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**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

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**TO:** BoS; ABC  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Budget Reviews  
**DATE:** October 29, 2010  
**CC:** Town Departments; File



The SelectBoard signed off on a budget schedule this past Thursday. As in previous years it is grueling but it is my understanding that the all day reviews is what everyone would like to go with. I have tried to front load the departments in the order of how intensive I anticipate the discussions will be and where we need major decisions sooner rather than later.

We have arranged the day with a Noonish meal break (brought in) and hope to end by 3 p.m.

Friday - Nov. 5	10:00 a.m. Quarterly Financial Presentation 10:30 a.m. Overall Budget Presentation & Revenues 1:00 p.m. Police: Public Safety Group 2:00 p.m. Fire & Emergency Services
Friday - Nov. 19	10:00 a.m. Development Services w/ConCom 11:00 a.m. Tax Collector 11:30 a.m. Town Clerk & Elections 1:00 p.m. Executive Group & Administration and Finance
Friday - Dec. 3	<b>9:00 a.m. Public Works (Changed from 10 a.m.)</b>
Friday - Dec. 10	<b>8:30 a.m.</b> 10:00 a.m. Library 10:30 a.m. Parks and Recreation 1:00 p.m. Human Services 1:30 p.m. Visiting Nurses & Public Health

**CANCELED**

~~Friday - Dec. 17 10:00 a.m. Warrant Review & Total Budget Recap~~

TBA Follow-Up on research for finalization

Our remaining Business Session schedule until the 1<sup>st</sup> of the year would be:

November 4	November 18	December 2;
December 16	December 30	