

MEMO

To: Board of Selectmen and Advisory Board

From: John Lebeaux, Town Administrator

Date: December 29, 2009

Re: FY11 Budget Calendar

The following is the FY 11 budget calendar. All selectmen meetings are scheduled in the Town Hall Annex at 5 p.m. unless otherwise specified. Advisory Board meeting dates and times TBD.

Tues. December 1 – All Boards meeting held – Kick-off to the FY11 Budget Season

Monday, December 7 – Town Administrator presents 10-11 revenue report to the Selectmen and Advisory Board in a combined meeting. Selectmen & AB discuss FY11 budget guidelines.

Nov-Dec – Five-year capital plan possibly on hold for FY11 – CIP & TA meet to discuss economic and budget matters.

Monday, December 21 (7 p.m.) - Selectmen and Advisory Board hold joint meeting to discuss FY11 budget process, finalize budget guidelines and approve budget calendar

November & December – Department heads, committees and Town Administrator meet to develop and discuss FY11 operating budgets and capital requests

December - CIP meets in the town hall to discuss five-year capital plan

Mon. December 28 – Department heads and committees submit FY10 operating budgets to TA

Selectmen hear budget presentations from department heads

Wed. January 6 – (Noon-3 p.m.) – Library, Highway & Town Administrator

Thurs. January 7 – (11 a.m. – 3 p.m.) – Fire Department, Police & Town Administrator

Thurs. January 21 - Board of Selectmen receive FY11 Capital and special requests

January - Selectmen review special article requests

Wed. January 13 – AB receives and begins review of FY10 department/committee op budgets.

February – AB meets & works on FY10 budget, five-year Capital Plan & special articles

Tues. February 16 – Selectmen, AB and School Committee hold joint budget meeting

March - AB meets & works on FY09 budget, five-year Capital Plan & special articles

Tues. March 16 – Selectmen, AB and School Committee hold joint budget meeting

Tues. March 16 – STM & ATM Warrant closes

Monday April 5 – Advisory Board submits annual report to the TA for inclusion to the warrant

Mon. April 12– Selectmen and AB meet to review final warrant before it goes to the printer.

April - AB holds contingency meetings during April as necessary

Thurs. April 22 - Warrant goes to the printer

Mon. April 26 - Warrant in mail to Princeton residents

Tues. April 27 - ATM & STM warrant posted

Mon. May 3 – AB holds Public Hearing on ATM warrant (7 pm)

Mon. May 10 – Annual Election

Tues. May 11 – Annual Town Meeting