

FY 2017 Annual Budget, Annual Town Meeting and Annual Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 11, 2015	TA: Prepare draft Budget Policy Statement and draft Annual Town Meeting Calendar for submission to BOS	TA
September 22, 2015	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 23, 2015	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom
September 30, 2015	Certify Free Cash	Accountant
September 30, 2015	Estimate revenues for FY2017 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 13, 2015	BOS MEETING: Issue FY2017 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and issue a policy statement relating to the budget for the ensuing Fiscal Year.')	BOS/TA/ATA
October 13, 2015	BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	BOS/TA/ATA
October 15, 2015	Distribute budget materials to department heads	EA
October 21, 2015	FINCOM MEETING	FinCom
October 27, 2015	BOS MEETING	BOS
October 31, 2015	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above Charter Sec 7-2-2)	FinCom

NOVEMBER		
DATE	ACTION	WHO
November 2, 2015	DEADLINE for submission of Operating Budget and CIP change requests to FY2017 CIP to EA	Dept Heads
November 10, 2015	BOS MEETING	BOS
November 9-13, 2015	Individual Dept Head Meetings w TA. Alert FinCom liaison to Depts of specific meeting date	TA/EA/Dept Heads/FinCom
November 18, 2015	FINCOM MEETING	FinCom
November 24, 2015	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 15, 2015	BOS
DECEMBER		
DATE	ACTION	WHO
December 1, 2015	Request Annual Reports from officers, boards & committees	EA
December 4, 2015	Submission of budget documents and budget message to BOS + FinCom. Include FY17 budget documents + message in BOS Packets	TA/ATA
December 4, 2015	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 4, 2015	Budget materials made available to public	EA
December 8, 2015	BOS MEETING: Distribute budget packets for the Big 5 Budgets	TA/EA
December 11, 2015	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2016	EA
December 15, 2015	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 31, 2015	2015 ANNUAL REPORT SUBMISSIONS DUE	All Depts/Boards/Committees

JANUARY		
DATE	ACTION	WHO
January 4, 2016	First day to obtain nomination papers for Town Election	Clerk
January 8, 2016	Develop draft ATM Article Index	ATA/EA
January 8, 2016	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 12, 2016	BOS MEETING: Submit FY17 Regional School Budget Development Schedule to BOS with January 12, 2016 packets	TA
January 12, 2016	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA
January 20, 2016	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 26, 2016	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets for January 26, 2016	TA/Accountant
January 26, 2016	BOS MEETING: Review and place ATM Articles	BOS
January 29, 2016	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 2, 2016 [<i>tentative date - confirm with School Committee</i>]	School Committee Meeting - Final budget review + vote to approve FY2017 regional school budget	School Committee
February 5, 2016	Deadline to receive proposed ATM Articles + Transfer Requests from Dept + Committee Heads	Dept + Committee Heads
February 9, 2016	BOS MEETING: Review and place ATM Articles + review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting	BOS/FinCom/School Reps
February 10, 2016	Distribute placed Articles to Boards/Committees	EA
February 11, 2016	TENTATIVE - Receive approved regional school budget	NRSB Business Manager
February 23, 2016	BOS MEETING: Review and place ATM Articles	BOS
February 24, 2016	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 26, 2016	Distribute placed Articles to Boards/Committees for recommendations	EA
February 26, 2016	FINCOM to submit final budget recommendations to TA	FinCom
February 29, 2016	Deadline for petitioned articles (" Prior to March 1 " - Charter 2-4-2)	Registered Voters

MARCH		
DATE	ACTION	WHO
March 1, 2016	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 3, 2016	<u>Submit Annual Town Report TO PRINTER</u>	EA
March 8, 2016	BOS MEETING: Place and vote final ATM Articles	BOS
March 9, 2016	Distribute placed Articles to Boards/Committees	EA
March 10, 2016	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)	Clerk
March 11, 2016	Deadline for certification to Town of NRS and Cape Tech assessments (45 days before the earliest town meeting of a member town?)	Regional School Committees
March 11, 2016	<u>FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant</u>	Board/Com Chairs + Com Secretaries
March 14, 2016	Last day to submit nomination papers to the Board of Registrars (MGL c. 53, s.7)	Clerk
March 17, 2016	Final Review of Warrant	TA/ATA/EA
March 22, 2016	BOS MEETING: Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).	BOS
March 23, 2016	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 23, 2016	FINCOM MEETING	FinCom
March 24, 2016	Submit Warrant to printer	EA
March 28, 2016	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
March 30, 2016	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk
APRIL		
DATE	ACTION	WHO
April 1, 2016	Distribute CIP request forms. Due May 1, 2016	EA
April 5, 2016	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk
April 12, 2016	BOS MEETING	BOS
April 13, 2016	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 13, 2016	Finalize Article Motions	TA/ATA/EA
April 18, 2016	[Tentative] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair

April 18-21, 2016	Create Power Point Presentation with Articles and Motions for ATM	EA
April 20, 2016	FINCOM MEETING	FinCom
April 25, 2016	BOS MEETING: Special meeting immediately preceding ATM	BOS
April 25, 2016	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 26, 2016	RESERVED FOR SECOND DAY OF ATM	ALL

MAY		
DATE	ACTION	WHO
May 2, 2016	FY2017 CIP request forms due from Department Heads	EA
May 2, 2016	Annual Town Election ("First Monday after the fourth Monday in April" Charter 2-6-1)	Town Clerk
May 3-27, 2016	Prepare FY 2017 Capital Improvement Plan	TA
May 10, 2016	BOS MEETING	BOS
May 24, 2016	BOS MEETING: Submit FY2017 CIP to BOS + FinCom	EA
May 25, 2016	FINCOM MEETING	FinCom
JUNE		
DATE	ACTION	WHO
June 1, 2016	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA
June 14, 2016	BOS MEETING	BOS
June 22, 2016	FINCOM MEETING	FinCom
June 28, 2016	BOS MEETING	BOS
June 30, 2016	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom
TBD: CIP Public Hearing	Charter Sec 7-6-1: 'The FINCOM shall publish...the general summary of the CIP and a notice stating: (a) the times and places where copies of the CIP are available for inspection; (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said Plan.'	FinCom