

Memo

To: Department Heads and Boards
From: Town Administrator Shaun Mulholland
Date: May 6, 2014
Re: 2014 Budget Schedule

The BOS has approved the following schedule for review of the proposed 2015 budgets.

August 25 th	Budget Overview, Administrative Budgets
September 15 th	Fire, Forestry Fire, Emergency Management, Police and ACO Budgets
September 29 th	Library, Parks & Rec., Planning Board, ZBA, Conservation Commission
October 6 th	Highway, Solid Waste, Streetlights, Hydrants
October 20 th	Ambulance, Final Budget Discussions and approval of final budget.
November 10 th	Sewer Dept.

We may not have completed budget numbers for Health Insurance, Dental Insurance, etc... by the end of the process. It is possible we would have to make changes after October 20th as we have done in the past. If we go beyond October 7th it will put a time crunch on the budget committee. The goal is to provide them with enough time to review the budgets around the holiday season.

It is important that the department heads and the chairmen of the respective boards be at the scheduled BOS meeting at which their budget is to be discussed. It is also critically important that all department heads and board chairmen be in attendance at the BOS meeting on October 21st as that is when the BOS will be making the final budget adjustments which may mean budget cuts to ensure that budget is within the parameters of the budget directive issued earlier.

If your individual budget does not appear on the schedule you are included in the Administrative Budgets scheduled for August 25th.

If there are any questions or concerns please do not hesitate to contact me.



Shaun Mulholland

Town Administrator