

To: Department Heads and Boards
From: Town Administrator Derik Goodine, Selectboard, and Budget Committee
Date: December 6, 2023
Re: Revised 2023/2024 Budget Schedule

Budget Schedule 2023/2024

Budget Presentation Meetings take place at Allenstown Fire Department Training Room unless denoted below

Saturday, November 4, 9:00AM to 3:30PM with lunch at 11:45AM to 12:30PM

(There will be a continental style breakfast starting at 8:00AM)

9:00AM-9:45AM	POLICE + POLICE CIP
9:45AM-10:30AM	AMBULANCE
10:30AM-11:15AM	FIRE
11:15AM-11:45AM	OAMH and LIBRARY
11:45AM-12:30PM	LUNCH
12:30PM-1:15PM	HIGHWAY DEPT INCLUDING STORM WATER, STREETLIGHTS, AND SOLID WASTE + CIP
1:15PM-2:00PM	TAX COLLECTOR, TOWN CLERK, FINANCE, ASSESSING
2:00PM-3:15PM	EXEC BUDGET OR ADJOURN EARLY DEPENDING ON WHERE WE ARE IN PROCESS*

*TA will do parts of the Executive/Administrative Budget as time allows between presentation times and at the end of the meeting, if ahead of schedule

Saturday, November 18, 2023, 9:00AM to 1:00AM with breakfast at 9:00AM to 9:45AM

9:00AM-9:45AM	BREAKFAST
9:45AM-10:45AM	SEWER BUDGET
10:45AM-12:30PM	EXECUTIVE ADMINISTRATIVE BUDGET ITEMS, COMMITTEES (EDC, PLAN BD, ZBA, and BUDGET) INITIAL WARRANT ARTICLES, WRAPUP

Saturday, December 9, 2023 – at Allenstown Elementary School

9:00AM-9:30AM	BREAKFAST
9:30AM-11:30AM	SCHOOL BUDGET
11:30PM-12:00PM	LUNCH
12:00PM-3:00PM	Any Executive Administrative Budget Items remaining, Capital Improvement and Reserve Budget Items, and Non-Property Tax Revenue, Warrant Articles and Wrap-up

Prepare Final Budget Documents and Warrant, preparation for public hearing, Regular Budget Committee Meeting and any extra meeting if necessary

Thursday, December 14, 2023, Snow Day for Budget Meeting

January 2024

Candidate Filing Dates – January 24, 2024 to February 3, 2024

Saturday, January 6, 2024 - Last day to give notice of Public Hearing on annual budget for January 13, 2024

Tuesday, January 9, 2024 – Last Day to petition for Selectboard for article on Town Meeting Warrant (Bond article would be January 6, 2023)

Saturday, January 13, 2024 - Public Hearing on Budget: Snow Date of January 16, 2024 – Sign forms, Sign Final Town Meeting Warrant following Public Hearing

Tuesday, January 16, 2024 - Last Day to hold Public Hearing on Budget; and last day to post notice of Final Public Hearing on January 29 for any proposed Zoning Ordinance Amendments

Thursday, January 25, 2024 - Last Day for Budget Committee to deliver copies of official budget, and recommendations to the Governing Body

Monday, January 29, 2024 - Last day for Planning Board to hold final public hearing on Zoning Ordinance changes and Last Day for Selectboard to post Town Warrant and Budget at all polling places and at Clerks Office.

February 2024

Saturday, February 3, 2024 - Deliberative Session February (1st Day it can be held)

Saturday, February 10, 2024 – Last day Deliberative Session can be held (Snow Date)

Monday, February 26, 2024 – Last Day to post Warrant for Town Election

Monday, February 26, 2024 - Last day to hold public hearing on question of establishing a special revenue fund. Hearing must be held at least 15 but not more than 30 days prior to meeting where question will be voted on. Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at least 7 days before the hearing. [RSA 31:95-d, I (b)]

March 2024

Tuesday, March 5, 2024 - Annual Report Completed at least one week before Town Election

Town Election Date: Tuesday, March 12, 2024

Respectfully,

Derik Goodine
Town Administrator
dgoodine@allentownnh.gov