

## FY 2019 Annual Budget, 2018 Annual Town Meeting and Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 12, 2017	<b>TA:</b> Prepare draft Budget Policy Statement and draft Annual Town Meeting Calendar for submission to BOS	TA
September 26, 2017	<b>BOS MEETING:</b> Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 27, 2017	<b>FINCOM MEETING:</b> Review draft Annual Town Meeting calendar	FinCom
September 30, 2017	Certify Free Cash	Accountant
September 30, 2017	Estimate revenues for FY2019 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 10, 2017	<b>BOS MEETING:</b> Issue FY2018 Budget Policy Statement ( <b>Charter Sec. 7-2-1</b> '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 10, 2017	<b>BOS MEETING:</b> Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above <b>Charter Sec 7-2-2</b> )	BOS/TA
October 11, 2017	Distribute budget materials to department heads	EA
October 24, 2017	<b>BOS MEETING</b>	BOS
October 25, 2017	<b>FINCOM MEETING</b>	FinCom
October 31, 2017	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above <b>Charter Sec 7-2-2</b> )	FinCom
NOVEMBER		
DATE	ACTION	WHO
November 3, 2017	DEADLINE for submission of Operating Budget and CIP change requests to FY2019 CIP to EA	Dept Heads
November 6-10, 2017	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom
November 13, 2017	<b>Special Town Meeting (if needed)</b>	BOS/FinCom
November 22, 2017	<b>FINCOM MEETING</b>	FinCom
November 28, 2017	<b>BOS MEETING:</b> Schedule joint FinCom BIG 5 Budget Review on December 12, 2017	TA/EA
DECEMBER		
DATE	ACTION	WHO
December 1, 2017	Request Annual Reports from officers, boards & committees	EA
December 1, 2017	Submission of budget documents and budget message to BOS + FinCom. Include FY18 budget documents + message in BOS Packets	TA/ATA

December 1, 2017	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 1, 2017	Budget materials made available to public	EA
December 12, 2017	<b>Joint BOS/FINCOM MEETING:</b> Distribute budget packets of the Big 5 Budgets	TA/EA
December 12, 2017	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2018	EA
December 19, 2017	<b>SPECIAL JOINT BOS/FINCOM MEETING:</b> Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 29, 2017	<b>2016 ANNUAL REPORT SUBMISSIONS DUE</b>	All Depts/Boards/ Committees

JANUARY		
DATE	ACTION	WHO
January 8, 2018	Develop draft ATM Article Index	ATA/EA
January 8, 2018	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 8, 2018	First day to obtain nomination papers for Town Election	Clerk
January 9, 2018	<b>BOS MEETING:</b> Submit FY19 Regional School Budget Development Schedule to BOS with January 9, 2018 packets	TA
January 9, 2018	<b>BOS MEETING:</b> Submit draft ATM Article Index to BOS	ATA/EA
January 23, 2018	<b>BOS MEETING:</b> Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets for January 23, 2018	TA/Accountant
January 24, 2018	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 24, 2018	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 9, 2018	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committee Heads
February 6, 2018 <i>[tentative date - confirm with School Committee]</i>	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee
February 13, 2018	<b>BOS MEETING:</b> Review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting	BOS/FinCom/ School Reps
February 14, 2018	TENTATIVE - Receive approved regional school budget	NRSB Business Manager
February 14, 2018	Distribute placed Articles to Boards/Committees	EA
February 27, 2018	<b>BOS MEETING:</b> Review draft of warrant, no action required	BOS
February 28, 2018	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 28, 2018	FINCOM to submit final budget recommendations to TA	FinCom
February 28, 2018	Deadline for petitioned articles (" <b>Prior to March 1</b> " - <b>Charter 2-4-2</b> )	Registered Voters
MARCH		
DATE	ACTION	WHO
March 1, 2018	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 2, 2018	<b>Submit Annual Town Report TO PRINTER</b>	EA
March 8, 2018	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)	Clerk
March 6, 2018	<b>FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant</b>	Board/Com Chairs + Com Secretaries
March 12, 2018	Deadline for certification to Town of NRSB and Cape Tech assessments (45 days before the earliest town meeting of a member town?)	Regional School Committees
March 12, 2018	Last day to submit nomination papers to the Board of Registrars (MGL c. 53, s.7)	Clerk
March 13, 2018	<b>BOS MEETING:</b> Final Article recommendations and vote on Warrant.	BOS

March 16, 2018	Final Review of Warrant	TA/ATA/EA
March 20, 2018	Regular BOS Meeting - BOS Sign Warrant (5 copies).	BOS
March 21, 2018	<b>FINCOM MEETING</b>	FinCom
March 22, 2018	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 22, 2018	Submit Warrant to printer	EA
March 26, 2018	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
March 28, 2018	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk

### APRIL

DATE	ACTION	WHO
April 2, 2018	Distribute FY 2020 CIP request forms. Due May 1, 2018	EA
April 3, 2018	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk
April 9, 2018	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 10, 2018	<b>BOS MEETING</b>	BOS
April 13, 2018	Finalize Article Motions	TA/ATA/EA
April 17, 2018	[Tent] Group conference call with Town Counsel to review and finalize Motions	Town Counsel
April 16-18, 2018	Create Power Point Presentation with Articles and Motions for ATM	EA
April 23, 2018	<b>FINCOM MEETING:</b> Special meeting immediately preceding ATM	FinCom
April 23, 2018	<b>BOS MEETING:</b> Special meeting immediately preceding ATM	BOS
April 23, 2018	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 24, 2018	<b>RESERVED FOR SECOND DAY OF ATM</b>	ALL
April 30, 2018	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk

### MAY

DATE	ACTION	WHO
May 1, 2018	FY2020 CIP request forms due from Department Heads	EA
May 2-28, 2018	Prepare FY 2020 Capital Improvement Plan	TA
May 8, 2018	<b>BOS MEETING</b>	BOS
May 22, 2018	<b>BOS MEETING: Submit FY2020 CIP to BOS + FinCom</b>	EA
May 23, 2018	<b>FINCOM MEETING</b>	FinCom

### JUNE

DATE	ACTION	WHO
June 1, 2018	<b>DEADLINE Charter Sec 7-5-2:</b> 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA
June 12, 2018	<b>BOS MEETING</b>	BOS
June 26, 2018	<b>BOS MEETING</b>	BOS
June 27, 2018	<b>FINCOM MEETING</b>	FinCom
June 30, 2018	<b>DEADLINE Charter Sec 7-5-2:</b> '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	<b>Charter Sec 7-6-1:</b> '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