

## 2023-2024 (FY 24) BUDGET & WARRANT PROCESS SCHEDULE As Amended 1/3/2023

| Date     | Meeting / Event / Task  | Time           |
|----------|---|----------------|
| 10/17/22 | Select Board Meeting - Budget process review & goals discussion                               | 6:30 PM        |
| 11/14/22 | Select Board Meeting - Warrant discussion   | 6:30 PM        |
| 11/17/22 | Budget Committee Meeting - Organizational meeting and budget goals                            | 6:30 PM        |
| 11/18/22 | Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s             | N/A            |
| 12/12/22 | Select Board Meeting - Capital Investment Planning Discussion                                 | 6:30 PM        |
| 12/30/22 | Preliminary Dept., Board & Committee budget #s due  | N/A            |
| 01/11/23 | Budget Committee Meeting - Departments I  | 6:30 PM        |
| 01/23/23 | Select Board Meeting - First Budget Draft   | 6:30 PM        |
| 01/25/23 | Budget Committee Meeting - Departments II   | 6:30 PM        |
| 02/01/23 | Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review              | 6:30 PM        |
| 02/13/23 | Select Board Meeting - Second Budget Draft  | 6:30 PM        |
| 02/15/23 | Budget Committee Meeting - Departments III  | 6:30 PM        |
| 02/23/23 | 100 days before vote - Nomination Papers available  | N/A            |
| 03/03/23 | Deadline for warrant article and ordinance submissions - Select Board Review                  | N/A            |
| 03/08/23 | Budget Committee Meeting - Budget review  | 6:30 PM        |
| 03/13/23 | Select Board Meeting - Budget & Warrant review  | 6:30 PM        |
| 03/15/23 | <b>School Board meeting with Select Boards - About 75% of tax bills is education spending</b> | 6:30 PM        |
| 03/17/23 | Deadline for legal review of the proposed warrant   | N/A            |
| 03/22/23 | <b>Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget</b>   | 6:30 PM        |
| 04/10/23 | Select Board Meeting - Final budget & Warrant review and approval                             | 6:30 PM        |
| 04/12/23 | Budget Committee Meeting - Final budget review and approval                                   | 6:30 PM        |
| 04/14/23 | 60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk   | 3:30 PM        |
| 04/28/23 | Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)       | N/A            |
| 05/12/23 | 30 days before voting - Absentee Ballots available (actually 32 as the 14th is a Sunday)      | 3:30 PM        |
| 05/31/23 | <b>Public Hearing - Public Comment and Information on COMPLETED Warrant</b>                   | 6:30 PM        |
| 06/03/23 | 10 days before voting - Last day to hold referendum question hearings (Saturday)              | N/A            |
| 06/08/23 | 7 days before voting - Town Meeting Warrant posted (absolute deadline)                        | N/A            |
| 06/13/23 | <b>Town Meeting</b>   | <b>8:00 AM</b> |

| Notes:   |
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| <p><b>^ Involvement</b> - The Select Board, Budget Committee, Other Boards &amp; Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.</p> <p><b>Select Board Attendance</b> - Joint meetings and regular Select Board meetings will have full Select Board attendance and budget meetings may have members of the Select Board in attendance.</p> <p><b>^ Public Budget Meetings</b> - 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.</p> <p><b>Departments I</b> - Includes the following: <b>General Government</b> (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), <b>Maintenance</b> (General, Buildings, Vehicle / Equipment, Interlocal) <b>Boards &amp; Committees</b> (Appeals Board, Planning Board), <b>Regional Assessments</b> (Cobbosee Watershed, First Park), <b>Kennebec County Tax</b> (County Tax), <b>General Assistance</b> (General Assist.)</p> <p><b>Departments II</b> - Includes the following: <b>Recreation and Open Space</b> (Beach, Conservation, Recreation Board, Heritage Days, Town Properties, Trails), <b>Roads &amp; Drainage</b> (Roads &amp; Drainage, Winter Maintenance), <b>Capital Improvements</b> (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), <b>Debt Service</b> (Debt Service),</p> <p><b>Departments III</b> - Includes the following: <b>Community Services</b> (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), <b>Protection</b> (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), <b>Cemeteries</b> (Cemeteries), <b>Solid Waste</b> (Transfer Station, Backhoe), <b>Unclassified</b> (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation)</p> |

| Legend:  |                          |
|--|--------------------------|
| Select Board Meetings ^                            |                          |
| Budget Committee Meetings ^                        |                          |
| Joint Select Board and Budget Committee Meetings ^ |                          |
|  | Statutory Deadlines      |
|  | Formal Public Hearings ^ |