



CHILMARK FY2022 BUDGET SCHEDULE

TO: All Departments, Officers, Boards, Committees, Commissions & Regional Partners
 FR: Tim Carroll, Town Administrator
 DT: August 27th 2020
 RE: **Budget and ATM Schedule**

Please review this schedule as soon as possible and report any conflicts to me immediately.

Departments, Boards, Commissions & Committees Meet and discuss capital needs for FY2022		October 2020
Discuss and vote Capital Plan if any Needs for next 5 years.		
Departments, Boards, Commissions & Committees Deadline to Submit Capital Requests		October 13 th 2020
<i>CPI/u NE for September released – BLS</i>		October 15 th 2020
Capital Planning Committee	Review Requests and 5 year plan	October 15 th 4:00 PM
FinCom Meeting 5:00 PM	Review: Regional Issues, Assignments, Revenue Reports	October 22nd 2020
Establish Guidance to departments & agencies for FY2022 budget preparation		
Boards, Commissions & Committees	Establish preliminary goals for next year	November 2020
<i>Meet and discuss needs for FY2022</i>		
Human Resource Board – COLA	Meet & review September CPI/U NE	November 5 th 2020
FinCom Meeting 5:00 PM	Review COLA recommendation from HRB	November 12th 2020
Report on CIP Requests		
Planning Board or Citizens seeking a new zoning bylaw - DEADLINE	Submit Petition to Selectmen by 12 Noon	November 12 th 2020
BOS Meeting 5:00 PM	Zoning Petitions & COLA	November 17th
FY2022 Budget Worksheets released for preliminary budget preparation by departments		November 23 rd
Planning Board	<i>Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws</i>	<i>Nov 18th - January 11th</i>
BOS Meeting 5:00 PM		December 1st
BOS Meeting 5:00 PM		December 15th
Capital Planning Committee	Complete Annual Capital Improvement Plan	December 23rd
<i>School Vacation December 24th – January 3rd</i>		
Planning Board - DEADLINE	Submit Proposed Zoning bylaws for Legal Counsel review.	January 4 th 2021
All Departments & Citizens	Budget Requests & Appropriation Articles	January 4th 2021
<i>Met and voted budget & articles.</i>		DUE
<i>Town Budget assembled by Admin Asst to BOS, Asst. to Acct, Accountant & Town Administrator January 6th – 19th 2021</i>		
BOS Meeting 5:00 PM		January 5th
All Departments & Citizens	Deadline to submit Non-Appropriation & Non-Zoning Articles 12 Noon	January 8th
<i>Martin Luther King Holiday - January 18th</i>		
BOS Meeting 5:00 PM		January 19th
FINCOM & BOS FY2022 Budget Hearing	1 7:00 - 9:00 PM	January 20th
FINCOM & BOS FY2022 Budget Hearing	2 7:00 - 9:00 PM	January 21st
FINCOM & BOS FY2022 Budget Hearing	3 7:00 - 9:00 PM	January 26th
FINCOM & BOS FY2022 Budget Hearing	4 7:00 - 9:00 PM	January 27th
FINCOM & BOS FY2022 Budget Hearing	5 7:00 - 9:00 PM	January 28th
Departmental submissions for TOWN REPORT are Due February 1st		
BOS Meeting 5:00 PM		February 2nd
FINCOM & BOS FY2022 Budget Hearing	6 7:00 - 9:00 PM	February 3rd
FINCOM & BOS FY2022 Budget Hearing	7 7:00 - 9:00 PM	February 4th
FINCOM & BOS FY2022 Budget Hearing	8 7:00 - 9:00 PM	February 8th
FINCOM & BOS FY2022 Budget Hearing	9 6:00 - 9:00 PM	February 9th
FINCOM & BOS FY2022 Budget Hearing	10 6:00 - 9:00 PM	February 10th IF NEEDED
Town Report to Press		February 12 th
<i>Presidents' Day Holiday February 15th</i>		
BOS Meeting 5:00 PM		February 16th
<i>School Vacation February 20th – 28th</i>		
BOS Meeting 5:00 PM	Approval of ATM Warrant	March 2nd
<i>School Vacation April 17th – 25th</i>		
ANNUAL TOWN MEETING 7:30 PM		April 26th 2021
Annual Town Election 12:00 – 8:00 PM		April 28th 2021