

## 2024-2025 (FY 25) BUDGET & WARRANT PROCESS SCHEDULE As Amended 10/25/2023

Date	Meeting / Event / Task	Time
09/18/23	Select Board Meeting - Budget process review	6:30 PM
10/16/23	Select Board Meeting - Budget goals discussion	6:30 PM
11/13/23	Select Board Meeting - Warrant discussion	6:30 PM
11/15/23	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/17/23	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/11/23	Select Board Meeting - Capital Investment Planning Discussion	6:30 PM
12/30/23	Preliminary Dept., Board & Committee budget #s due	N/A
01/10/24	Budget Committee Meeting - Departments I	6:30 PM
01/22/24	Select Board Meeting - First Budget Draft	6:30 PM
01/24/24	Budget Committee Meeting - Departments II	6:30 PM
01/31/24	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/12/24	Select Board Meeting - Second Budget Draft	6:30 PM
02/15/24	Budget Committee Meeting - Departments III	6:30 PM
02/21/24	100 days before vote - Nomination Papers available	N/A
03/01/24	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/06/24	Budget Committee Meeting - Budget review	6:30 PM
03/11/24	Select Board Meeting - Budget & Warrant review	6:30 PM
03/15/24	Deadline for legal review of the proposed warrant	N/A
03/20/24	<b>Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget</b>	6:30 PM
03/27/24	<b>School Board meeting with Select Boards - About 75% of tax bills is education spending</b>	6:30 PM
04/08/24	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/10/24	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/12/24	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/26/24	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/08/24	<b>Public Hearing - Public Comment and Information on COMPLETED Warrant</b>	6:30 PM
05/10/24	30 days before voting - Absentee Ballots available (actually 32 as the 12th is a Sunday)	3:30 PM
05/29/24	<b>Public Hearing - Public Comment and Information on COMPLETED Warrant</b>	6:30 PM
06/01/24	10 days before voting - Last day to hold referendum question hearings (Saturday)	N/A
06/04/24	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/11/24	<b>Town Meeting - 8am to 8pm, Kents Hill School Alford Center</b>	<b>8:00 AM</b>

**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 and 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), **General Assistance** (General Assist.)

**Departments II** - 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),

**Departments III** - 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)

**Legend:**

Select Board Meetings ^

Budget Committee Meetings ^

Joint Select Board and Budget Committee Meetings ^

Statutory Deadlines

Formal Public Hearings ^



# FY 2024 Select Board and Budget Committee Meeting Calendar

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										
November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				
March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

  Select Board     
   Budget Committee     
   Joint Select Board & Budget Committee     
   Town Meeting     
   Holiday