

## FY 2022 Annual Budget, 2021 Annual Town Meeting and Town Election Schedule

OCTOBER			
DATE	ACTION	WHO	Status
October 15, 2020	TA: Prepare draft for Selectboard of 1.) Budget & Annual Town Meeting Calendar; 2.) FY 2022 Budget Policy Statement; 3.) Five-year financial forecast for submission to SB	TA	
October 24, 2020	Distribute Capital Improvement Plan to Finance Committee <b>(Charter 7-5-2)</b>	TA	
October 28, 2020	<b>FINCOM MEETING: Review draft Annual Town Meeting calendar</b>	FinCom	
October 31, 2020	FINAL deadline date for SB Budget Policy Statement and SB/FinCom to set date for budget submission (see above Charter Sec 7-2-2)	FinCom	
TBD	Certify Free Cash	Accountant	
NOVEMBER			
DATE	ACTION	WHO	STATUS
November 6, 2020	Distribute budget materials to department heads	Accountant	
November 10, 2020	<b>SB MEETING: Issue FY2022 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the SB shall prepare and issue a policy statement relating to the budget for the ensuing Fiscal Year.')</b>	SB/TA/ATA	
November 10, 2020	<b>SB MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)</b>	SB/TA	
November 10, 2020	<b>SB MEETING: Adoption of 1.) Annual Town Meeting Calendar and 2.) Budget Policy Statement. 2nd Review of 5 Year Financial Forecast</b>	SB	
November 18, 2020	<b>FINCOM MEETING: Public Forum on Capital Improvement Plan</b>	FinCom/TA	
November 30, 2020	<b>DEADLINE</b> for submission of Operating Budget to TA	Dept Heads	
November 30, 2020	<b>1st Request</b> Annual Reports from officers, boards & committees	EA	
<i>Confirm with FinCom</i>	Finance Committee submits their report on the Capital Improvement Plan to the Selectboard and Town Administrator <b>(Charter 7.5.2)</b>	FinCom	
<i>Confirm with FinCom</i>	Finance Committee summary of the Capital Improvement Plan is published in local newspaper <b>(Charter 7.5.3)</b>	Staff	
DECEMBER			
DATE	ACTION	WHO	STATUS
December 7-11, 2020	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/ FinCom	
December 30, 2020	2nd Request Annual Reports from officers, boards & committees	EA	
December 31, 2020	Submission of budget documents and budget message to SB + FinCom. Include FY20 budget documents + message in SB Packets	TA/ATA	
JANUARY			
DATE	ACTION	WHO	STATUS
January 4, 2021	Develop 1st draft ATM Article Index	ATA/EA	
January 4, 2021	Update revenue estimates based on first 6 months of the current fiscal year	Accountant	
January 4, 2021	First day to obtain nomination papers for Town Election	Clerk	
<i>Confirm with School Committee</i>	<b>SB MEETING: Submit FY21 Regional School Budget Development Schedule to SB with packets</b>	TA	
January 5, 2020	Budget materials made available to public	EA	
January 12, 2020	<b>SB MEETING: Distribute budget packets of the Big 5 Budgets</b>	TA/EA	
January 12, 2020	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2019	EA	
January 12, 2020	<b>SB MEETING: Submit draft ATM Article Index to SB</b>	ATA/EA	
<i>Confirm with FinCom</i>	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads	

January 31, 2021	<b>DEADLINE</b> to submit Annual Reports	EA/Dept + Comms	
January 31, 2021	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committees	
<b>FEBRUARY</b>			
DATE	ACTION	WHO	STATUS
Confirm with School Committee	School Committee Meeting - Final budget review + vote to approve FY2019 regional school budget	School Committee	
Confirm with School Committee	<b>SB MEETING: Review Elementary School, Tech School + NRSD Budget w FinCom at joint meeting</b>	SB/FinCom Sch Reps	
Confirm with School Committee	TENTATIVE - Receive approved regional school budget	NRSD Bus. Mgr.	
February 10, 2021	Distribute placed Articles to Boards/Committees	EA	
February 23, 2021	<b>SB MEETING: Review draft of warrant, no action required</b>	SB	
Confirm with FinCom	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads	
Confirm with FinCom	FINCOM to submit final budget recommendations to TA	FinCom	
February 26, 2021	Deadline for petitioned articles (" <b>Prior to March 1</b> " - <b>Charter 2-4-2</b> ) Must be submitted to the Town Clerk by 4pm.	Registered Voters	
<b>MARCH</b>			
DATE	ACTION	WHO	STATUS
March 1, 2021	Submit Articles other than budget Articles to FinCom	SB through TA/ATA	
March 1, 2021	<b>Submit Annual Town Report TO PRINTER</b>	EA	
March 2, 2021	Planning Board Public Hearing on Any Citizen Petition Zoning Changes	ATA	
March 2, 2021	<b>SPECIAL JOINT SB/FINCOM MEETING:</b> Joint SB/FinCom Budget: to review and reconcile the select board and finance committee recommendations before town meeting.	SB/FinCom/D ept Heads	
March 12, 2021	Last day to obtain nomination papers for Town Election( <b>MGL c. 53, s. 9A</b> )	Clerk	
March 12, 2021	<b>FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant</b>	Boards and Ctes	
March 12, 2021	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 15, 2021	Last day to file nomination papers with the Town Clerk ( <b>MGL c. 53, s. 10</b> )	Clerk	
March 16, 2021	<b>SB MEETING: Final Article recommendations and vote on Warrant.</b>	SB	
March 19, 2021	Final Review of Warrant	TA/ATA/EA	
March 19, 2021	Constable to Sign Warrant (5 copies). Constable to post.	EA	
March 23, 2021	Regular SB Meeting - SB Sign Warrant (5 copies).	SB	
March 24, 2020	<b>FINCOM MEETING</b>	FinCom	
March 26, 2021	Submit Warrant to printer	EA	
March 31, 2021	Last day to object to or withdraw nomination papers ( <b>MGL c. 53, s. 11</b> )	Clerk	
<b>APRIL</b>			
DATE	ACTION	WHO	STATUS
April 6, 2021	Last day to register to vote at ATM and Annual Town Election ( <b>MGL c. 51, ss 26, 28</b> )	Town Clerk	
April 12, 2021	Deadline for posting and mailing Warrants ("14 days prior to ATM" <b>Charter 2-6-3</b> )	Printer	
April 13, 2021	<b>SB MEETING</b>	SB	
April 14, 2021	Finalize Article Motions	TA/ATA/EA	
April 15, 2021	Moderator's conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/SB	
April 19, 2021	Create Power Point Presentation with Articles and Motions for ATM	EA	

April 26, 2021	<b>FINCOM MEETING:</b> Special meeting immediately preceding ATM	FinCom	
April 26, 2021	<b>SB MEETING: Special meeting immediately preceding ATM</b>	SB	
April 26, 2021	ATM ("4th Monday in April" - Charter 2-6-1)	ALL	
April 27, 2021	<b>RESERVED FOR SECOND DAY OF ATM</b>	ALL	
<b>MAY</b>			
<b>DATE</b>	<b>ACTION</b>	<b>WHO</b>	<b>STATUS</b>
May 3, 2021	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk	