

2022-2023 (FY 23) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
10/18/21	Select Board Meeting - Budget process review	6:30 PM
11/15/21	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/18/21	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/19/21	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/31/21	Preliminary Dept., Board & Committee budget #s due	N/A
01/10/22	Select Board Meeting - First Budget Draft (if available)	6:30 PM
01/13/22	Budget Committee Meeting - Departments I	6:30 PM
01/27/22	Budget Committee Meeting - Departments II	6:30 PM
01/31/22	Select Board Meeting - Second Budget Draft	6:30 PM
02/03/22	Budget Committee Meeting - Departments III	6:30 PM
02/15/22	Select Board Meeting - Third Budget Draft	6:30 PM
02/25/22	100 days before vote - Nomination Papers available (actually 101 days as the 26th is a Sunday)	N/A
03/03/22	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
03/04/22	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/09/22	School Committee meeting with Select Boards - school budget	6:30 PM
03/10/22	Budget Committee Meeting - Budget review	6:30 PM
03/14/22	Select Board Meeting - Budget & Warrant review	6:30 PM
03/18/22	Deadline for legal review of the proposed warrant	N/A
03/24/22	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
04/11/22	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/14/22	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/15/22	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/29/22	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/13/22	30 days before voting - Absentee Ballots available (actually 31 as the 14th is a Saturday)	3:30 PM
06/02/22	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
06/04/22	10 days before voting - Last day to hold referendum question hearings (Saturday)	N/A
06/07/22	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/14/22	Town Meeting - State Primary	8:00 AM

Statutory Deadlines
 Select Board Meetings ^
 Budget Committee Meetings ^
 Joint Select Board and Budget Committee Meetings ^
 Formal Public Hearings ^

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 & Committees (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), Solid Waste (Transfer Station, Backhoe), Unclassified (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation)
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), Debt Service (Debt Service), General Assistance (General Assist.)

* As Amended 11/16/2021

