PRELIMINARY MEETING SCHEDULE AND NOTICE

2017-2018 (FY 18) BUDGET & WARRANT PROCESS		
Date	**Task**	**Responsibility**
11/03/16	Joint Capital Investment Planning Workshop	**SB / BC**
11/14/16	Select Board Meeting - Budget process review and approval	SB
11/18/16	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	Various
12/12/16	Select Board Meeting - Board goals & warrant arrangement	SB
12/21/16	Budget Committee Meeting - Budget goals	BC
12/30/16	Preliminary Dept., Board & Committee budget #s & goals due	Various
01/04/17	Budget Committee Meeting - Departments I	BC
01/09/17	Select Board Meeting - First budget draft presented	SB
01/18/17	Budget Committee Meeting - Departments II	BC
01/23/17	Select Board Meeting - Second budget draft presented	SB
02/01/17	Budget Committee Meeting - Departments III	BC
02/06/17	Select Board Meeting - Third budget draft presented	SB
02/15/17	Budget Committee Meeting - Budget review	BC
02/21/17	Joint Budget Committee & Select Board Meeting - Comprehensive budget review (moved from 2/20)	SB / BC
03/01/17	**Joint Budget Committee & Select Board Meeting - Public Budget Meeting**	**SB / BC**
03/06/17	Select Board Meeting - Fourth budget draft presented (if requested)	SB
03/15/17	6:30pm - School Committee meeting with Select Boards - school budget	SB / SC
03/20/17	85 days before vote - Nomination Papers available	TC
03/20/17	Select Board Meeting - Warrant review	SB
04/03/17	Select Board Meeting - Final Budget & Warrant Review	SB
04/10/17	**Joint Budget Committee & Select Board Meeting - Second Public Budget Meeting**	**SB / BC**
04/17/16	Select Board Meeting - Budget and Warrant Approval	SB
04/24/17	Select Board Meeting - Referendum question hearing	SB
04/28/17	45 days before voting - Nomination papers due	Various
05/09/17	35 Days before voting - Signed Warrant due to Clerk (absolute deadline)	SB
06/02/17	10 days before voting - Last day to hold referendum question hearings	SB
06/06/17	7 days before voting - Town Meeting Warrant posted (absolute deadline)	TC / Constable
06/13/17	Town Meeting - State Primary	TC

Budget Process Summary:	**Key:**
Two Public Budget Meetings	BC - Budget Committee
One Referendum Hearing	SB - Select Board
Five joint meetings	SC - School Committee
Four Budget Committee meetings	TC - Town Clerk
Six Select Board meetings with budget drafts	Statutory deadlines
Nineteen scheduled opportunities for public comment	

Notes:

Meeting Times - SB meetings are held at 6:30 and BC meetings at 6:00 unless otherwise noted

Involvement - Although not addressed directly it is expected that the Town Manager, Finance Officer, and Residents of the Town of Readfield will have ongoing roles in nearly all aspects of the budget process.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have three or more members of the Select Board in attendance.

Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget and budget process in conjunction with budget presentations.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Coder Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), **Boards & Commissions** (Appeals Board, Conservation Commission, Planning Board, Trails Committee), **Buildings** (Fire Station, Giles Hall, Library, Building Maintenance)

Departments II - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm, Maranacook Lake Dam), **Protection** (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), **Cemeteries** (Cemeteries), **Regional Assessments** (Cobbossee Watershed, Kennebec County, KVCOG, First Park, Debt Service)

Departments III - Includes the following: **Recreation** (Beach, Recreation, Heritage Days, Open Space, Community Park), **Roads & Drainage** (Roads & Drainage), **Capital Improvements** (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)

** As Approved 11/14/2016 - Select Board Vote*

- Amended 12/9 to account for the Presidents Day Holiday on 2/20/2017