

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 | | |
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| 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 | | |
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| 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 [tentative date - confirm with School Committee] | 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 <u>March 1</u>" - Charter 2-4-2) | Registered Voters |

| MARCH | | |
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| 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 NRSD 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 11, 2016 | Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3) | Printer |
| April 12, 2016 | BOS MEETING | BOS |
| 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 |

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| 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 |