

**2012 Annual Town Meeting Calendar
and
Finance Committee FY2013 Budget Schedule
as of 1.25.12**

September/October, 2011	Develop budget forms and letter Discuss budget process Develop initial revenue projections Finalize Calendar Meet with Depts., Bds./Comms.
Mid-November, 2011	Fin Com sets budget targets and/or guidelines Budget forms & letter distributed to departments
November-December, 2011	Fin Com Liaisons meet with Dept Heads/Boards/Comms
F. December 30, 2011	Deadline for submission of capital plans
Jan. 2 thru Jan. 26, 2012	Acct./Treas./Tn. Adm. review budgets for accuracy and completeness Each Dept. meets with Acct./Treas./Tn. Adm. for questions/revisions
<u>T. January 3, 2012</u>	<u>Final Deadline for submission of budgets</u>
T. January 10, 2012	Preferred Deadline for ATM articles / placeholders
T. January 17, 2012	Capital Plan distributed to Capital Comm.
T. January 24, 2012	Capital Committee meets with Depts. to discuss Capital Plans
T. January 31, 2012	Budget book distributed to Fin Com
T. January 31, 2012	Capital Committee makes preliminary recommendations to Fin Com
Feb. 1 thru Feb. 6, 2012	Fin Com develops questions for Dept. Hearings
Th. February 2, 2012	SNOW DATE
T. February 7, 2012	7:00 Committee Business/Discuss questions 7:10 Planning Budget (if needed) Conservation Budget (if needed) OSIC (if needed) Veterans Budget; Memorial Day/Veterans Day (if needed) 7:30 Meet with WRSD Representatives 7:50 Library Budget 8:20 Police Budget Communications Budget Animal Control Budget

**2012 Annual Town Meeting Calendar
and FY2013 Budget Schedule (Continued)**
as of 1.25.12

- | | | | |
|-----------|-----------------------|-------------|---|
| T. | February 14, 2012 | 7:00 | Facilities Manager Budget |
| | | 7:30 | DPW, Water Ent. and Snow & Ice Budgets |
| | | 8:15 | Fire and Ambulance Budgets |
| | | | |
| T. | February 21, 2012 | 7:00 | Town Clerk and Elections Budgets (if needed) |
| | | | Zoning Board of Appeals Budget (if needed) |
| | | | Inspectional Services Budgets (if needed) |
| | | | Board of Health Budget (if needed) |
| | | | Council on Aging Budget (if needed) |
| | | | Human Resources Budget (if needed) |
| | | 7:45 | Recreation Budget |
| | | 8:15 | Town Administrator Budget |
| | | 8:25 | Discuss Town Meeting articles |
| | | | |
| T. | February 28, 2012 | 7:00 | Assessors Budget (if needed) |
| | | 7:10 | Accountant Budget (if needed) |
| | | 7:20 | Information Technology Budget |
| | | 7:40 | Treasurer/Collector Budget (if needed) |
| | | | Debt Service Budget |
| | | 7:50 | Insurance Budgets and Financial Audit |
| | | | Retirement Assessment (if needed) |
| | | | Professional Services Budget |
| | | 8:00 | Wachusett RSD Assessment and Capital Requests |
| | | | Monty Tech Assessment and Capital Requests |
| | | 8:30 | Discuss Town Meeting articles |
| | | | |
| Th. | March 1, 2012 | | SNOW DATE |
| | | | |
| T. | March 6, 2012 | | NO MEETING: Members review budgets;
Develop recommended cuts, Liaisons research questions |
| | | | |
| T. | March 13, 2012 | | Discuss Revenue and Expense Totals
Meet with Capital Committee (if needed)
Discuss Budget and Capital Requests
Recall Departments for Q&A as needed |
| | | | |
| W. | March 19, 2012 | 5 PM | Final Deadline for submission of all ATM articles |
| | | | |
| T. | March 20, 2012 | | Discuss Budgets and Capital Requests
Meet with Capital Committee (if needed) to hear their final recommendations
Vote Preliminary Budget/Capital Recommendations |
| | | | |
| T. | March 27, 2012 | | Vote Final Budget/Capital Recommendations |
| | | | |
| W. | March 28, 2012 | | Last date for BOS to close the warrant |
| | | | |
| Th. | March 29, 2012 | | SNOW DATE |

**2012 Annual Town Meeting Calendar
and
FY2013 Budget Schedule (Continued)**
as of 1.25.12

March 26 - April 12, 2012	Period to prepare warrant text and tables
Wed. April 4 or 11, 2012	Presentation to Board of Selectmen Board of Selectmen sign warrant
Fri. April 13, 2012	Last day to send warrant to printer
Thurs. April 26, 2012	Receive warrant back from printer
Tues. May 1, 2012	Warrant posted on the Website (NOTE: Warrant is no longer mailed to households, per 2010 Bylaw change)
Mon. May 7, 2012	Last day to post Warrant with constables
Mon. May 14, 2012	Annual Town Meeting

Budgets of less than \$10,000 – No specific hearing date needed

Selectmen

Historical Commission

Finance Committee

Personnel Board

Extension Service

Forestry Comm.

Agric. Comm.

Government Study Committee