

## **FY 2017 IMPORTANT DATES**

### **BUDGET SCHEDULE**

<i>Joint Public Hearing on Budget Priorities</i>	<i>September 21, 2016</i>	<i>Board of Selectmen Finance Committee</i>
<i>Town Administrator Budget Policy Recommendation to Board of Selectmen</i>	<i>October 5, 2016</i>	<i>Town Administrator</i>
<i>Budget Policy Final Approval</i>	<i>October 19, 2016</i>	<i>Board of Selectmen</i>
<i>Budget to Town Administrator</i>	<i>November 11, 2016</i>	<i>Department Managers</i>
<i>Budget to Board of Selectmen and Finance Committee</i>	<i>January 13, 2017</i>	<i>Town Administrator</i>
<i>Joint Public Hearing</i>	<i>March 15, 2017</i>	<i>Finance Committee/ Board of Selectmen</i>

### **CAPITAL IMPROVEMENT PLAN SCHEDULE**

<i>Plan to Town Administrator</i>	<i>November 11, 2016</i>	<i>Department Managers</i>
<i>Plan to Board of Selectmen and Finance Committee</i>	<i>January 13, 2017</i>	<i>Town Administrator</i>
<i>Publication of Hearing Notice</i>	<i>February 5, 2017</i>	<i>Town Administrator</i>
<i>Joint Public Hearing</i>	<i>February 16, 2017</i>	<i>Finance Committee/ Board of Selectmen</i>

### **MISCELLANEOUS**

<i>Public Information Meeting</i>	<i>July 20, 2016</i>	<i>Board of Selectmen</i>
<i>Committee Orientation</i>	<i>September 26, 2016</i>	<i>Board of Selectmen, Town Administrator, Town Clerk</i>
<i>Annual Town Reports Due</i>	<i>January 6, 2017</i>	<i>Department Managers, Board and Committee Chairs</i>

## **FALL SPECIAL TOWN MEETING SCHEDULE**

<b><u>Action</u></b>	<b><u>Day and Date Required by</u></b>	<b><u>Action by</u></b>
<i>Opening of STM Warrant</i>	<i>August 25, 2016 @ 8:30 a.m.</i>	<i>N/A</i>
<i>Closing of STM Warrant</i>	<i>Sept. 9, 2016 @ 4:30 p.m.</i>	<i>N/A</i>
<i>Warrant Article Recommendations</i>	<i>Sept. 23, 2016</i>	<i>Board of Selectmen/ Finance Committee</i>
<i>Warrant to Printer</i>	<i>Sept. 23, 2016</i>	<i>Town Administrator</i>
<i>Publishing of Warrant</i>	<i>October 7, 2016</i>	<i>Town Administrator</i>
<i>Special Town Meeting</i>	<i>October 24, 2016</i>	<i>N/A</i>

## **ANNUAL/SPECIAL TOWN MEETING SCHEDULE**

<b><u>Action</u></b>	<b><u>Day and Date Required by</u></b>	<b><u>Action by</u></b>
<i>Call Meeting/ Election: vote</i>	<i>January 18, 2017</i>	<i>Board of Selectmen</i>
<i>Publish dates of Warrant Opening and Closing</i>	<i>February 3, 2017</i>	<i>Town Administrator</i>
<i>Opening of ATM Warrant</i>	<i>February 7, 2017 @ 8:30 a.m.</i>	<i>N/A</i>
<i>Closing for Depts., Committees, Commissions and Boards</i>	<i>February 24, 2017 @ 4:30 p.m.</i>	<i>Dept. Managers, Board and Committee Chairs</i>
<i>Closing of ATM Warrant</i>	<i>March 9, 2017 @ 4:30 p.m.</i>	<i>N/A</i>
<i>Opening of STM Warrant</i>	<i>March 9, 2017 @ 8:30 a.m.</i>	<i>N/A</i>
<i>Closing of STM Warrant</i>	<i>March 24, 2017 @ 4:30 p.m.</i>	<i>N/A</i>
<i>Warrant Article Recommendations</i>	<i>April 7, 2017</i>	<i>Board of Selectmen/ Finance Committee</i>
<i>Warrant to Printer</i>	<i>April 7, 2017</i>	<i>Town Administrator</i>
<i>Publishing of Warrant</i>	<i>April 21, 2017</i>	<i>Town Administrator</i>
<i>Annual Town Meeting</i>	<i>May 8, 2017</i>	<i>N/A</i>
<i>Annual Town Election</i>	<i>May 16, 2017</i>	<i>N/A</i>