



# CHILMARK FY2021 BUDGET SCHEDULE

TO: All Departments, Officers, Boards, Committees, Commissions & Regional Partners  
 FR: Tim Carroll, Town Administrator  
 DT: August 26<sup>th</sup> 2019  
 RE: **Budget and ATM Schedule**

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

<b>Departments, Boards, Commissions &amp; Committees</b> Meet and discuss capital needs for FY2021		October 2019
Discuss and vote <b>Capital Plan</b> if any Needs for next 5 years.		
<b>Departments, Boards, Commissions &amp; Committees</b> Deadline to Submit <b>Capital Requests</b>		October 11 <sup>th</sup> 2019
<i>CPI/u NE for September released – BLS</i>		October 15 <sup>th</sup> 2019
Capital Planning Committee	Review Requests and 5 year plan	October 16 <sup>th</sup> 4:00 PM
<b>FinCom Meeting 5:00 PM</b>	Review: Regional Issues, Assignments, Revenue Reports	<b>October 24<sup>th</sup> 2019</b>
Establish Guidance to departments & agencies for FY21 budget preparation		
Boards, Commissions & Committees	Establish preliminary goals for next year	November 2019
<i>Meet and discuss needs for FY2021</i>		
<b>Human Resource Board – COLA</b>	Meet & review September CPI/U NE	November 7 <sup>th</sup> 2019
<b>FinCom Meeting 5:00 PM</b>	Review COLA recommendation from HRB	<b>November 14<sup>th</sup> 2019</b>
Report on CIP Requests		
<b>Planning Board or Citizens seeking a new zoning bylaw - DEADLINE</b>	Submit Petition to Selectmen by 12 Noon	November 15 <sup>th</sup> 2019
<b>BOS Meeting 5:00 PM</b>	<b>Zoning Petitions &amp; COLA</b>	<b>November 19<sup>th</sup></b>
FY2021 Budget Worksheets released for preliminary budget preparation by departments		November 21 <sup>st</sup>
<b>Planning Board</b>	<i>Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws</i>	<i>Nov 20<sup>th</sup> - January 13<sup>th</sup></i>
<b>BOS Meeting 5:00 PM</b>		<b>December 3<sup>rd</sup></b>
<b>BOS Meeting 5:00 PM</b>		<b>December 17<sup>th</sup></b>
<b>Capital Planning Committee</b>	<b>Complete Annual Capital Improvement Plan</b>	<b>December 12<sup>th</sup></b>
<i>School Vacation December 21<sup>st</sup> – January 5<sup>th</sup></i>		
<b>Planning Board - DEADLINE</b>	Submit Proposed Zoning bylaws for Legal Counsel review.	January 6 <sup>th</sup> 2020
<b>All Departments &amp; Citizens</b>	<b>Budget Requests &amp; Appropriation Articles</b>	<b>January 6<sup>th</sup> 2020</b>
<i>Met and voted budget &amp; articles.</i>		<b>DUE</b>
<i>Town Budget assembled by Admin Asst to BOS, Asst. to Acct, Accountant &amp; Town Administrator January 7<sup>th</sup> – 17<sup>th</sup> 2020</i>		
<b>BOS Meeting 5:00 PM</b>		<b>January 7<sup>th</sup></b>
<b>All Departments &amp; Citizens</b>	<b>Deadline to submit Non-Appropriation &amp; Non-Zoning Articles</b>	<b>January 10<sup>th</sup></b>
12 Noon		
<i>Martin Luther King Holiday - January 20<sup>th</sup></i>		
<b>BOS Meeting 5:00 PM</b>		<b>January 21<sup>st</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	1 7:00 - 9:00 PM	<b>January 22<sup>nd</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	2 7:00 - 9:00 PM	<b>January 23<sup>rd</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	3 7:00 - 9:00 PM	<b>January 28<sup>th</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	4 7:00 - 9:00 PM	<b>January 29<sup>th</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	5 7:00 - 9:00 PM	<b>January 30<sup>th</sup></b>
Departmental submissions for <b>TOWN REPORT</b> are <b>Due February 3<sup>rd</sup></b>		
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	6 7:00 - 9:00 PM	<b>February 3<sup>rd</sup></b>
<b>BOS Meeting 5:00 PM</b>		<b>February 4<sup>th</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	7 7:00 - 9:00 PM	<b>February 5<sup>th</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	8 7:00 - 9:00 PM	<b>February 6<sup>th</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	9 6:00 - 9:00 PM	<b>February 10<sup>th</sup></b>
<b>FINCOM &amp; BOS FY2021 Budget Hearing</b>	10 6:00 - 9:00 PM	<b>February 11<sup>th</sup> IF NEEDED</b>
Town Report to Press		February 14 <sup>th</sup>
<i>Presidents' Day Holiday February 17<sup>th</sup></i>		
<b>BOS Meeting 5:00 PM</b>		<b>February 18<sup>th</sup></b>
<i>School Vacation February 22nd–March 1<sup>st</sup></i>		
<b>BOS Meeting 5:00 PM</b>	<b>Approval of ATM Warrant</b>	<b>March 3<sup>rd</sup></b>
<i>School Vacation April 18<sup>th</sup> –26<sup>th</sup></i>		
<b>ANNUAL TOWN MEETING</b>	<b>7:30 PM</b>	<b>April 27<sup>th</sup> 2020</b>
<b>Annual Town Election</b>	<b>12:00 – 8:00 PM</b>	<b>April 29<sup>th</sup> 2020</b>