

| Task Name | NLT Date | Reference | Start | Finish | Status |
|---|-----------------|-----------------------------|--------------|---------------|---------------|
| BoS Votes Dates to Open and Close FTM Warrant | | | 08/04/20 | 08/04/20 | Complete |
| BOS Open the Fall Town Meeting Warrant | 10/22/20 | | 08/10/20 | 09/25/20 | Complete |
| Free Cash Certification and Approval | | | 09/11/20 | 09/21/20 | Complete |
| TA and Finance Director Develop Budget Instructions | | | 09/21/20 | 10/02/20 | Complete |
| TA and Finance Director Issue Budget Instructions, Forms, etc | | | 10/08/20 | 10/08/20 | Complete |
| Departments Develop Budgets and submit to the TA/Finance Director | 12/08/20 | Bylaw Sec 1.2.7 | 10/09/20 | 10/30/20 | Complete |
| Present Draft Warrant Articles to the BoS | | | 10/06/20 | 10/06/20 | Complete |
| Special Town Meeting Warrant Finalized with Motions | | | 10/09/20 | 10/09/20 | Complete |
| BoS vote final warrant and vote to post the Warrant | | | 10/20/20 | 10/20/20 | Complete |
| Warrant Posted by the Constable | 11/02/20 | | 10/23/20 | 10/23/20 | Complete |
| Finance Dept inputs Department Data into Softwrite | | | 11/03/20 | 11/06/20 | Complete |
| NLT date to publish Voter Handbook | | | 11/06/20 | 11/06/20 | Complete |
| TA and Finance Director hold Departmental Reviews | | | 11/09/20 | 11/25/20 | Complete |
| Fall Special Town Meeting | | | 11/16/20 | 11/16/20 | Complete |
| Prior year financial review presented to the BoS/Fincom-Finance Director and TA | | | 12/08/20 | 12/08/20 | Complete |
| Tax Classification Hearing Held | | | 12/01/20 | 12/01/20 | Complete |
| Finance Dept updates Departmental Budgets | | | 11/30/20 | 12/04/20 | Complete |
| TA Prepares Budget for Presentation to BoS | | | 12/07/20 | 12/31/20 | Complete |
| BoS votes to Open ATM and STM warrants and votes the dates they will close | | | 01/05/21 | 01/05/21 | Complete |
| TA Presents Operating and Capital Budgets to BoS | 01/15/20 | Bylaw Sec 1.2.7/Charter 7-1 | 01/05/21 | 01/05/21 | Complete |
| Board of Selectmen Budget and Capital Program Review | | | 01/12/21 | 01/12/21 | Complete |
| Board of Selectmen Budget and Capital Program Review | | | 01/19/21 | 01/19/21 | Complete |
| Board of Selectmen Budget and Capital Program Review | | | 01/26/21 | 01/26/21 | NA |
| BoS forward budget and capital plan to Fincom | 02/01/20 | Bylaw Sec. 1.2.7 | 02/02/21 | 02/02/21 | |

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| Warrant Closes - Annual Town Meeting | 03/12/21 | Charter 2-5;Not <50 days | 02/26/21 | 02/26/21 |
| Warrant Closes - Special Town Meeting | 04/08/21 | Charter 2-5;Not <25 days | 02/26/21 | 02/26/21 |
| Vote to Post Warrant for Special Town Meeting | 04/19/21 | NLT 14 days prior | 03/30/21 | 03/30/21 |
| Vote to Post Warrant for Annual Town Meeting | 04/26/21 | NLT 7 days prior | 03/30/21 | 03/30/21 |
| School Budget voted at School Committee Meeting | | | 04/01/21 | 04/01/21 |
| Fincom report available at TH and Library | >21 days before ATM | Charter 7-4 | 04/12/21 | 04/12/21 |
| ATM Voter Handbook available at TH and Library | >15 days before ATM | Charter 2-5 | 04/16/21 | 04/16/21 |
| Annual and Special Town Meeting | First Monday in May | Bylaw Sec 1.1.1 | 05/03/21 | 05/03/21 |