

2021-2022 (FY 22) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
10/19/20	Select Board Meeting - Budget process review	6:30 PM
11/12/20	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/16/20	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/25/20	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/31/20	Preliminary Dept., Board & Committee budget #s due	N/A
01/11/21	Select Board Meeting - First Budget Draft (if available)	6:30 PM
01/14/21	Budget Committee Meeting - Departments I	6:30 PM
01/28/21	Budget Committee Meeting - Departments II	6:30 PM
02/01/21	Select Board Meeting - Second Budget Draft	6:30 PM
02/04/21	Budget Committee Meeting - Departments III	6:30 PM
02/16/21	Select Board Meeting - Third Budget Draft	6:30 PM
02/25/21	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/26/21	100 days before vote - Nomination Papers available (actually 101 days as the 27th is a Sunday)	N/A
03/03/21	School Committee meeting with Select Boards - school budget THIS IS A GUESS	6:30 PM
03/05/21	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/11/21	Budget Committee Meeting - Budget review	6:30 PM
03/12/21	Deadline for legal review of the proposed warrant	N/A
03/15/21	Select Board Meeting - Budget & Warrant review	6:30 PM
03/18/21	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
03/29/21	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/01/21	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/09/21	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/23/21	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/13/21	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
05/28/21	10 days before voting - Last day to hold referendum question hearings (actually 11, as 5/29 is a Saturday)	N/A
06/01/21	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/08/21	Town Meeting - State Primary	8:00 AM

This border indicates statutory deadlines

Notes:

Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have 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, budget process, and final budget in conjunction with budget presentations / information.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), **Maintenance** (General, Buildings, Vehicle / Equipment, Interlocal) **Boards & Commissions** (Appeals Board, Planning Board), **Regional Assessments** (Cobbossee Watershed, First Park), **Kennebec County Tax** (County Tax)

Departments II - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), **Protection** (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), **Cemeteries** (Cemeteries), **Debt Service** (Debt Service)

Departments III - Includes the following: **Recreation and Open Space** (Beach, Conservation, Recreation Board, Heritage Days, Town Properties, Trails), **Roads & Drainage** (Roads & Drainage, Winter Maintenance), **Capital Improvements** (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation), **General Assistance** (General Assist.)

* As Amended 1/12/2021