

FY22 Budget-TM Timeline

	Task Name	No later than date	Reference	Duration	Start	Finish	% Complete	Status
1	BoS Votes Dates to Open and Close FTM Warrant			1d	08/04/20	08/04/20	100%	Complete
2	BOS Open the Fall Town Meeting Warrant	10/22/20		35d	08/10/20	09/25/20	100%	Complete
3	Free Cash Certification and Approval			7d	09/11/20	09/21/20	100%	Complete
4	TA and Finance Director Develop Budget Instructions			10d	09/21/20	10/02/20	100%	Complete
5	TA and Finance Director Issue Budget Instructions, Forms, etc			1d	10/08/20	10/08/20	100%	Complete
6	Departments Develop Budgets and submit to the TA/Finance Director	12/08/20	Bylaw Sec 1.2.7	16d	10/09/20	10/30/20	100%	Complete
7	Present Draft Warrant Articles to the BoS			1d	10/06/20	10/06/20	100%	Complete
8	Special Town Meeting Warrant Finalized with Motions			1d	10/09/20	10/09/20	100%	Complete
9	BoS vote final warrant and vote to post the Warrant			1d	10/20/20	10/20/20	100%	Complete
10	Warrant Posted by the Constable	11/02/20		1d	10/23/20	10/23/20	100%	Complete
11	Finance Dept inputs Department Data into Softwrite			4d	11/03/20	11/06/20	100%	Complete
12	NLT date to publish Voter Handbook			1d	11/06/20	11/06/20	100%	Complete
13	TA and Finance Director hold Departmental Reviews			13d	11/09/20	11/25/20	100%	Complete
14	Fall Special Town Meeting			1d	11/16/20	11/16/20	100%	Complete
15	Prior year financial review presented to the BoS/Fincom-Finance Director and TA			1d	12/08/20	12/08/20	100%	Complete
16	Tax Classification Hearing Held			1d	12/01/20	12/01/20	100%	Complete
17	Finance Dept updates Departmental Budgets			5d	11/30/20	12/04/20	100%	Complete
18	TA Prepares Budget for Presentation to BoS			19d	12/07/20	12/31/20	100%	Complete
19	BoS votes to Open ATM and STM warrants and votes the dates they will close			1d	01/05/21	01/05/21	100%	Complete
20	TA Presents Operating and Capital Budgets to BoS	01/15/20	Bylaw Sec 1.2.7/Charter 7-1	1d	01/05/21	01/05/21	100%	Complete
21	Board of Selectmen Budget and Capital Program Review			1d	01/12/21	01/12/21	100%	Complete
22	Board of Selectmen Budget and Capital Program Review			1d	01/19/21	01/19/21	100%	Complete
23	Board of Selectmen Budget and Capital Program Review			1d	01/26/21	01/26/21	NA	NA
24	BoS forward budget and capital plan to Fincom	02/01/20	Bylaw Sec. 1.2.7	1d	02/02/21	02/02/21	100%	Complete
25	Warrant Closes - Annual Town Meeting	03/12/21	Charter 2-5;No <50 days	1d	02/26/21	02/26/21	100%	Complete
26	Warrant Closes - Special Town Meeting	04/08/21	Charter 2-5;No <25 days	1d	02/26/21	02/26/21	100%	Complete
27	Vote to Post Warrant for Special Town Meeting	04/19/21	NLT 14 days prior	1d	03/30/21	03/30/21		
28	Vote to Post Warrant for Annual Town Meeting	04/26/21	NLT 7 days prior	1d	03/30/21	03/30/21		
29	School Budget voted at School Committee Meeting			1d	04/01/21	04/01/21		
30	Fincom report available at TH and Library	>21 days before ATM	Charter 7-4	1d	04/12/21	04/12/21		
31	ATM Voter Handbook available at TH and Library	>15 days before ATM	Charter 2-5	1d	04/16/21	04/16/21		
32	Annual and Special Town Meeting	First Monday in May	Bylaw Sec 1.1.1	1d	05/03/21	05/03/21		