

## 2020-2021 (FY 21) BUDGET & WARRANT PROCESS SCHEDULE\*

Date	Task	Meeting Time
08/12/19	Select Board Meeting - Budget process review	6:30 PM
10/07/19	Select Board Meeting - Board goals & warrant discussion	6:30 PM
10/24/19	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/07/19	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/20/19	Preliminary Dept., Board & Committee budget #s due	N/A
01/16/20	Budget Committee Meeting - Departments I	6:30 PM
01/21/20	Select Board Meeting - First Budget Draft	6:30 PM
01/30/20	Budget Committee Meeting - Departments II	6:30 PM
02/03/20	Select Board Meeting - Second Budget Draft	6:30 PM
02/13/20	Budget Committee Meeting - Departments III	6:30 PM
02/27/20	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/28/20	100 days before vote - Nomination Papers available (actually 102 days as the 1st is a Sunday)	N/A
02/18/20	Select Board Meeting - Third Budget Draft	6:30 PM
03/04/20	School Committee meeting with Select Boards - school budget THIS IS A GUESS	6:30 PM
03/06/20	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/12/20	Budget Committee Meeting - Budget review	6:30 PM
03/16/20	Select Board Meeting - Budget & Warrant review	6:30 PM
03/25/20	Deadline for legal review of the proposed warrant	N/A
03/26/20	<b>Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget</b>	6:30 PM
03/30/20	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/02/20	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/10/20	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/24/20	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/07/20	<b>Public Hearing - Public Comment and Information on COMPLETED Warrant</b>	6:30 PM
05/29/20	10 days before voting - Last day to hold referendum question hearings (actually 11, as 6/1 is a Saturday)	N/A
06/01/20	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/09/20	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, Conservation Commission, 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** (Beach, 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 11/7/2019