

2019-2020 (FY 20) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
10/29/18	Select Board Meeting - Budget process review	6:30 PM
11/09/18	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
11/13/18	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/29/18	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
12/28/18	Preliminary Dept., Board & Committee budget #s & goals due	N/A
01/03/19	Budget Committee Meeting - Departments I	6:30 PM
01/07/19	Select Board Meeting - First Budget Draft	6:30 PM
01/17/19	Budget Committee Meeting - Departments II	6:30 PM
02/04/19	Select Board Meeting - Second Budget Draft	6:30 PM
02/12/19	Budget Committee Meeting - Departments III (Tuesday as opposed to Thursday meeting)	6:30 PM
02/28/19	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
03/01/19	100 days before vote - Nomination Papers available (actually 102 days as the 3rd is a Sunday)	N/A
03/04/19	Select Board Meeting - Third Budget Draft	6:30 PM
03/06/19	School Committee meeting with Select Boards - school budget THIS IS A GUESS AT THIS POINT	6:30 PM
03/08/19	Deadline for warrant article and ordinance submissions	N/A
03/12/19	Budget Committee Meeting - Budget review (Tuesday as opposed to Thursday meeting)	6:30 PM
03/18/19	Select Board Meeting - Budget & Warrant Review	6:30 PM
03/28/19	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
04/01/19	60 days before voting - Nomination papers & Referendum questions due	3:30 PM
04/12/19	Deadline for legal review of the proposed warrant	N/A
04/22/19	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/25/19	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/26/19	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/16/19	Public Budget Meeting / Hearing - Public Comment and Information on COMPLETED Budget	6:30 PM
05/31/19	10 days before voting - Last day to hold referendum question hearings (actually 11, as 6/1 is a Saturday)	N/A
06/04/19	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/11/19	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 11/6/2018