

# Annual Town Meeting & Budget Planning Calendar

## FY 19

Date	Milestone	Comment
September	Community Preservation Committee Forms Distributed	
September 5 <sup>th</sup> (Tues)	Capital Planning Forms Distributed	
October 6 <sup>th</sup> (Fri)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
Mid-October	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
September 26 <sup>th</sup> (Tues)	Community Preservation Committee Deadline Preliminary Proposals	Submitted to Finance Director
Mid-October	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
October 31 <sup>st</sup> (Tues)	Community Preservation Committee Deadline Final Applications	
November 4 <sup>th</sup> (Sat)	State of the Town Meeting 9am-12:30pm	Brooks Auditorium
Mid-November	Operating Budget Submission Deadline	Submitted to Finance Director
December 6 <sup>th</sup> (Wed)	1 <sup>st</sup> Joint Budget Workshop 6pm-10pm	Multi-Purpose Room
January 8 <sup>th</sup> (Mon)	Selectmen Vote to Open the Warrant	Invitation for Articles
January 18 <sup>th</sup> (Thurs)	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 22 <sup>nd</sup> (Mon)	Selectmen Vote to Close Warrant	Deadline for Articles
January 24 <sup>th</sup> (Wed)	2 <sup>nd</sup> Joint Budget Workshop – L-S Presents Budget to Lincoln	Donaldson Room
February 5 <sup>th</sup> (Mon)	Annual Report Deadline	Submitted to BOS
Mid-February	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 16 <sup>th</sup> (Fri)	Deadline for Selectmen to Place Questions on Ballot	
February 20 <sup>th</sup> (Tues)	Finance Committee Report Submitted to Finance Director for Review	
February 26 <sup>th</sup> (Mon)	BOS signs Warrant	
February 26 <sup>th</sup> (Mon)	Finance Committee's Annual Budget Hearing	Donaldson Room
February 27 <sup>th</sup> (Tues)	Warrant & Finance Committee Report to Printer	Allows 10 days printing & 2 days stuffing
March 15 <sup>th</sup> (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw-March 17 <sup>th</sup>
March 22 <sup>nd</sup> (Thurs)	Moderator's Meeting	Donaldson Room
March 24 <sup>th</sup> (Sat)	Annual Town Meeting	
March 26 <sup>th</sup> (Mon)	Annual Town Election – 7:30am -8pm	Smith School Gym
March 27 <sup>th</sup> (Tues)	2 <sup>nd</sup> Town Meeting Session	Auditorium