

FY 2021 Annual Budget, 2020 Annual Town Meeting and Town Election Schedule

SEPTEMBER			
DATE	ACTION	WHO	Status
September 6, 2019	TA: 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	DONE
September 24, 2019	BOS MEETING: Adoption of 1.) Annual Town Meeting Calendar and 2.) Budget Policy Statement. 2nd Review of 5 Year Financial Forecast	BOS	DONE
September 30, 2019	Certify Free Cash	Accountant	
OCTOBER			
DATE	ACTION	WHO	Status
October 1, 2019	Distribute budget materials to department heads	Accountant	DONE
October 1, 2019	Distribute Capital Improvement Plan to Finance Committee (Charter 7-5-2)	TA	DONE
October 7, 2019	BOS MEETING: Issue FY2021 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	DONE
October 7, 2019	BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	BOS/TA	
October 22, 2019	BOS MEETING	BOS	
October 23, 2019	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom	
October 31, 2019	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	STATUS
November 1, 2019	DEADLINE for submission of Operating Budget to TA	Dept Heads	
November 11-19, 2019	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom	
November 26, 2019	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 18, 2018	TA/EA	
November 20, 2019	FINCOM MEETING:	FinCom	
November 30, 2019	Finance Committee submits their report on the Capital Improvement Plan to the Selectboard and Town Administrator (Charter 7.5.2)	FinCom	
November 30, 2019	Finance Committee summary of the Capital Improvement Plan is published in local newspaper (Charter 7.5.3)	Staff	
DECEMBER			
DATE	ACTION	WHO	STATUS
December 2, 2019	Request Annual Reports from officers, boards & committees	EA	
December 2, 2019	Submission of budget documents and budget message to BOS + FinCom. Include FY20 budget documents + message in BOS Packets	TA/ATA	
December 2, 2019	Budget materials made available to public	EA	
December 10, 2019	BOS MEETING: Distribute budget packets of the Big 5 Budgets	TA/EA	
December 10, 2019	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2019	EA	
December 17, 2019	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/FinCom/Dept Heads	
December 27, 2019	2018 ANNUAL REPORT SUBMISSIONS DUE	Depts/Bds/Committees	

JANUARY			
DATE	ACTION	WHO	STATUS
January 6, 2020	Develop 1st draft ATM Article Index	ATA/EA	
January 6, 2020	Update revenue estimates based on first 6 months of the current fiscal year	Accountant	
January 6, 2020	First day to obtain nomination papers for Town Election (last year 01/07/19)	Clerk	
January 14, 2020	BOS MEETING: Submit FY21 Regional School Budget Development Schedule to BOS with January 14, 2020 packets	TA	
January 14, 2020	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA	
January 22, 2020	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads	
January 31, 2020	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committees	
FEBRUARY			
DATE	ACTION	WHO	STATUS
February 5, 2020 <i>[tentative date - confirm with School Committee]</i>	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee	
February 11, 2020	BOS MEETING: Review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting	BOS/FinCom Sch Reps	
February 11, 2020	TENTATIVE - Receive approved regional school budget	NRSB Bus. Mgr.	
February 12, 2020	Distribute placed Articles to Boards/Committees	EA	
February 25, 2020	BOS MEETING: Review draft of warrant, no action required	BOS	
February 26, 2020	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads	
February 26, 2020	FINCOM to submit final budget recommendations to TA	FinCom	
February 27, 2020	Deadline for petitioned articles (" Prior to March 1 " - Charter 2-4-2)	Registered Voters	
MARCH			
DATE	ACTION	WHO	STATUS
March 2, 2020	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA	
March 2, 2020	<u>Submit Annual Town Report TO PRINTER</u>	EA	
March 6, 2020	Last day to obtain nomination papers for Town Election(MGL c. 53, s. 9A)	Clerk	
March 13, 2020	<u>FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant</u>	Boards and Ctes	
March 13, 2020	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 10, 2020	BOS MEETING: Final Article recommendations and vote on Warrant.	BOS	
March 3, 2020	Planning Board Public Hearing on Any Citizen Petition Zoning Changes	ATA	
March 16, 2020	Final Review of Warrant	TA/ATA/EA	
March 20, 2020	Constable to Sign Warrant (5 copies). Constable to post.	EA	
March 24, 2020	Regular BOS Meeting - BOS Sign Warrant (5 copies).	BOS	
March 25, 2020	FINCOM MEETING	FinCom	
March 27, 2020	Submit Warrant to printer	EA	
March 30, 2020	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk	
APRIL			

DATE	ACTION	WHO	STATUS
April 1, 2020	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk	
April 7, 2019	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk	
April 13, 2020	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer	
April 14, 2020	BOS MEETING	BOS	
April 14, 2020	Finalize Article Motions	TA/ATA/EA	
April 15, 2020	Moderator's conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS	
April 15-17, 2020	Create Power Point Presentation with Articles and Motions for ATM	EA	
April 27, 2020	FINCOM MEETING: Special meeting immediately preceding ATM	FinCom	
April 27, 2020	BOS MEETING: Special meeting immediately preceding ATM	BOS	
April 27, 2020	ATM ("4th Monday in April" - Charter 2-6-1)	ALL	
April 28, 2020	RESERVED FOR SECOND DAY OF ATM	ALL	
MAY			
DATE	ACTION	WHO	STATUS
May 4, 2020	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk	