

CHILMARK

FY2017

BUDGET SCHEDULE



TO: All Departments, Officers, Boards, Committees and Commissions

FR: Tim Carroll, Executive Secretary

DT: September 3, 2015

RE: Budget and ATM Schedule

Please review this schedule as soon as possible and report any conflicts to me immediately.

Boards, Commissions & Committees <i>Meet and discuss needs for FY2017</i>	Discuss and vote Capital Plan Needs for next 5 years.	October
Boards, Commissions & Committees <i>Meet and discuss needs for FY2017</i>	Establish preliminary goals for next year.	November
Boards, Commissions & Committees	Deadline to Submit Capital Requests	November 2 nd
COLA from Human Resource Board	September CPI/U NE	November 5 th
Planning Board or Citizens seeking a new zoning bylaw - DEADLINE	Submit Petition to Selectmen by 12 Noon	November 13 th
BOS Meeting 7:00 PM	Zoning Petitions & COLA	November 17 th
FinCom Meeting 5:30 PM	Review COLA Review CIP Requests Establish Guidance for FY16 budget	November 18 th
FY2017 Budget Worksheets released		November 18 th
Planning Board	Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws	Nov 18 th - January 4 th
BOS Meeting 7:00 PM BOS Meeting 7:30 PM CIPC Planning Board - DEADLINE	Complete Annual CIP Submit Proposed Zoning bylaws for Legal Counsel review.	December 1 st December 15 th December 21 st January 4 th 2016
All Departments & Citizens Met and voted budget & articles only.	Budget Requests & Appropriation Articles DUE	January 4 th
Town Budget assembled by Exec.Sec. & Accountant		January 5 th – 20 th
All Departments & Citizens	Deadline to submit Non-Appropriation & Non-Zoning Articles 12 Noon	January 11 th
BOS Meeting 7:00 PM BOS Meeting 7:00 PM		January 5 th January 19 th
FINCOM & BOS FY2017 Budget Hearing	1 7:00 - 9:00 PM	January 20 th
FINCOM & BOS FY2017 Budget Hearing	2 7:30 - 9:00 PM	January 25 th
FINCOM & BOS FY2017 Budget Hearing	3 7:00 - 9:00 PM	January 26 th
FINCOM & BOS FY2017 Budget Hearing	4 7:00 - 9:00 PM	January 27 th
FINCOM & BOS FY2017 Budget Hearing	5 7:00 - 9:00 PM	January 28 th
Departmental submissions for TOWN REPORT Due		February 1 st
FINCOM & BOS FY2017 Budget Hearing	6 7:00 - 9:00 PM	February 1 st
BOS Meeting 7:00 PM		February 2 nd
FINCOM & BOS FY2017 Budget Hearing	7 7:00 - 9:00 PM	February 3 rd
FINCOM & BOS FY2017 Budget Hearing	8 7:00 - 9:00 PM	February 4 th
FINCOM & BOS FY2017 Budget Hearing	9 6:00 - 8:00 PM	February 5 th <u>If Necessary</u>
BOS Meeting 7:00 PM		February 16 th
School Vacation February 20 – 28 th		
BOS Meeting 7:00 PM	Approval of ATM Warrant	March 1 st
Town Report to Press		March 2 nd
ANNUAL TOWN MEETING		April 25 th 2016
Annual Town Election		April 27 th 2016