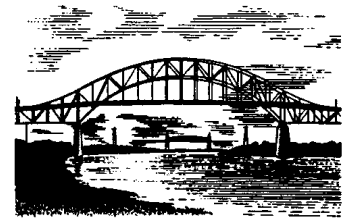




# TOWN OF BOURNE

## Finance Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



### 2020 MEETING SCHEDULE –05/07/20

Date	Topic	Location
Tues. 1/14	Budget Message at Board of Selectmen's Meeting	Community Building
Mon. 2/3	FinCom Workshop (not televised) on Financial Documents (Sources and Uses, Revenue Estimates, Fund Balances, Financial Policies)	Community Building
Mon. 2/10 <i>Joint Mtg.</i>	Town Clerk, Elections & Registration, Police, IT/Data Processing, ISWM	Community Building
Mon. 2/17	President's Day – no meeting	
<del>Mon. 2/24 <i>Joint Mtg.</i></del>	<del>Planning, Conservation, Inspections, Engineering, Capital Outlay – CANCELLED</del>	<del>Community Building</del>
Mon. 3/2 <i>Joint Mtg.</i>	Engineering, Inspections, Fire Dept, Library, Council on Aging, DNR, Non-Electricity Shared Costs,	Community Building
Mon. 3/9 <i>Joint Mtg.</i>	Recreation, Community Building, DPW, Snow & Ice, Sewer Dept., Facilities, Electricity Shared Costs, Finance Department (Finance, Assessors, Treasurer/Collector)	Community Building
Mon. 5/11 <i>BOS attend Mtg.</i>	Bourne Schools, UCT School District, TA/Selectmen/ Employment Services, Economic Development, Legal Budget, Warrant Article Review	ZOOM
Mon. 5/18 <i>BOS attend Mtg.</i>	Health Department, Conservation, Planning Department, All other budgets, Capital Outlay, Debt Service, Long Term Plan, Warrant Article Review	ZOOM
Mon. 6/1 <i>BOS attend Mtg.</i>	Budget Public Hearing, CPC warrant articles Revenue review (Sources & Uses) , Review Budget and Staffing Priorities, Final Long-term Plan for Voter Handbook, Warrant article review, Draft FinCom Report	TBD
Mon. 6/8	Review Articles and Vote Recommendations on Articles, FinCom Report Final	TBD
Thu – 6/11	Moderator's Pre-Town Meeting for Handbook Review (Optional FinCom Meeting only posted if a quorum will attend)	TBD
Mon. 6/29	<b>Annual and Special Town Meetings</b>	High School Auditorium

**2020 Key dates:**

**12/8/19** – Dept. Budgets due to TA (Bylaws Section 1.2.7)

**On or before January 15** – TA Operational Budget and Capital Budget to BOS (Bylaws Section 1.2.7)

**January 14** – Joint Meeting of BOS/FinCom for TA Budget Message

**January 21** – BOS Budget Review and BOS votes the dates that the ATM and May STM warrants will close

**February 1** – Board of Selectmen forwards Budgets to FinCom (Bylaws Section 1.2.7)

**February 10** – FinCom starts weekly department budget reviews – Joint Meetings with BOS

**February 17** – President's Day – no meeting

**March 13** – ATM warrant closes (**not less than 50 days** before ATM by Charter 2-5)

**March 23** – **Annual and Special Town Meeting Draft Motions to FinCom**

**March 24** – May STM warrant closes (**not less than 25 days** before STM by Charter 2-5)

**May 25** – Memorial Day – no meeting

**May 27** – School Committee votes final School Budget

**May 29** – **Final ATM and Special Town Meeting Motions to FinCom**

**June 5** – Post Warrants for Annual and Special Town Meeting

**June 8** – FinCom Report available at Town Hall and Library (**21 days\*** before ATM by Charter Section 7.4)

**June 8** – **FinCom votes recommendations for Handbook**

**June 9** – BOS votes recommendations for Handbook

**June 10** – FinCom Written comments due for ATM articles

**June 11** – Moderator's Pre-Town Meeting – review draft handbook and motions prior to final printing

**June 12** – ATM Voter Handbook finalized for printing and Copies available at Town Hall and Library (**15 days\*** before ATM by Charter 2-5)

TBD – Pre-Town Meeting for Annual and Special Town Meeting logistics if needed after 4/16

**May 27** – FinCom Verbal comments due by noon

**June 29** – Annual and May Special Town Meeting

**ATM Warrant Closes – not less than 50 days before** [Charter 2-5 (b)] = 3/15 (Sunday) – **BOS voted an earlier date of 3/13.**

**STM Warrant Closes – not less than 25 days before** [Charter 2-5 (b)] = 4/9 (Thursday) – **BOS voted an earlier date of 3/24**

**BOS Votes and Signs the Final Warrant** – Tuesday, 6/2

**\*FinCom Report Available – 21 days before ATM** [Charter 2-5 (c)] = 6/8

**\*\*Voter Handbook Available - 15 days before ATM** [Charter 2-5(c)] = 6/14 which is a Sunday so Friday 6/12

**STM Warrant posted – 14 days before STM** (state law) (note Voter Handbook must be available 15 days before by Charter)

**ATM Warrant posted – 7 days before ATM** (state law) (note Voter Handbook must be available 15 days before by Charter)