

# READFIELD - 2016-2017 (FY 17) BUDGET AND WARRANT PROCESS

Meeting Schedule		
Date	Task	Responsibility
12//7/15	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	Various
12/14/15	Selectboard Meeting - Board goals & Warrant	BoS
12/22/15	Joint Budget Committee & Selectboard Meeting - Capital Improvement / budget goals & Warrant	BoS / BC
12/31/15	Preliminary Dept., Board & Committee budget #s & goals due	Various
01/05/16	Budget Committee Meeting - Departments I - <i>See notes below for meeting details</i>	BC
01/11/16	Selectboard Meeting - First budget draft presented	BoS
01/19/16	Budget Committee Meeting - Departments II - <i>See notes below for meeting details</i>	BC
01/25/16	Selectboard Meeting - Second budget draft presented	BoS
02/02/16	Budget Committee Meeting - Departments III - <i>See notes below for meeting details</i>	BC
02/08/16	Selectboard Meeting - Third budget draft presented	BoS
02/16/16	Budget Committee Meeting - Budget review (+ <i>Beach &amp; Recreation Departments</i> )	BC
02/22/16	Selectboard Meeting - Fourth budget draft presented	BoS
03/01/16	Joint Budget Committee & Selectboard Meeting - Revenues & general budget review	BoS / BC
03/02/16	Selectboard Meeting - Joint with School Committee - school budget - 6:30 pm @ the High School	BoS / SC
03/21/16	Selectboard Meeting - Fifth budget draft presented	BoS
03/21/16	85 days before vote - Nomination Papers available	TC
03/29/16	Joint Budget Committee & Selectboard Meeting - Public Information Meeting	BoS / BC
04/04/16	Selectboard Meeting - Draft warrant review	BoS
04/19/16	Selectboard Meeting - Final budget approval	BoS
04/29/16	45 days before voting - Nomination papers due	Various
05/02/16	Selectboard Meeting - Final Warrant approval	BoS
05/10/16	35 Days before voting - Signed Warrant due to Clerk (absolute deadline)	BoS
05/25/16	Public Hearing - Referendum questions	BoS
06/03/16	10 days before voting - Last day to hold referendum question hearings	BoS
06/07/16	7 days before voting - Town Meeting Warrant posted (absolute deadline)	TC / Constable
06/14/16	Town Meeting - State Primary	TC
Budget Process Summary:		Key:
	Fifteen scheduled opportunities for public comment	BC - Budget Committee
	Six Selectboard meetings with budget drafts	BoS - Board of Selectmen
	Four Budget Committee meetings	SC - School Committee
	Four joint meetings	TC - Town Clerk
	One Public Informational Meeting	Statutory deadlines
	One Public Referendum Hearing	
Notes:		
<b>Meeting Times</b> - BoS meetings are held at 6:30 and BC meetings at 5:30 at the Town Office unless otherwise noted		
<b>Involvement</b> - Although not addressed directly it is expected that the Town Manager, Finance Officer, and Residents of the Town of Readfield will have ongoing roles in nearly all aspects of the budget process.		
<b>Selectboard Attendance</b> - Joint meetings will have full Selectboard attendance but all meetings may have three or more Selectpeople		
<b>Departments I</b> - Includes the following: <b>General Government</b> (Administration, Insurance, Office Equipment, Assessing, Coder Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), <b>Boards &amp; Commissions</b> (Appeals Board, Conservation Commission, Planning Board), <b>Buildings</b> (Fire Station, Giles Hall, Library, Building Maintenance)		
<b>Departments II</b> - Includes the following: <b>Community Services</b> (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm, Maranacook Lake Dam), <b>Protection</b> (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), <b>Cemeteries</b> (Cemeteries), <b>Regional Assessments</b> (Cobbossee Watershed, Kennebec County, KVCOG, First Park, Debt Service)		
<b>Departments III</b> - Includes the following: <b>Recreation</b> (Heritage Days, Open Space, Community Park, Trails Committee), <b>Roads &amp; Drainage</b> (Roads & Drainage), <b>Capital Improvements</b> (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), <b>Solid Waste</b> (Transfer Station, Backhoe), <b>Unclassified</b> (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)		

\* As Amended 12/07/2015 - Town Manager