

Memo

To: Department Heads and Boards
From: Town Administrator Shaun Mulholland
Date: May 9th, 2017
Re: 2018 Budget Schedule

The BOS has approved the following schedule for review of the proposed 2018 budgets.

October 16th	Budget Overview, Public Works, Ambulance
October 23rd	Library, Fire and Police
October 30th	Administrative Budgets
November 6 th	Sewer Dept., Final Budget Approval and Warrant Articles

We will not have complete budget numbers for Health Insurance, Dental Insurance, Property/Liability Insurance etc... until the end of October. It is possible we would have to make changes after the end of October as we have done in the past.

It is important the department heads and the chairpersons of the respective boards be at the scheduled BOS meeting at which their budget is to be discussed. It is also critically important all department heads and board chairpersons be in attendance at the BOS meeting on November 6th as the BOS will be making the final budget adjustments which may mean budget cuts to ensure the 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 October 30th.

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

Shaun Mulholland
Town Administrator