

Annual Town Meeting & Budget Planning Calendar

FY 17

Date	Milestone	Comment
End-August	Community Preservation Committee Forms Distributed	
September 9 th (Wed)	Capital Planning Forms Distributed	
September 28 th (Mon)	Community Preservation Committee Deadline Preliminary Proposals	Submitted to Finance Director
October 5 th (Mon)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
October 13 th (Tues)	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
October 14 th (Wed)	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
October 29 th (Thurs)	Community Preservation Committee Deadline Final Applications	
November 14 th (Sat)	State of the Town Meeting 9am-12:30pm	Brooks Auditorium
November 16 th (Mon)	Operating Budget Submission Deadline	Submitted to Finance Director
December 9 th (Wed)	1 st Joint Budget Workshop 6pm-10pm	Multi-Purpose Room
January 11 th (Mon)	Selectmen Vote to Open the Warrant	Invitation for Articles
January 20 th (Wed)	2 nd Joint Budget Workshop – L-S Presents Budget to Lincoln	Donaldson Room
Mid-January Proposing Jan. 21st	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 25 th (Mon)	Selectmen Vote to Close Warrant	Deadline for Articles
February 1 st (Mon)	Annual Report Deadline	Submitted to BOS
February 16 th (Tue)	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 16 th (Tue)	Deadline for Selectmen to Place Questions on Ballot	
February 16 th (Tue)	Finance Committee Report Submitted to Finance Director for Review	
February 19 th (Fri)	Warrant & Finance Committee Report to Printer	Allows 13 days printing & 2 days stuffing
February 29 th (Mon)	Finance Committee's Annual Budget Hearing	Donaldson Room
March 7 th (Mon)	Voter Registration Deadline for Town Meeting & Town Election	
March 9 th (Wed)	Moderator's Meeting	Donaldson Room
March 10 th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw-March 12 th
March 16 th (Wed)	Moderator's Meeting	Donaldson Room
March 19 th (Sat)	Annual Town Meeting	Auditorium
March 21 st (Mon)	2 nd Town Meeting Session	Auditorium
March 28 th (Mon)	Annual Town Election – 7:30am -8pm	Smith School Gym