


FY 21 Calendar

From: Town Manager/Finance Committee

Date: 4-Jun

Town Meeting and Budget Schedule

% Complete	Deliverable	Due By	Notes
0%	Capital Improvement Planning	31-Aug	Depts will work with CBC and TM to develop 10 year CIP
0%	Capital Budget Requests Submitted by Departments	1-Sep	Depts will submit capital and expenditure requests to TM for STM
0%	Warrant Opens for the Annual Town Meeting	1-Aug	
0%	Warrant Closes for the Annual Town Meeting	13-Sep	
0%	Warrant Review period begins	16-Sep	BOS, FinCom, CBC review Warrant
0%	BOS reviews Warrant w Committee Recommendations	1-Oct	
0%	Execute STM Warrant and Post	15-Oct	
0%	Special Town Meeting	5-Nov	
0%	Budget Memo and Operating Budget Instructions sent to Depts. & Boards	8-Nov	
0%	Warrant Opens for the Annual Town Meeting	10-Dec	
0%	FY 21 Drafts Budgets returned to TM/FINCOM	20-Dec	Depts., Board and Committees submit budget requests. Depts submit capital requests to TM.
0%	Town Reports due to Selectmen's Office	10-Jan	
0%	FY 21 Town Manager Budget Recommendation Released	17-Jan	
0%	Board of Selectmen's Budget Review: Session 1	4-Feb	Police, Fire, Town Manager, Town Accountant (includes Dept Cap Requests)
0%	Warrant Closes for the Annual Town Meeting	7-Feb	
0%	Board of Selectmen's Budget Review: Session 2	21-Feb	DPW, COA, Code, Town Clerk (includes Dept Cap Requests)
0%	Finance Committee's Budget Review and Article Review Sessions	28-Feb	BOA, T/C, RecCom, BOH, Library, Moderator, Schools et al
0%	Capital Budget Committee review capital requests	28-Feb	Recommendations made to BOS and FinCom
0%	BOS reviews Warrant	3-Mar	
0%	Send Town Report to the Printer	6-Mar	
0%	Final Joint Finance Committee/Board of Selectmen Meeting	25-Mar	
0%	BOS – last day to vote to place a question on the ballot for the ATE	2-Apr	
0%	Warrant Executed and Posted	7-Apr	
0%	Finance Committee Report Sent to the Printer	10-Apr	
0%	Post Warrant for ATE	7-May	
0%	Annual Town Meeting	7-May	

% Complete	Deliverable	Due By	Notes
 0%	Election Day	19-May	