

FY 2019 IMPORTANT DATES

BUDGET SCHEDULE

<i>Joint Public Hearing on Budget Priorities</i>	<i>September 19, 2018</i>	<i>Board of Selectmen Finance Committee</i>
<i>Town Administrator Budget Policy Recommendation to Board of Selectmen</i>	<i>October 3, 2018</i>	<i>Town Administrator</i>
<i>Budget Policy Final Approval</i>	<i>October 17, 2018</i>	<i>Board of Selectmen</i>
<i>Budget to Town Administrator</i>	<i>November 15, 2018</i>	<i>Department Managers</i>
<i>Budget to Board of Selectmen and Finance Committee</i>	<i>January 15, 2019</i>	<i>Town Administrator</i>
<i>Joint Public Hearing</i>	<i>March 13, 2019</i>	<i>Finance Committee/ Board of Selectmen</i>

CAPITAL IMPROVEMENT PLAN SCHEDULE

<i>Plan to Town Administrator</i>	<i>November 15, 2018</i>	<i>Department Managers</i>
<i>Plan to Board of Selectmen and Finance Committee</i>	<i>January 15, 2019</i>	<i>Town Administrator</i>
<i>Publication of Hearing Notice</i>	<i>February 8, 2019</i>	<i>Town Administrator</i>
<i>Joint Public Hearing</i>	<i>February 21, 2019</i>	<i>Finance Committee/ Board of Selectmen</i>

MISCELLANEOUS

<i>Public Information Meeting</i>	<i>July 18, 2018</i>	<i>Board of Selectmen</i>
<i>Committee Orientation</i>	<i>September 24, 2018</i>	<i>Board of Selectmen, Town Administrator, Town Clerk</i>
<i>Annual Town Reports Due</i>	<i>January 4, 2019</i>	<i>Department Managers, Board and Committee Chairs</i>

FALL SPECIAL TOWN MEETING SCHEDULE

<u>Action</u>	<u>Day and Date Required by</u>	<u>Action by</u>
Call Meeting: vote	July 18, 2018	Board of Selectmen
Publish dates of Warrant Opening and Closing	July 27, 2018	Town Administrator
Opening of STM Warrant	August 30, 2018 @ 8:30 a.m.	N/A
Closing of STM Warrant	September 14, 2018 @ 4:30 p.m.	N/A
Warrant Article Recommendations	September 28, 2018	Board of Selectmen/ Finance Committee
Warrant to Printer	September 28, 2018	Town Administrator
Publishing of Warrant	October 12, 2018	Town Administrator
Special Town Meeting	October 29, 2018	N/A
State Election	November 6, 2018	N/A

ANNUAL/SPECIAL TOWN MEETING SCHEDULE

<u>Action</u>	<u>Day and Date Required by</u>	<u>Action by</u>
Call Meeting/ Election: vote	January 16, 2019	Board of Selectmen
Publish dates of Warrant Opening and Closing	February 1, 2019	Town Administrator
Opening of ATM Warrant	February 12, 2019 @ 8:30 a.m.	N/A
Closing for Depts., Committees, Commissions and Boards	February 28, 2019 @ 4:30 p.m.	Dept. Managers, Board and Committee Chairs
Closing of ATM Warrant	March 14, 2019 @ 4:30 p.m.	N/A
Opening of STM Warrant	March 14, 2019 @ 8:30 a.m.	N/A
Closing of STM Warrant	March 29, 2019 @ 4:30 p.m.	N/A
Warrant Article Recommendations	April 12, 2019	Board of Selectmen/ Finance Committee
Warrant to Printer	April 12, 2019	Town Administrator
Publishing of Warrant	April 26, 2019	Town Administrator
Annual Town Meeting	May 13, 2019	N/A
Annual Town Election	May 21, 2019	N/A

Date Approved: July 11, 2018 (Revised: August 7, 2018)