



CHILMARK FY2021 BUDGET SCHEDULE

TO: All Departments, Officers, Boards, Committees, Commissions & Regional Partners
FR: Tim Carroll, Town Administrator
DT: August 26th 2019
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 FY2021 October 2019
Discuss and vote **Capital Plan** if any Needs for next 5 years.

Departments, Boards, Commissions & Committees Deadline to Submit **Capital Requests** October 11th 2019
CPI/u NE for September released – BLS October 15th 2019

Capital Planning Committee Review Requests and 5 year plan October 16th 4:00 PM

FinCom Meeting 5:00 PM Review: Regional Issues, Assignments, Revenue Reports **October 24th 2019**
Establish Guidance to departments & agencies for FY21 budget preparation

Boards, Commissions & Committees Establish preliminary goals for next year November 2019
Meet and discuss needs for FY2021

Human Resource Board – COLA Meet & review September CPI/U NE November 7th 2019

FinCom Meeting 5:00 PM Review COLA recommendation from HRB **November 14th 2019**
Report on CIP Requests

Planning Board or Citizens seeking a new zoning bylaw - DEADLINE Submit Petition to Selectmen by 12 Noon November 15th 2019

BOS Meeting 5:00 PM **Zoning Petitions & COLA** **November 19th**

FY2021 Budget Worksheets released for preliminary budget preparation by departments November 21st

Planning Board Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws Nov 20th - January 13th

BOS Meeting 5:00 PM **December 3rd**
BOS Meeting 5:00 PM **December 17th**

Capital Planning Committee Complete Annual Capital Improvement Plan **December 18th**
School Vacation December 21st – January 5th

Planning Board - DEADLINE Submit Proposed Zoning bylaws for Legal Counsel review. January 6th 2020

All Departments & Citizens **Budget Requests & Appropriation Articles** **January 6th 2020**
Met and voted budget & articles. **DUE**

Town Budget assembled by Admin Asst to BOS, Asst. to Acct, Accountant & Town Administrator January 7th – 17th 2020
BOS Meeting 5:00 PM **January 7th**

All Departments & Citizens Deadline to submit **Non-Appropriation & Non-Zoning Articles** 12 Noon **January 10th**

Martin Luther King Holiday - January 20th

BOS Meeting 5:00 PM **January 21st**

FINCOM & BOS FY2021 Budget Hearing	1	7:00 - 9:00 PM	January 22nd
FINCOM & BOS FY2021 Budget Hearing	2	7:00 - 9:00 PM	January 23rd
FINCOM & BOS FY2021 Budget Hearing	3	7:00 - 9:00 PM	January 28th
FINCOM & BOS FY2021 Budget Hearing	4	7:00 - 9:00 PM	January 29th
FINCOM & BOS FY2021 Budget Hearing	5	7:00 - 9:00 PM	January 30th

Departmental submissions for **TOWN REPORT** are **Due** **February 3rd**

FINCOM & BOS FY2021 Budget Hearing	6	7:00 - 9:00 PM	February 3rd
BOS Meeting 5:00 PM			February 4th
FINCOM & BOS FY2021 Budget Hearing	7	7:00 - 9:00 PM	February 5th
FINCOM & BOS FY2021 Budget Hearing	8	7:00 - 9:00 PM	February 6th
FINCOM & BOS FY2021 Budget Hearing	9	6:00 - 9:00 PM	February 10th
FINCOM & BOS FY2021 Budget Hearing	10	6:00 - 9:00 PM	February 11th IF NEEDED

Town Report to Press February 14th
Presidents' Day Holiday February 17th

BOS Meeting 5:00 PM **February 18th**
School Vacation February 22nd–March 1st

BOS Meeting 5:00 PM **Approval of ATM Warrant** **March 3rd**
School Vacation April 18th –26th

ANNUAL TOWN MEETING 7:30 PM **April 27th 2020**

Annual Town Election 12:00 – 8:00 PM **April 29th 2020**