



CHILMARK FY2020 BUDGET SCHEDULE

TO: All Departments, Officers, Boards, Committees, Commissions & Regional Partners
 FR: Tim Carroll, Town Administrator
 DT: August 28th 2018
 RE: **Budget and ATM Schedule**

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

Departments, Boards, Commissions & Committees Meet and discuss capital needs for FY2020 October 2018
 Discuss and vote **Capital Plan** if any Needs for next 5 years.

Departments, Boards, Commissions & Committees Deadline to Submit **Capital Requests** October 12th 2018
 CPI/u NE for September released – BLS October 16th 2018

Capital Planning Committee Review Requests and 5 year plan October 17th 5:00 PM

FinCom Meeting 5:00 PM Review: Regional Issues, Assignments, Revenue Reports **October 25th 2018**
 Establish Guidance to departments & agencies for FY20 budget preparation

Boards, Commissions & Committees Establish preliminary goals for next year November 2018
 Meet and discuss needs for FY2020

Human Resource Board – COLA Meet & review September CPI/U NE November 1st 2018

FinCom Meeting 5:00 PM Review COLA recommendation from HRB **November 7th 2018**
 Report on CIP Requests

Planning Board or Citizens seeking a new zoning bylaw - DEADLINE Submit Petition to Selectmen by 12 Noon November 16th 2018

BOS Meeting 5:00 PM **Zoning Petitions & COLA** **November 20th**

FY2020 Budget Worksheets released for preliminary budget preparation by departments November 21st

Planning Board Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws Nov 21st - January 2nd

BOS Meeting 5:00 PM **December 4th**
BOS Meeting 5:00 PM **December 18th**

Capital Planning Committee Complete Annual Capital Improvement Plan **December 19th**

Planning Board - DEADLINE Submit Proposed Zoning bylaws for Legal Counsel review. January 2nd 2019

All Departments & Citizens **Budget Requests & Appropriation Articles** **January 3rd 2019**
 Met and voted budget & articles. **DUE**

Town Budget assembled by Admin Asst to BOS, Asst. to Acct, Accountant & Town Administrator January 4th – 17th 2019

BOS Meeting 5:00 PM **off cycle** **January 8th**

All Departments & Citizens Deadline to submit **Non-Appropriation & Non-Zoning Articles** 12 Noon **January 9th**

BOS Meeting 5:00 PM **off cycle** **January 22nd**

FINCOM & BOS FY2020 Budget Hearing 1 7:00 - 9:00 PM **January 23rd**

FINCOM & BOS FY2020 Budget Hearing 2 7:00 - 9:00 PM **January 24th**

FINCOM & BOS FY2020 Budget Hearing 3 7:00 - 9:00 PM **January 29th**

FINCOM & BOS FY2020 Budget Hearing 4 7:00 - 9:00 PM **January 30th**

FINCOM & BOS FY2020 Budget Hearing 5 7:00 - 9:00 PM **January 31st**

Departmental submissions for **TOWN REPORT** are **Due February 1st**

FINCOM & BOS FY2020 Budget Hearing 6 7:00 - 9:00 PM **February 4th**

BOS Meeting 5:00 PM **February 5th**

FINCOM & BOS FY2020 Budget Hearing 7 7:00 - 9:00 PM **February 6th**

FINCOM & BOS FY2020 Budget Hearing 8 7:00 - 9:00 PM **February 7th**

FINCOM & BOS FY2020 Budget Hearing 9 6:00 - 9:00 PM **February 11th IF NEEDED**

Town Report to Press February 13th

Presidents' Day Holiday February 18th

BOS Meeting 5:00 PM **February 19th**

School Vacation February 23rd–March 3rd

BOS Meeting 5:00 PM **Approval of ATM Warrant** **March 5th**

School Vacation April 13th–21st

ANNUAL TOWN MEETING 7:30 PM **April 22nd 2019**

Annual Town Election 12:00 – 8:00 PM **April 24th 2019**