

## **2018-2019 (FY 19) BUDGET & WARRANT PROCESS SCHEDULE\***

<b>Date</b>	<b>Task</b>	<b>Meeting Time</b>
10/16/17	Select Board Meeting - Budget process review	6:30 PM
10/27/17	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
11/13/17	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/29/17	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
12/29/17	Preliminary Dept., Board & Committee budget #s & goals due	N/A
01/04/18	Budget Committee Meeting - Departments I	6:30 PM
01/08/18	Select Board Meeting - First Budget Draft	6:30 PM
01/18/18	Budget Committee Meeting - Departments II	6:30 PM
02/05/18	Select Board Meeting - Second Budget Draft	6:30 PM
02/15/18	Budget Committee Meeting - Departments III	6:30 PM
<b>02/22/18</b>	<b>Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review</b>	<b>6:30 PM</b>
03/02/18	100 days before vote - Nomination Papers available (actually 102 as the 4th is a Sunday)	N/A
03/05/18	Select Board Meeting - Third Budget Draft	6:30 PM
03/07/18	School Committee meeting with Select Boards - school budget	6:30 PM
03/09/18	Deadline for warrant article and ordinance submissions	N/A
03/15/18	Budget Committee Meeting - Budget review	6:30 PM
03/19/18	Select Board Meeting - Budget & Warrant Review	6:30 PM
03/28/18	Deadline for legal review of the proposed warrant	N/A
<b>03/29/18</b>	<b>Joint Budget Committee &amp; Select Board Meeting - Public Budget Meeting</b>	<b>6:30 PM</b>
04/02/18	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/06/18	Draft annotated Warrant due	N/A
04/12/18	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/13/18	60 days before voting - Nomination papers & Referendum quesrtions due	3:30 PM
<b>04/26/18</b>	<b>Joint Budget Committee &amp; Select Board Meeting - Public Budget Meeting / Hearing</b>	<b>6:30 PM</b>
06/02/18	10 days before voting - Last day to hold referendum question hearings	N/A
06/05/18	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
<b>06/12/18</b>	<b>Town Meeting - State Primary</b>	<b>8:00 AM</b>

This border indicates statutory deadlines

### **Notes:**

**Involvement** - 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.

**Select Board Attendance** - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have three or more members of the Select Board in attendance.

**Public Budget Meetings** - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget and budget process in conjunction with budget presentations.

**Departments I** - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), **Boards & Commissions** (Appeals Board, Conservation Commission, Planning Board), **Buildings** (Fire Station, Giles Hall, Library, Building Maintenance)

**Departments II** - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm), **Protection** (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), **Cemeteries** (Cemeteries), **Regional Assessments** (Cobbosee Watershed, Kennebec County, KVCOG, First Park, Debt Service)

**Departments III** - Includes the following: **Recreation** (Beach, Recreation, Heritage Days, Open Space, Trails, Community Park), **Roads & Drainage** (Roads & Drainage), **Capital Improvements** (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)

\* As Amended February 28, 2018