

Municipal Budget Meeting Schedule / Deadlines, FY 2016 - 17
Revised 3/10/16

~~Tues., Oct. 13 — Joint Meeting of BC and BoS to Discuss Priorities / Budget Goals~~

~~Mon., Nov. 30 — Staff Deadline to Submit Preliminary Budgets~~

~~Dec 1. — Dec.22 — Town Manager Review of Draft Budget Requests / Meet with Dept. Heads / Make Adjustments to Staff Requests~~

~~Thurs. Dec 31 — Staff Deadline to Submit Complete Budgets to TM~~

~~Jan. 4 – 7 — Prepare Budget Books / Supporting Budget Information~~

~~Fri., Jan. 8 — Town Manager Deadline to Submit TM Recommended Budget to BC and BoS~~

~~Tues., Jan 12 — BC / BoS Begins 16-17 Budget Review — 6:00 PM
Town Manager Departmental Budget Presentations Begins~~

~~Wed., Jan. 20 — Town Manager Departmental Budget Presentations Continues
• Brief Committee Presentations — 6:00 PM~~

~~**Tues., Feb. 9 — BoS Budget Deliberation Meeting w/ TM — 5:30 PM**
• The BC will have determined additional / final(?) informational needs~~

~~Mon., Feb. 22 — Budget Committee Meeting — 6:00 PM~~

~~Thrs., Feb 25 — TM Provides Additional Information~~

~~**Mon., Feb 29 — BoS Budget Deliberation Meeting w/ TM — 5:30 PM**~~

~~Mon., Feb 29 — Budget Committee Meeting — 6:00 PM~~

~~Tues., March 1 — Town Report Articles Due to Admin. Secretary~~

~~**Mon., March 7 — BoS Budget Deliberation Meeting w/ TM — 5:30 PM**~~

~~Tues., March 8 — Budget Committee Meeting — 6:00 PM~~

With the Charter and Referendum Town Meeting Ordinance on the Warrant for November 3, 2015 if both of these pass, this will be the timeline that we will adhere to, as this will be the time line for future budgets.

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Mon., March 14	Budget Committee Meeting	6:00 PM
Thrs., March 17	Joint Workshop of Select Board and BC	6:00 PM
Mon., March 21	Budget Committee Meeting	6:00 PM
Mon., March 21	Nomination Papers Available (Fixed Date)	
Tues., March 22	Select Board Meeting: Preliminary Recommendations Due	5:30 PM
Wed., March 23	Prepare Notice of Citizen's Option Meeting / Draft Warrant	
Thrs., March 24	BoS Issues Signed Warrant to Call Citizen's Option Meeting	
Fri., March 25	Post Citizen Option Meeting Warrant (7 Days Advance Minimum – For Open Floor Meeting)	
Mon., April 4	Hold Citizen Option Meeting at _____ (21 Articles)	6:30 PM
	• Participating vs. Non-Participating Attendees	
All Warrant Items / Town Reports Due from Staff		
Mon., April 11	Special Joint Meeting for Budget Reconciliation; Meeting of BC and BoS (Adopt Any Citizen Recommendations)	6:00 PM
Tues., April 12	BC and BoS Submits Final Recommendations	
Wed., April 20	Prepare New Final Referendum Town Meeting Ballot	
Thrs., April 21	Selectmen Sign Final Referendum Town Meeting Ballot (Fixed Date)	
Thrs., April 21	Notify Voters of Joint Budget Hearing on May 26 & Notify Voters of Tues., June 14 Voting	
Mon., May 2	All Referendum Items / Nomination Papers Due (Fixed Date)	

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Tues. May 3	Order Ballots / Program Counting Machines
May 3 - 7	Finalize / Send Town Report to Printer
May 10 - 15	Finalize Budget Referendum Mailer
Wed., May 11	Ballots Arrive
Fri., May 13	Absentee Ballots Available (Fixed Date)
May 17 – 21	Town Reports Available
Wed., May 18	Post Notice of May 26 Budget Informational Hearing and Hearing for All Warrant Items (Fixed Date)
Thrs, May 26	Budget Informational Hearing @ BoS Mtg / Town Reports Available / Post Warrant
Sun., May 29	Use Sentinel Paper to Distribute Budget / Referendum Mailer
Mon, June 6	Post Warrant
Tues., June 14	Election / Referendum Voting at Middle School (Fixed Date)

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