

## FY 2020 Budget / 2019 ATM & STM Calendar

September 28	Deadline for CPC eligibility applications
October 23 – 27	Auditors in Town Hall
October 26	Deadline for final CPC applications
November 28	Pre-budget memo to departments
November 15 +/-	M&P COLA set by Personnel Board
December 4	Distribute budget forms to departments
December 17	All <u>Town Dept. or Board</u> <b>money</b> articles, including Embarkation, CPA, and Capital Budget Articles to Town Clerk by 4:30pm – <b>only hard copies will be accepted</b>
December 3	Embarkation Articles Due to BOS
December 21	Departments return budget forms to Town Accountant
January 4	Town Accountant Forwards Department Budgets to Finance & Advisory Committee
January 4	Nomination papers available
January 9	Last day to submit <b>non-money</b> articles for the ATM to the Town Clerk (By 4:30pm – <b>only hard copies will be accepted</b> )
January 9	Department annual reports due
January 16	Board of Selectmen /FinCom Budget Review Workshop
January 18	First draft of ATM warrant due
February 21	FinCom Budget recommendations due
February 21	FinCom Article recommendations due
February 22	Last day to submit articles for the STM to the Town Clerk (By 4:30pm – <b>only hard copies will be accepted</b> )

- Over -

Rev. 2/20/2019

March 5            Nomination papers due to Board of Registrars (49 days before ATE) 5:00pm

March 5            Last day for ballot questions (Ch. 454 of the Acts of 1996)

March 8            ATM & STM warrants closed BOS holds meeting on this day

March 12           Selectmen sign ATM & STM warrants

March 15           ATM & STM warrants and Town Report to the printer

March 20           Last day to register to vote ATM & ATE (8:00PM) (20 days before ATM)

March 26           Last day to post STM warrant (14 days before)

March 28 & 29    Publish ATM & STM warrants in papers

March 29           Last day to register to vote STM        (8:00PM) (10 days before)

April 2            Last day to post ATM warrant    (7 days before)

April 2            Warrant booklets and Town Report available

April 9            Annual & Special Town Meetings

April 23           Annual Town Elections; Planning & Zoning Boards to provide backup materials for bylaw and zoning changes to Town Clerk

May 10            Town Clerk to certify Town Meeting & bylaw votes to Attorney General and DOR, including zoning changes and bond authorizations

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John W. Grande  
Town Administrator

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J. Hillary Conklin  
Town Clerk

Passover 4/20/19 – 4/27/19  
Easter 4/21/19  
School Vacation 4/15/19 – 4/19/19  
Patriots Day 4/15/19