

5A

FY21 Budget

smartsheet

Task Name	No later than date	Reference	Duration	Start	Finish
1 TA and Finance Director Develop Budget Instructions			20d	09/02/19	09/27/19
2 TA and Finance Director Issue Budget Instructions, Forms, etc			1d	09/30/19	09/30/19
3 Departments Develop Budgets and submit to the TA/Finance Director	12/08/19	Bylaw Sec 1.2.7	49d	10/01/19	12/06/19
4 Tax Classification Hearing Held			1d	12/03/19	12/03/19
5 Prior year financial review presented to the Bos/Fincom-Finance Director and TA			1d	12/03/19	12/03/19
6 TA and Finance Director hold Departmental Reviews			17d	12/09/19	12/31/19
7 TA Prepares Budget for Presentation to Bos/Fincom			7d	01/02/20	01/10/20
8 TA Presents Operating and Capital Budgets to Bos/Fincom	01/15/20	Bylaw Sec 1.2.7/Charter 7-1	1d	01/13/20	01/13/20
9 Bos votes to Open ATM and STM warrants and votes the dates they will close			1d	01/13/20	01/13/20
10 Preliminary School Budget submitted to the TA			1d	01/17/20	01/17/20
11 Bos forward budget and capital plan to Fincom	02/01/20	Bylaw Sec. 1.2.7	1d	02/01/20	02/01/20
12 ATM Warrant Closes	>50 days before ATM	Charter 2-5	1d	03/13/20	03/13/20
13 School Budget voted at School Committee Meeting			1d	04/01/20	04/01/20
14 May STM Closes	>25 days before STM	Charter 2-5	1d	04/08/20	04/08/20
15 Fincom report available at TH and Library	>21 days before ATM	Charter 7-4	1d	04/13/20	04/13/20
16 ATM Voter Handbook available at TH and Library	>15 days before ATM	Charter 2-5	1d	04/17/20	04/17/20
17 Post Warrants for Annual and Special Town Meeting					
18 Annual and Special Town Meeting	First Monday in May	Bylaw Sec 1.1.1	1d	05/04/20	05/04/20
19					
20					
21					

15C

Town Administrator

Three Month Objectives (Nov 10 to Jan 20)

Tony Schiavi

1. Complete and present the FY21 Town Budget and Capital Plan on time
2. Hire new Council on Aging Director – January 2020
3. Become familiar and gain awareness of the current activities of the various Boards and Committees – both regulatory and non-regulatory
4. Develop for implementation the town's economic development structure to include hiring the Economic Development Director
5. Advertise, solicit and kickoff the town's comprehensive WWMP
6. Present a plan to the BoS to re-establish the town's HR department
7. Begin construction of the BB WWTP
8. Continue development with the BoS on a town wide Strategic Plan
9. Keep Savary Ave septic conversions on track and coordinate with ACE on disposing of current system in Feb 2020.
10. Implement E-Permitting and Dude Solutions Facility Management S/W
11. Show consistent progress on Website updates and redesign