

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

## ANNUAL/SPECIAL TOWN MEETING SCHEDULE

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

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