

FY 2019 Budget Action Calendar

DATE	ACTION
Thursday, September 28, 2017	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town
TBD	Town Council meets to review and update their Strategic Plan
Monday, October 2, 2017	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2019 General Fund revenue
Friday, October 6, 2017	Town Manager issues instructions to Departments for FY 2019 Operating & Capital budgets
Friday, October 20, 2017	Municipal Departments submit preliminary listing of any proposed FY 2019 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Monday, October 23, 2017	Departments submit Calendar Year permit and fees change requests to Town Manager along with supporting documentation
Tuesday, November 7, 2017	Town Manager conducts public hearing on Calendar Year permits and fees
Thursday, November 9, 2017	HR Director submits position changes summary including comments to Town Manager
Monday, November 13, 2017	Departments submit Capital Improvements Project (CIP) project data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Monday, November 20, 2017	Town Manager begins formal review of CIP project requests with individual Department Managers
Monday, November 20, 2017	CIP scoring team provided copy of CIP submissions
Thursday, December 7, 2017	Annual Organization of Town Council (<i>TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32 (Friday, June 1, 2018)</i>)
Monday, December 11, 2017	CIP scoring team to submit individual project scores
Wednesday, December 20, 2017	Department Managers submit Operating Budget <i>Decision Packages</i>
Monday, January 8, 2018	Town Manager begins review of Operating Budget requests with Department Managers
Wednesday, January 17, 2018	Department Managers submit Operating Budget <i>Narratives</i> including photos
Tuesday, January 30, 2018	Departments submit Fiscal Year permit and fees change requests to Town Manager along with supporting documentation
Tuesday, February 13, 2018	Town Manager conducts public hearing on <i>Fiscal Year</i> permits and fees
Monday, February 26, 2018	Town Manager submits recommended FY 2019 Capital Budget to Town Council per Part VI, Section 6-5 (a) of the Charter (<i>TC must adopt plan BEFORE June 1, 2018</i>)
Thursday, March 8, 2018	Town Council conducts first reading of FY 2019 Capital Budget Orders
Thursday, March 22, 2018	CFAC submits their review of recommended FY 2019 Capital Budget to Town Council
Thursday, March 22, 2018	Town Council conducts first public hearing on FY 2019 Capital Budget per Part VI Section 6-5 of the Charter
Wednesday, April 4, 2018	School Department submits adopted FY 2019 School budget due to Town Manager
Thursday, April 5, 2018	Town Council conducts second public hearing on FY 2019 Capital Budget if needed
Thursday, April 26, 2018	Town Manager submits recommended FY 2019 Operating Budget to the Town Council (TC must adopt budget within 45 days, otherwise it becomes part of FY19 appropriations per Section 6-3 (b) of the Charter)
Thursday, May 3, 2018	Town Council conducts first reading of FY 2019 Operating Budget Orders
Thursday, May 17, 2018	CFAC submits their review of recommended FY 2019 Operating Budget to Town Council
Thursday, May 17, 2018	Town Council conducts first public hearing on 2019 Operating Budget
Thursday, May 31, 2018	Town Council conducts second public hearing on FY 2019 Operating Budget (3 rd meeting in May)
Thursday, May 31, 2018	Last weekday FY 2019 Capital Improvements Plan can be adopted by Town Council per Part VI, Section 6-5 (d) of the Charter
Thursday, June 7, 2018	Town Council conducts third public hearing on FY 2019 Operating Budget (if needed)
Friday, June 8, 2018	Last weekday FY 2019 Operating Budget can be adopted by Town Council per Part VI Section 6-3 (b) of the charter (TC must adopt within 45 days of receiving budget)
Saturday, June 30, 2018	Unless otherwise provided for in the vote of Town Council <u>or</u> encumbered by <u>contractual obligation</u> , remaining balances in Specific Appropriations authorized <u>during & before FY 2016</u> expire