

# FY 2020 Annual Budget, 2019 Annual Town Meeting and Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 11, 2018	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
September 11, 2018	<b>TA:</b> Prepare draft for Selectboard of 1.) Budget & Annual Town Meeting Calendar; 2.) FY 2020 Budget Policy Statement; 3.) Five-year financial forecast for submission to BOS	TA
September 24, 2018	<b>Special Town Meeting</b>	BOS/FinCom
September 25, 2018	<b>BOS MEETING:</b> Adoption of 1.) Annual Town Meeting Calendar and 2.) Budget Policy Statement. 2nd Review of 5 Year Financial Forecast	BOS
September 30, 2018	Certify Free Cash	Accountant
OCTOBER		
DATE	ACTION	WHO
October 9, 2018	<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 9, 2018	<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 10, 2018	Distribute budget materials to department heads	Accountant
October 23, 2018	<b>BOS MEETING</b>	BOS
October 24, 2018	<b>FINCOM MEETING: Review draft Annual Town Meeting calendar</b>	FinCom
October 31, 2018	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 2, 2018	DEADLINE for submission of Operating Budget and CIP change requests to FY2020 CIP to EA	Dept Heads
November 12-19, 2018	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom
November 28, 2018	<b>FINCOM MEETING:</b>	FinCom
November 28, 2018	<b>BOS MEETING:</b> Schedule joint FinCom BIG 5 Budget Review on December 18, 2018	TA/EA
DECEMBER		
DATE	ACTION	WHO
December 3, 2018	Request Annual Reports from officers, boards & committees	EA
December 3, 2018	Submission of budget documents and budget message to BOS + FinCom. Include FY20 budget documents + message in BOS Packets	TA/ATA
December 3, 2018	Budget materials made available to public	EA
December 11, 2018	<b>BOS MEETING:</b> Distribute budget packets of the Big 5 Budgets	TA/EA
December 11, 2018	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2019	EA
December 18, 2018	<b>SPECIAL JOINT BOS/FINCOM MEETING:</b> Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 28, 2018	<b>2018 ANNUAL REPORT SUBMISSIONS DUE</b>	All Depts/Boards/Committees

JANUARY		
DATE	ACTION	WHO
January 7, 2019	Develop 1st draft ATM Article Index	ATA/EA
January 7, 2019	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 7, 2019	First day to obtain nomination papers for Town Election (last year 01/08/18)	Clerk
January 8, 2019	<b>BOS MEETING:</b> Submit FY20 Regional School Budget Development Schedule to BOS with January 8, 2019 packets	TA
January 8, 2019	<b>BOS MEETING:</b> Submit draft ATM Article Index to BOS	ATA/EA
January 23, 2019	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
FEBRUARY		
DATE	ACTION	WHO
February 8, 2019	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committee Heads
February 5, 2019 [ tentative date - confirm with School Committee ]	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee
February 12, 2019	<b>BOS MEETING:</b> Review Elementary School, Tech School + NRSD Budget w FinCom at joint meeting	BOS/FinCom/ School Reps
February 12, 2019	TENTATIVE - Receive approved regional school budget	NRSD Business Manager
February 13, 2019	Distribute placed Articles to Boards/Committees	EA
February 26, 2019	<b>BOS MEETING:</b> Review draft of warrant, no action required	BOS
February 27, 2019	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 27, 2019	FINCOM to submit final budget recommendations to TA	FinCom
February 28, 2019	Deadline for petitioned articles (" <b>Prior to March 1</b> " - <b>Charter 2-4-2</b> )	Registered Voters
MARCH		
DATE	ACTION	WHO
March 1, 2019	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 1, 2019	<b>Submit Annual Town Report TO PRINTER</b>	EA
March 8, 2019	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 NRSD 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 12, 2019	<b>BOS MEETING:</b> Final Article recommendations and vote on Warrant.	BOS
March 15, 2019	Final Review of Warrant	TA/ATA/EA
March 21, 2019	Planning Board Public Hearing on Any Citizen Petition Zoning Changes	ATA
March 22, 2019	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 22, 2019	Submit Warrant to printer	EA
March 26, 2019	Regular BOS Meeting - BOS Sign Warrant (5 copies).	BOS
March 27, 2019	<b>FINCOM MEETING</b>	FinCom
March 25, 2019	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
March 27, 2019	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk

APRIL		
DATE	ACTION	WHO
April 1, 2019	Distribute FY 2021 CIP request forms. Due May 1, 2019	EA
April 2, 2019	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26,	Town Clerk
April 8, 2019	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 9, 2019	<b>BOS MEETING</b>	BOS
April 12, 2019	Finalize Article Motions	TA/ATA/EA
April 16, 2019	[Tent] Group conference call with Town Counsel to review and finalize Motions	Town Counsel
April 10-12, 2019	Create Power Point Presentation with Articles and Motions for ATM	EA
April 22, 2019	<b>FINCOM MEETING:</b> Special meeting immediately preceding ATM	FinCom
April 22, 2019	<b>BOS MEETING:</b> Special meeting immediately preceding ATM	BOS
April 22, 2019	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 23, 2019	<b>RESERVED FOR SECOND DAY OF ATM</b>	ALL
April 29, 2019	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk
MAY		
DATE	ACTION	WHO
May 1, 2019	FY2021 CIP request forms due from Department Heads (Dates will change if new charter is approved at Town election)	EA
May 2-28, 2019	Prepare FY 2021 Capital Improvement Plan (Dates will change if new charter is approved at Town election)	TA
May 14, 2019	<b>BOS MEETING</b>	BOS
May 28, 2019	<b>BOS MEETING: Submit FY2021 CIP to BOS + FinCom</b> (Dates will change if new charter is approved at Town election)	EA
May 30, 2019	<b>FINCOM MEETING</b>	FinCom
JUNE		
DATE	ACTION	WHO
June 1, 2019	<b>DEADLINE Charter Sec 7-5-2:</b> 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.' (Dates will change if new charter is approved at Town election)	TA
June 11, 2019	<b>BOS MEETING</b>	BOS
June 25, 2019	<b>BOS MEETING</b>	BOS
June 26, 2019	<b>FINCOM MEETING</b>	FinCom
June 30, 2019	<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.' (Dates will change if new charter is approved at Town election)	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.' (Dates will change if new charter is approved at Town election)	FinCom