

## **FY 2017 Budget and Town Meeting Preparation Schedule**

Adopted September 15, 2015

September 30, <b>2015</b>	Revenue estimates provided by Financial Team
November 3 <sup>rd</sup>	Select Board adopts a policy statement establishing the general budget guidelines
January, <b>2016</b>	Personnel Board adopts Classification and Compensation Plans
January 8 <sup>th</sup>	Department managers, boards, committees and commissions submit operating budget and capital outlay requests.
February 16 <sup>th</sup>	Town Administrator submits to the Select Board and the Finance Committee a preliminary budget.
February 17 <sup>th</sup> to March 30 <sup>th</sup>	Department managers, boards, committees and commissions present their requests to the Finance Committee
February 26 <sup>th</sup>	Capital Outlay Requests Deadline
February 29 <sup>th</sup> and March 7 <sup>th</sup>	Capital Outlay Committee reviews the requests
March 18 <sup>th</sup>	Deadline for Special Article requests \$≤ 10,000
March 25 <sup>th</sup>	Baby Town Meeting Notice Mailed to Representatives and <i>ex officio</i> Town Meeting members
April 5 <sup>th</sup>	Select Board reviews the draft Annual Town Meeting warrant
April 11 <sup>th</sup>	Baby Town Meeting information mailing
April 21 <sup>st</sup>	Baby Town Meeting
April 26 <sup>th</sup>	Select Board approves the Annual Town Meeting warrant
May 4 <sup>th</sup>	Annual Town Meeting warrant posting and mailing.
May 12 <sup>th</sup>	Annual Town Meeting 7:30 p.m.