

CHILMARK

FY2019

BUDGET SCHEDULE



TO: All Departments, Officers, Boards, Committees and Commissions
 FR: Tim Carroll, Executive Secretary
 DT: September 21, 2017
 RE: Budget and ATM Schedule

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

Departments, Boards, Commissions & Committees	Discuss and vote Capital Plan <i>Meet and discuss capital needs for FY2018</i>	Needs for next 5 years.	October 2017
Departments, Boards, Commissions & Committees	Deadline to Submit Capital Requests		October 13 th 2017
Capital Planning Committee	<i>CPI/u NE for September released – BLS</i> Review Requests and 5 year plan		October 16 th 2017 October 18 th 5:00 PM
Boards, Commissions & Committees	Establish preliminary goals for next year <i>Meet and discuss needs for FY2019</i>		November 2017
Human Resource Board – COLA	Meet & review September CPI/U NE		November 2 nd 2017
FinCom Meeting 5:30 PM	Review COLA recommendation from HRB Report on CIP Requests Establish Guidance to departments & agencies for FY19 budget preparation		November 8th
Planning Board or Citizens seeking a new zoning bylaw - DEADLINE	Submit Petition to Selectmen by 12 Noon		November 17 th
BOS Meeting 7:00 PM	Zoning Petitions & COLA		November 21st
FY2018 Budget Worksheets released for preliminary budget preparation by departments			November 22 nd
Planning Board	<i>Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws</i>		Nov 22 nd - January 2 nd
BOS Meeting 5:00 PM			December 5th
BOS Meeting 5:00 PM			December 19th
CIPC	Complete Annual Capital Improvement Plan		December 20th
Planning Board - DEADLINE	Submit Proposed Zoning bylaws for Legal Counsel review.		January 3 rd 2018
All Departments & Citizens	Budget Requests & Appropriation Articles DUE		January 4th 2018
	<i>Met and voted budget & articles. Town Budget assembled by Admin Asst to BOS, Asst. to Acct, Accountant & Exec Sec</i>		January 5 th – 19 th 2018
All Departments & Citizens	Deadline to submit Non-Appropriation & Non-Zoning Articles 12 Noon		January 10th
BOS Meeting 5:00 PM			January 2nd
BOS Meeting 5:00 PM			January 16th
FINCOM & BOS FY2018 Budget Hearing	1	7:00 - 9:00 PM	January 23rd
FINCOM & BOS FY2018 Budget Hearing	2	7:00 - 9:00 PM	January 24th
FINCOM & BOS FY2018 Budget Hearing	3	7:00 - 9:00 PM	January 25th
FINCOM & BOS FY2018 Budget Hearing	4	7:00 - 9:00 PM	January 29th
FINCOM & BOS FY2018 Budget Hearing	5	7:00 - 9:00 PM	January 30th
Departmental submissions for TOWN REPORT		Due	February 1st
FINCOM & BOS FY2018 Budget Hearing	6	7:00 - 9:00 PM	January 31st
FINCOM & BOS FY2018 Budget Hearing	7	7:00 - 9:00 PM	February 1st
FINCOM & BOS FY2018 Budget Hearing	8	7:00 - 9:00 PM	February 5th
BOS Meeting 5:00 PM			February 6th
FINCOM & BOS FY2018 Budget Hearing	9	7:00 - 9:00 PM	February 7th
Town Report to Press			February 13th
	<i>Presidents' Day Holiday February 19th</i>		
BOS Meeting 5:00 PM			February 20th
	<i>School Vacation February 24th – March 4th</i>		
BOS Meeting 5:00 PM	Approval of ATM Warrant		March 6th
ANNUAL TOWN MEETING	April 23rd 2018		
Annual Town Election	April 25th 2018		