)	Board of Selectmen
Saturday, March 5th	Department Operating Budget presentations (joint mtg.)	Department Heads
Monday, March 7th	Warrant Article Review & Votes	Board of Selectmen, Finance Committee
Wednesday, March 9th	School FY17 Operating Budget presentation (tri-board)	School Superintendent & School Committee
Monday, March 14th	Budget & Warrant Article Votes	Board of Selectmen, Finance Committee
Monday, March 21st	Budget & Warrant Article Votes	Board of Selectmen, Finance Committee
Tuesday, March 22nd	Annual Town Election	Town Clerk
Wednesday, March 23rd	Final Budget votes due to Fin Com for Town Meeting Report	Board of Selectmen, Finance Committee
Wednesday, March 23rd	Final Votes on Water & Sewer Budgets & Rates	Water & Sewer Commissioners
Monday, March 28th	Final Budget & Warrant Article Votes	Board of Selectmen, Finance Committee
Wednesday, March 30th	Final Votes and Chair Letters to the Finance Committee	Board of Selectmen, School Committee
Tuesday, April 5th	Fin Com Report for Town Meeting sent to printer	Finance Committee
Monday, April 11th	Town Meeting Preparation (speaking assignments, coordination, etc)	All
Wednesday, April 13th	LWV Budget Forum	All
Friday, April 22nd	Fin Com Report mailed to residents	Printer
Monday, April 25th	Town Meeting Preparation (speaking assignments, coordination, etc)	All
Thursday, April 28th	Moderator's Preparation Meeting	All
Monday, May 2nd	First night of the 2016 Annual Town Meeting	All